

The College of St. Scholastica Academic Honesty Policy:

Statement of Policy

Academic honesty and integrity are highly valued in our campus community. Academic honesty directly concerns ethical behaviors which affect both the academic environment and the civic community. Academic dishonesty seriously violates the integrity of the academic enterprise and will not be tolerated at St. Scholastica.

Definition

Academic dishonesty is defined as follows: Misrepresentation of the work of others as one's own; dishonesty in testing; violating authorized guidelines established by instructors for individual assignments; sabotaging or damaging the work of others; or engaging in dishonesty in other academic work.

Implementation

To minimize student misunderstanding, faculty shall state in writing what degree of cooperation or help is authorized and what behaviors constitute academic dishonesty on collaborative efforts by students (team projects, group work, etc.). Students shall be responsible for asking faculty for clarification in any unclear situation.

Enforcement

Since academic dishonesty is a transgression against the entire college community, the entire community should be involved in handling the problem. Students and faculty are encouraged to contact instructors with reports of, or concerns about, academic dishonesty. If a faculty member has determined that a student has been academically dishonest, the violation must be reported to the Vice President for Academic Affairs of the Vice President for Student Affairs. Duties of these offices include referral of students for counseling if needed, handling of repeat offenders, and administering of penalties.

Penalties

In cases of academic dishonesty, the minimum penalty to be applied by the faculty member shall be failure of the assignment or test, and the maximum penalty shall be failure of the course. In addition, a department may deny admission to or dismiss from a program a student who has engaged in academic dishonesty, and the dean of faculty or dean of students may exclude such a student from extracurricular activities or expel him or her from the College, even on the first instance of academic dishonesty.

Appeals

An aggrieved student may appeal any adverse decision regarding academic dishonesty by following the procedure outlined in the academic appeal procedure. In an appeal concerning academic dishonesty, the decision of the appeal panel shall be final.



by Heidi Johnson and Julie Rustad

According to the Center of Academic Integrity's study released in June 2005:

- 1) On most campuses, 70% of students admit to some cheating
- 2) Internet plagiarism where students cut and paste a sentence or two or more, 77% of students believe this kind of cheating is not a very serious issue
- 3) 44% of faculty are aware of cheating in their courses but have never reported it

Statement on Plagiarism for Syllabus

Academic honesty directly concerns ethical behaviors which affect both the academic environment and the civic community.

Plagiarism and other academic dishonesty, including falsification of data, will result, at a minimum, failure of the assignment or test, and the maximum penalty shall be failure of the course. In addition, a department may deny admission to or dismiss from a program a student who has engaged in academic dishonesty, and the dean of faculty or the dean of students may exclude such a student from extracurricular activities or expel him or her from the College, even on the first instance of academic dishonesty.

Optional Addition with List of Specifics

Plagiarism and other academic dishonesty includes but is not limited to the following:

1. Misrepresentation of the work of others as one's own
2. Using someone else's ideas or words without giving credit
3. Reusing work from another class without permission
4. Falsification of data or quotes
5. Giving or receiving unauthorized help on an assignment or test
6. Dishonesty in testing

7. Violating authorized guidelines established by instructors for individual assignments
8. Sabotaging or damaging the work of others

Sample Honor/Integrity Pledge

"I declare on my honor that I have neither given nor received any unauthorized help on this..."

Prevention Tips from turnitin.com Research Resources

For faculty:

1. Have students sign an Honor Code at the beginning of the semester
2. Have students sign a pledge at the end of the assignment that this is their work
3. Explain what plagiarism means
4. Explain what's wrong about plagiarism
5. Make the consequences clear
6. Start off with clear expectations for assignments, group work, resources, etc.
7. Show how to quote and paraphrase with examples
8. Require students to submit thesis statements, introductions, outlines or drafts – paper trail!
9. Have student annotate bibliographies
10. Assign oral presentations
11. Require recent and printed sources
12. Have student hand in photocopies or print outs of their sources
13. Assign a paragraph on the process they took for researching and writing the paper
14. Know what temptations are out there before you create an assignment and adjust accordingly such as having students write on a more recent or lesser known book or topic
15. Have assignments be specific to the course's materials, discussion, etc. rather than generic
16. Maintain your own database of papers by having students submit an electronic copy you can store on your computer
17. Do not allow students to change their topics at the last minute

For students:

1. Ask the professor follow up questions about assignment's expectations, group work procedures, take-home tests, WebCT quizzes, etc.
2. Plan your paper – never too early to start especially if you will need to Interlibrary loan sources
3. Print out or photocopy sources as you find them so you have all the information you need for the bibliography/ works cited/ references
4. Take effective and complete notes from your sources so you can properly cite them
5. When in doubt, always cite the source
6. Make it clear who said what
7. Know how to paraphrase
8. Evaluate your sources – especially web sites for credibility and accuracy

Library's Web Site on Plagiarism

Library Home Page, in yellow column on left-hand side *Find Research Tools*, click on *How to Avoid Plagiarism*

1. Definition of Plagiarism
2. Link to turnitin and information on how to use it
3. Links to web sites and tutorials
4. Links to information on how to cite sources in various styles, how to do in-text citations
5. Lists of books and articles
6. Prevention tips for students and faculty
7. Examples of plagiarism cases
8. Copyright information

Follow-up

If turnitin did not find any plagiarism and you still suspect academic dishonesty or for any other reason, feel free to get help from the Librarians.