



WHAT IS ACADEMIC MISCONDUCT?

Academic misconduct is the act of stealing ideas, thoughts, and words. Any act that violates the spirit of authorship or gives undue advantage is a violation. Although no list can be entirely comprehensive, the following non-exclusive examples are the most common types of cheating:

CHEATING ON EXAMINATIONS

- Use of unauthorized materials (e.g., notes, books) during an in-class or take-home examination
- Consultation of unauthorized materials while being excused (e.g., on a restroom break) from an examination room
- Discussion of an exam's contents during its administration
- Copying answers from another student
- Obtaining an examination or answers to an examination prior to its administration
- Studying from an old exam whose circulation was prohibited by the instructor

PLAGIARISM

- Submission of the same or substantially similar work of another person, such as an author or classmate
- Use of the results of another student's work (e.g., exam, homework, computer code, lab report) while representing it as your own
- Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources

REUSE OF ASSIGNMENTS

- Submission of the same or substantially similar assignment to fulfill the requirements of more than one course

IMPROPER USE OF THE INTERNET

- Plagiarism from a published or unpublished Internet source
- Improper documentation of an Internet source
- Use of paper writing services or paper databases on the Internet

IMPROPER USE OF ELECTRONIC DEVICES

- Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, computers, PDAs) during examinations
- Use of electronic devices to communicate within or outside an examination room (i.e., use of cellular phones is not permitted during an exam)
- Storage of test answers, class notes, and other references in electronic devices for use during examinations

UNAUTHORIZED COLLABORATION

- Collaboration when solving homework problems or writing lab reports, computer programs, or papers unless explicitly approved by the professor

ALTERATION OF GRADED ASSIGNMENTS

- Submission of an examination or assignment for a regrade after making changes to the original answers or text

FORGERY AND FALSIFICATION

- Falsification or invention of data in a laboratory experiment
- Citation of nonexistent sources or creation of false information in a written assignment

- Attributing to a source ideas or information that is not included in the source
- Forgery of university documents, such as letters and transcripts

LYING

- Request for special consideration from professors or university officials based upon false information or deception
- Fabrication of a medical or emergency excuse as a reason for needing an extension on an assignment or for missing an examination
- Claiming falsely to have completed and/or turned in an assignment
- Falsely reporting an ethics violation by another student

FACILITATING ACADEMIC DISHONESTY

- Intentionally or knowingly aiding another student to commit a violation of academic conduct
- Allowing another student to copy from one's examination paper during its administration
- Providing copies of course materials whose circulation was prohibited (such as exams or assignments) to students enrolled in or planning to take that course
- Taking an examination or completing an assignment for another, or permitting one to do so

UNFAIR COMPETITION

- Willfully damaging the academic efforts of other students
- Stealing another student's academic materials (e.g., books, notes, assignments)
- Denying another student needed resources, such as hiding library materials or stealing lab equipment

EXCEPTIONS

In some cases, exceptions to the above examples may apply. For example, some instructors assign problem sets or laboratory projects with the intention that students will work together or form study groups. In these cases, all collaborating partners should be noted on a submitted assignment.

Some instructors may accept assignments completed for another course. Students must secure written permission from the instructor to do so. Other instructors expect or encourage students to consult old exams and write new exams accordingly.

Instructors should be certain that access to these exams is universal by placing them on reserve at the MSE Library.

To know what constitutes cheating for a particular course, students must ask the professor of the course for clarification. The general policy should be set forth during the first class of each semester and should be explained in the course syllabus. Students are expected to ask for clarification of unexplained or ambiguous areas. Ignorance of policies is not a valid excuse for cheating.

In general, it is important to remember the distinction between copying and collaborating. It is cheating to copy another's work and turn it in as your own. Professors, however, often encourage students to compare solutions or class notes with each other, to analyze differences in outcomes, to discuss methods, and to ask for explanations. Cheating requires no engagement or understanding, while collaboration promotes interactive learning.