

## **Academic Integrity**

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the educational mission of the City University of New York and the students' personal and intellectual growth.

Any student who attempts to compromise or devalue the academic process will be sanctioned. Sanctions may include failing grades, suspension, and expulsion.

Engaging in acts of academic dishonesty can end a student's school career, have an impact on the person's professional life and jeopardize future career goals.

### **Definitions and Examples of Academic Dishonesty**

**The following definitions and examples are taken from the CUNY Policy on Academic Integrity.**

#### **Cheating**

Cheating is an act or an attempted act of deception by which students seek to misrepresent that they have mastered information on an academic exercise that they have not mastered. Examples of cheating include but are not limited to:

- Copying from another student during an examination or allowing another student to copy your work
- Unauthorized collaboration on assignments
- Taking an examination for another student
- Submitting anyone else's work as your own
- Asking or allowing anyone to do research, take an examination or perform an assignment for you
- Changing or misrepresenting grades on assignments or exams for more credit
- Submitting substantial portions of a paper, exam or assignment to more than one course without notifying the instructor that the information was not produced uniquely for that assignment
- Giving assistance to others and aiding in academic dishonesty
- Collaborating on a test, quiz or other project with any other person(s) without authorization
- Fabricating data and information (all or part)
- Unauthorized use during an examination of any electronic devices not specifically allowed such as cell phones, palm pilots, PDA's, computers, or other technology, to store retrieve or send information
- Unauthorized use of course textbook or other material such as a notebook or notes in any form to complete an examination or assignment
- Using or possessing specifically prepared but unauthorized materials during a test, e.g., notes, formula lists, notes written on the student's clothing, study aids, electronic or other devices or any unauthorized communication during an academic exercise, preparing answers or writing notes in an exam booklet before an examination.
- Permitting others to misrepresent to the university that they are a student other than themselves in a classroom or in a virtual classroom or when accessing the discussion boards, classroom material, exams, projects, papers, and logging onto Blackboard as a student.

*The foregoing list is illustrative and is not intended to be exhaustive.*

#### **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work without acknowledging the source. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources, including internet accessed materials.

Examples of plagiarism include but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgment of the source. Copying another person's actual words without the use of quotation marks and footnotes.
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgment of the source
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source
- Copying another student's essay test answers
- Copying, or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own work
- Failing to acknowledge collaborators on homework and laboratory assignments
- Submitting as your own any academic exercises (e.g., written work, printing, musical composition, painting, sculpture, etc.) prepared totally or in part by another

#### **Internet Plagiarism**

- Includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting and pasting" from various sources without proper attribution.

#### **Obtaining an Unfair Advantage**

- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials.
- Depriving other students by stealing, destroying, defacing or concealing library materials.
- Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Engaging in activities that intentionally create an unfair advantage over another student's academic work.
- Making false accusations against another

Any student caught cheating or plagiarizing will automatically receive an **F** for the course. Other forms of dishonesty will result in similar actions.