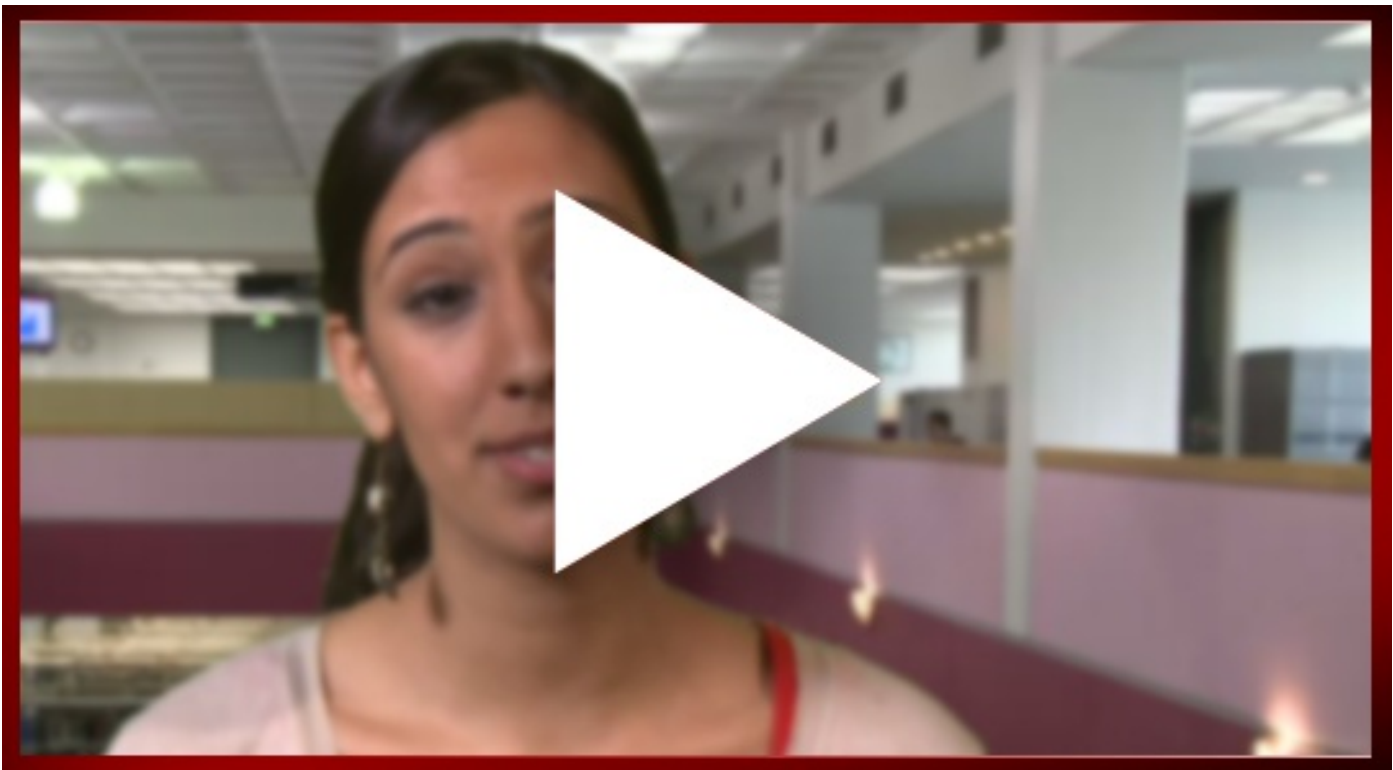


## It's Everyone's Responsibility

"Always ask if you are unsure about anything. Know the guidelines, and if you don't, clarify them with your professor. The one thing I've learned from my teachers is that they like inquisitive students, even if you are asking them the same questions that they just answered. It is better to be over prepared than under prepared. And finally, always try to be honest to yourself and to your teachers."

—LISA, STONY BROOK STUDENT

## COLLEGE AND HIGH SCHOOL: THERE IS A BIG DIFFERENCE



You may first notice it during your new student orientation over the summer; or during the first week of classes; or after your first big exam: college is completely different from high school. Not only are the social and co-curricular opportunities different, but academics at the college level are more comprehensive than those in high school.

Classes in college are often larger, longer, and meet only certain days of the week. It is necessary for you to stay on top of the reading and assignments for each class. Much of the material covered in your classes may not come from the required reading, but from the professional expertise and research interests of your professors. For this reason it is important to attend every class meeting for all of your classes.

College professors do not typically monitor attendance as your teachers did in high school. At the University, it is your responsibility to contact professors if you miss a class session or an assignment, if you are struggling with the material, or if you want to discuss a grade. Papers and projects are assigned well in advance of the due date. It is each student's obligation to be responsible for remembering when the work is due and to address any questions before handing it in. You are encouraged to meet with your professors not only for these reasons, but also when you are doing well in your classes. Professors can offer valuable information and guidance outside the classroom.

The level of learning required in college is also very different. In high school, you may have been primarily tested on facts and details covered in class and the textbooks. Many high school students rely on studying techniques that center on memorization without a deeper understanding of the material. In college, you will be challenged to step beyond this

more superficial level of learning and begin to think analytically. Critical thinking is an important part of the college learning experience. You should be prepared to discuss your ideas and respond to topics covered in class. Active participation is expected in some classes and can be a factor in grading.

As you can see from the examples above, the main distinction between the high school and college experience is that you are held more directly responsible for your progress. While this may seem like a lot of work for you to do on your own, do not mistake this for a lack of interest or concern on the part of your professors and the University staff. You do have the right to a quality education and the faculty and staff are here to help ensure that you receive it. In many ways, your college experience will be what you make of it, and there are plenty of resources available at Stony Brook to insure success; you just need to take the initiative.

# Academic Integrity

Now that we have established the responsibility you have for your own education, let us look at an important value at the foundation of a college education: academic integrity.

The concept of academic integrity implies that everyone adheres to a strict moral code regarding academic life on campus. This requires that you pursue your academic goals in an honest way that does not put you at an unfair advantage over your fellow students. You are expected to uphold the University's rules on academic integrity in everything you do: in every paper you write, every assignment you submit, and in every test that you take.

Sometimes students find themselves in situations in which they are tempted to disobey this code. They may have waited until the last minute to do a project, did not study for a test, forgot to do an assignment, or may just feel lazy. Please remember that none of these situations is an excuse to violate the code of academic integrity. You are ultimately the person held responsible for how you manage your academic life.

Of course, there are times when even students with good intentions try to bend academic integrity rules to work in his/her favor. This is a mistake that can end up costing much more than the student had bargained for.

For more information on Stony Brook University's Academic Judiciary policy statement, as well as resources that can assist you in detecting and preventing academic dishonesty, please visit

[http://www.stonybrook.edu/commcms/academic\\_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html) 

# Academic Dishonesty: It's More Than Just Plagiarism

One way that you can be sure to uphold and protect the code of academic integrity is by having a clear understanding of what constitutes academic dishonesty. Up until now, you probably always associated plagiarism with academic dishonesty. Plagiarism is one form of academic dishonesty and constitutes the majority of the academic dishonesty cases brought to the University's attention. However, the scope of academic dishonesty is much broader and includes many areas. Below, you will find an outline of the various categories of academic dishonesty. Categories have been defined for you and examples given. Please note that although there are many examples given, this list is not inclusive of every possible form of dishonesty. It should give you a greater understanding, however, of Stony Brook's policy on academic dishonesty. Most importantly, remember that ignorance is not an excuse when it comes to academic dishonesty. It is your responsibility to know the policies regarding this important topic.

## Cheating

Using or attempting to use unauthorized assistance, materials, information or study aids in any academic exercise, or preventing, or attempting to prevent another from using authorized assistance, materials, etc. Examples include:

- Using unauthorized notes, study aids, or information on an examination.
- Altering a graded work after it has been returned—then submitting the work for re-grading.
- Allowing another person to do one's work and submitting that work under one's own name.
- Submitting identical or similar papers for credit in more than one course without prior permission from the instructors.
- Copying answers from someone else.
- Having someone else take an exam for you, or asking him or her for answers to a test.
- Stealing or having in one's possession without permission, any tests, notes, materials or property belonging to or generating from faculty, staff or students.
- Having another person do a lab assignment for you.
- Having loose papers on or around desk area can be mistaken for cheat sheets.
- Switching exams placed on desks by professor.
- Electronic devices must be turned completely off during an exam. Even if a student does not answer a ringing tone, they are still violating University Policy.

## Plagiarism

Intentionally or unintentionally knowingly representing the words or ideas of another as one's own in any academic exercise. Examples include:

- Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.
- Copying from any source without quotation marks and the appropriate documentation.
- Copying from any source, altering a word here or there to avoid exact quotation.
- Rewording an idea found in a source, but then omitting documentation.
- Having someone else write the paper for you.

- Copying a paper, or portion of a paper, that someone else has written.
- Cloning someone else's idea(s) without attribution.
- Submitting the wrong paper by accident.

## Fabrication

Intentional and unauthorized falsification or invention of any information or citation in any academic exercise.

Examples include:

- Presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data was gathered or collected.
- Citing nonexistent or irrelevant articles, etc.
- Fudging data to be in accord with what you think the results should be.

## Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another person(s) commit an act of academic dishonesty.

Examples include:

- Working together with others on a take-home exam.
- Providing false information in connection with any inquiry regarding academic integrity.
- Taking a test for another person.
- Doing an assignment for another student.
- Willfully offering to a student, answers or information related to tests and examinations.
- Falsifying attendance records for someone not actually in the class.

## Obtaining an Unfair Advantage

Attempting to gain unauthorized advantage over fellow students in any academic exercise. Examples include:

- Gaining or providing unauthorized access to examination materials.
- Interfering with another student's efforts in any academic exercise.
- Lying about the need for an extension for an exam or paper.
- Continuing to write even when time is up during an exam.
- Stealing, destroying, defacing or keeping library materials for one's own use or with the purpose of depriving others of its use.

## Falsification of Records and Official Documents

Misrepresenting, falsification or tampering with or attempting to tamper with any portion of an academic transcript, record, etc. for oneself or for another person. This is possible grounds for expulsion even if this is your first offense.

Examples include:

- Tampering with computer records.
- Forging a faculty/staff signature on any University document for any reason.



## Unauthorized Access

Unauthorized access to computerized academic or administrative records or systems. Examples include:

- Viewing or altering computer records.
- Modifying computer programs or systems.
- Releasing or dispensing information gained via unauthorized access.
- Interfering with the use or availability of computer systems or information.

# How You Can Protect Yourself

There are many steps you can take to protect yourself from being accused of academic dishonesty. Some of them seem obvious, but many of them are things students do not often consider. Take a look at the list below and become familiar with these suggestions.

- Prepare thoroughly for your exams, assignments and projects. This usually requires that you to do much of the work ahead of time and avoid doing work at the last minute.
- Check the syllabus of each of your courses for a section that explains academic dishonesty. There may be requirements specific to each course.
- While group collaboration is encouraged or suggested, when it comes time to submitting the work, your written assignment must be your ideas in your own words, separate from the groups'.
- Make sure to keep your old exams, papers, homework, etc. in a safe place where friends/roommates cannot gain access to them. Also, make sure any assignments that you keep on your computer are in a password protected folder so that people who have access to your computer are unable to see these files.
- Some classes may require a paper that is very similar to one you previously completed, either for another class in college or in high school. Before submitting the same paper, make sure to check with your instructor that this is okay. While some professors may accept this, most will not. You must check first!
- Use a recognized handbook for instruction on citing source materials in a paper. Consult with individual faculty members or academic departments when in doubt. For example, if you are writing a paper for a Psychology course, either ask your professor how he or she wants you to cite sources in your paper, or ask the Psychology department what their preferred way of citing is.
- Use the services offered at the Writing Center for assistance in preparing papers. For more information, visit [www.stonybrook.edu/writingcenter](http://www.stonybrook.edu/writingcenter) 
- Many cases of plagiarism involve students improperly using internet resources. If you quote an internet source, you must cite the URL for that source in your bibliography. Copying (or closely paraphrasing) text or figures from a website without citing it and placing it in quotation marks is plagiarism. It is no different from doing the same thing with a printed source. Professing ignorance of this rule will not be accepted as a legitimate basis for appealing an accusation of academic dishonesty.
- Utilize the resources available through the Stony Brook University Library website to properly cite your sources: <http://guides.library.stonybrook.edu/> .
- Take the initiative to prevent other students from copying exams or assignments, for example, by shielding answers during exams and not lending assignments to other students unless specifically granted permission by the Instructor.
- Avoid looking in the direction of other students' papers during an exam.
- Refuse to assist students who cheat.
- During an exam, do not sit near students with whom you have studied or near roommates or friends.
- Discourage dishonesty among other students.
- Turn off cell phone before entering a class.
- Make sure your desk and surrounding areas are clear of any books or notes.
- Absolutely no talking during exams.
- Do not give your assignments to your friends electronically or by hardcopy.

- Submit all drafts as if it were your final draft; cite all sources and use quotation marks.
- Always ask for help when you need it.
- Follow instructions carefully for all assignments.

By following the suggestions in this list, you should be well on your way to avoiding academic dishonesty. Please always remember, when in doubt, ask!



# What Happens If I Am Accused Of Academic Dishonesty?

Hopefully, the information you have received so far in this chapter will ensure that you maintain the highest level of academic honor. However, if you ever find yourself in a situation where you are accused of academic dishonesty, it is important to know your rights and responsibilities as a student at Stony Brook University.

## How Will I Know If I Have Been Charged?

The official charge of academic dishonesty will come from either one of two committees—the Academic Judiciary (AJ) or the College of Engineering and Applied Sciences—Committee on Academic Standing and Appeals (CEAS-CASA). The AJC oversees all cases involving courses from the College of Arts and Sciences (CAS), College of Business (COB), and School of Journalism (SOJ), and School of Marine and Atmospheric Sciences (SOMAS). CEAS-CASA oversees all cases involving courses offered through the College of Engineering and Applied Sciences. For all offenses not directly related to a specific course (such as tampering with computer records), the AJ oversees all cases involving students with majors in CAS and COB, SOJ, and SOMAS and CEAS-CASA handles all cases involving students with declared majors within CEAS.

Once an accusation is received, a student is notified by email, SOLAR, or by mail. They will be given a copy of the accusation, the proposed penalty, and the policies and procedures.

## What Should I Do Once I Have Been Notified of the Accusation?

Once a student receives notice that s/he has been accused of academic dishonesty, the student has two options. If a student feels that they have been rightfully accused, one option is to plead guilty. If a student feels they have been wrongfully accused, then they may appeal the accusation to the appropriate committee and ask for a hearing. An appeal can be filed from the Academic Judiciary website or by written report to the relevant judiciary office. While the case is pending, the student will receive a grade of “I” in the course and a notation that reads “Academic Judiciary Action Pending” will appear on the student’s transcript.

## What Can I Expect If I Request a Hearing?

Students who appeal an accusation and request a hearing will be assigned a date for a hearing. All parties involved in the situation will be invited to attend the hearing and speak on their own behalf. A panel of five individuals from the University community made up of faculty, staff, and students will consider the statements and evidence brought before it by you and your accuser and will make a majority vote, of whether you are guilty or not guilty.

If you request a hearing, it will proceed as follows. The accuser(s) will make his/her/their specific accusation and will present evidence, which you have the right to know of before the hearing. You should come to the hearing prepared to answer the accusation. Bring any relevant documentation that you think will support your case. After the accuser makes an initial statement, you will make a statement. Following this, questions may be asked, by you, your accuser, and members of the hearing board to anyone present. For this purpose, both you and the accuser may bring witnesses who can be asked questions by anyone present.

Please note that if you request a hearing and the hearing board finds that you have provided it with false information concerning your case, you are liable for a second accusation of academic dishonesty. Students found guilty of more than one instance of academic dishonesty are subject to additional penalties, including suspension, expulsion, and permanent marks on their academic record.

## Can I Choose to Withdraw or G/P/NC the Class Before or After an Accusation Has Been Made?

Students accused of academic dishonesty cannot withdraw or G/P/NC from the course in question. If you have withdrawn from this course, you will be reinstated into the course until the matter is resolved. If you are found not guilty, then your withdrawal or G/P/NC will be processed. If you are found guilty of academic dishonesty, this decision will nullify any previous withdrawals and G/P/NC options.

## What Happens if I Plead Guilty or Am Found Guilty?

A student who pleads guilty or is found guilty of a first offense will typically be given the letter grade Q which signifies that s/he has committed an act of academic dishonesty. The Q is computed in the student's GPA as an F. However, Stony Brook University gives students an opportunity to have the Q as well as the remark of academic dishonesty removed from their academic record entirely. This opportunity comes in the form of a course called the Q course.

There are rare cases, depending on the severity of the accusation, that first offenses may incur permanent remarks, suspension or expulsion.

## What Is the Q Course?

The Q course is the University's course on academic integrity. It includes such topics as ethics, effective work habits, and time management skills. This 10-week course is offered in both the fall and spring semester and meets on Wednesdays during Campus Life Time. A student must attend all the sessions and complete all the assignments in order to satisfy the requirements of the course. Upon successful completion of the Q course, the Q is removed from his/her transcript and replaced with the earned grade including any penalty assigned by the committee.

## What Happens If I Am Accused of Academic Dishonesty More Than Once in the Same Semester?

If accusations come in close together but are different types of offenses, for example plagiarism and copying off another student, they will be treated as 2 separate offenses and are penalized more severely.

## What Do You Think?

Are some of the above behaviors of academic dishonesty more serious than other ones? Which are the most serious and which are the least? How did you make the determination?

(Adapted from Melora A. Sundt based on materials for E. Nuss—"Academic Integrity: Comparing Faculty and Student Attitudes." *Improving College and University Teaching*. 3:32, 1984.)