TITAN INTEGRITY (144)
Guide to Understanding and Avoiding Academic Dishonesty
Introduction

One aspect of integrity at CSUF, as in all academic communities, is academic integrity: **honesty in all academic endeavors.** Those who fail to uphold academic integrity standards not only suffer severe grade consequences, but also cheat themselves and others out of learning, degrade the value of their degree, and diminish the prestige of a CSUF education.

What is Academic Dishonesty?

What constitutes academic dishonesty at California State University, Fullerton is spelled out in UPS 300.021 Academic Dishonesty Policy. It includes, but is not limited to: plagiarism, cheating on exams, unauthorized collaboration and falsifying academic records. Abbreviated definitions follow:

**Plagiarism:** Using someone else's work in any academic assignment without appropriate acknowledgment (such as paraphrasing another's ideas or copying text, phrases or ideas from a book, journal, electronic source or another person's paper, without acknowledgment – quotation marks, indentation.)

**Cheating on exams:** Unauthorized use of external assistance during an examination (such as using crib notes, talking with fellow students, or looking at another person's exam.)

**Unauthorized Collaboration:** Preparing academic assignments with another person without faculty authorization (such as discussing or sharing work on homework or projects.)

**Falsifying Academic Records:** Alteration or misrepresentation of official or unofficial records including academic transcripts, applications for admission, exam papers, registration materials, medical excuses or lab attendance forms.

What are the Consequences?

In addition to a grade penalty ranging from "0" on an assignment to an "F" in the course, the student may also face the following sanctions: dismissal from an academic unit, revocation of admission, suspension from the university, revocation of degree and expulsion from the university.

What is the Procedure: What can You Do?

If a student is accused of academic dishonesty, the student has an opportunity to meet with the faculty member to discuss the basis for the allegation. The faculty member may assess an academic penalty for the course and must report the action to the Dean of Students, Student Conduct. The faculty member or Student Conduct may recommend additional sanctions. The student may appeal the grade penalty under UPS 300.030 Academic Appeals Policy.
What are Your Responsibilities?

1. Don't do it! Remember that a poor grade is better than an "F" in the course, suspension or expulsion.
2. Report cheating to your professor.
3. Protect your work from others, and do not take unfair advantage of other students' work.
4. Don't sit next to friends during an exam. It may put you or them in a compromising position.
5. Know exactly what constitutes academic dishonesty. Read the student handbook, talk to your professors.
6. Make sure you understand the specific standards for an assignment or class. If you don't know, ask your professor.
7. Prepare yourself. Learning to budget time to ensure optimal preparation for an exam or assignment is an absolutely essential tool to succeed at any university.
8. Get help. Extensive campus resources including the Learning Center and the Writing Center are available, but you have to take the first step.
9. Discourage your friends and classmates from committing academic dishonesty by providing them with support, information and an example: you!

“DON’T Do This!” – Quiz on Academic Integrity

So that you don't cheat yourself out of the best possible education at CSUF, you need to learn what constitutes academic dishonesty. Take the following quiz to test your present knowledge.

Question 1: You realize that another student is looking at your test paper. You don't know the second student, but you don't make any effort to cover your paper. We know the other student is cheating but are you guilty of academic dishonesty?

Question 2: The final exam in your class is a take-home test. The professor's instructions state that you may only consult the following resources: library books, class notes, texts, and the professor. You and your roommate discussed one of the questions, but you write your own answer. Is this a problem?

Question 3: You have been ill and have fallen behind in your classes. You want to ask your professor for an "incomplete" in his class, but you're not sure whether he'll be convinced. You didn't see a doctor while you were ill, but you have a doctor's excuse from a previous illness which you could alter with little difficulty. After all, you were sick, weren't you?

Question 4: You are enrolled in a large lecture class. As the professor hands back the results of the first test, she encourages all students to check their papers carefully, with the instruction to resubmit any test which may have been incorrectly graded. Looking over your paper, you noticed that you inadvertently left out one sentence which changed the meaning of your answer. Since you knew the material at the time of the test, you pencil in the omitted sentence and resubmit the paper for grading. Is this a problem?
Question 5: You have been working on a major class project when you find solution related material online. The solution is for the problem as assigned in the course during a previous semester, but it would form a good basis for solving the current problem. Is it wise to copy the solution and use it?

Question 6: It is late at night and your paper is due at 9:00 a.m. the next day. You used a lot of material from a couple of books, but you didn't quote anything and, therefore, you didn't include any footnotes. Is this plagiarism or just sloppy work?

Question 7: You have had a tough semester and are having trouble focusing on a term paper you must write. You have acquired "research material," a paper from the internet on your topic that will get you started with information and organization. With all the other pressures, it seems tempting to make a few minor changes and turn the paper in. Should you?

Question 8: You came to CSUF to major in Esoterica because the university has one of the best departments in the nation. However, the introductory course has been a bit tedious and you haven't kept up with the reading like you should have. It is now the first midterm, and because you are unprepared you are thinking of taking a few crib-notes in the back of your bluebook. After all, don't you just need to have the class on your record so that you can get on to the important stuff?

"DON'T Do This!” – Answers to Quiz on Academic Dishonesty

Answer to Question 1: YES Even though you and the other student didn't work together, once you became aware that the other student was looking at your paper, it was your responsibility to take steps to make it difficult for him to cheat.

Answer to Question 2: YES It is called collusion. Studying together before the test would have been all right, but once you had the test and knew the questions, the professor expected you to do all the thinking about the answers by yourself.

Answer to Question 3: NOT A GOOD IDEA Documentary falsification is dishonesty, whether or not the falsification supports "the truth." Faculty have a tendency to check on medical excuses, so apart from undermining your own integrity you stand a good chance of being caught. Students often neglect the obvious in this kind of case: talk to your professor. He or she may be able to offer suggestions or alternatives for relieving your situation.

Answer to Question 4: YES Unfortunately, the professor cannot grade your good intentions. Tests submitted for regrading may not be altered in any way. By the way, professors are encouraged to photocopy exams before returning them to students and therefore can clearly track any new markings on exams submitted for regrading.

Answer to Question 5: Instructors expect individual, original work in response to assignments. Copying from previous semester’s assignments, solutions manual or other sources defeats the educational purpose of the assignment. It is unacceptable for students to obtain solutions, copy assignments or collaborate with others without the knowledge and permission of the instructor.
Answer to Question 6: This is plagiarism. Submitting someone else's work for credit as if it were your own is plagiarism. If you are unsure about when to use quotations and footnotes, be sure to talk to your professor before submitting the paper.

Answer to Question 7: DON'T! Faculty have an uncanny ability to spot papers that were not written for their classes or which are not your work, and the consequences to you are severe. In fact, don't acquire (borrow, download or purchase) a paper for "research purposes." You almost certainly can come up with better material yourself, and you avoid the temptation of doing the wrong thing at the last minute. Researching term papers is an integral part of your university education -- don't short-change yourself.

Answer to Question 8: This is never a good idea. First, you cheat yourself out of important knowledge you will need later. If the course is graded competitively, you cheat others as well. And if you are caught (notes in a bluebook is a well-known form of cheating) you may defeat your purpose.

As you can see, what comprises academic dishonesty is not always obvious. If you are in doubt, ask your professor or refer to the publication "Student Guide to Avoiding Plagiarism: How to Write an Effective Research Paper", also produced by our office. The official policies of the University can be found Policies.

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Calvin and Hobbes
by Bill Watterson

PST, SUSIE! WHAT'S THE ANSWER TO QUESTION TWO?
"ELI WHITNEY AND THE COTTON GIN."

BUT THIS IS A MATH QUESTION.

IT'S A TRICK QUESTION.

HOW COME YOU WROTE SOMETHING DIFFERENT?

I'M GOING TO GET THIS QUESTION WRONG, SO IT WON'T LOOK LIKE YOU COPIED.

NOW, THANKS! OH, I OWE IT TO YOU.

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