

Maintaining Academic
Integrity:
What every STEM student
better know

MESA/STEM

Overview

- AHC Academic Dishonesty Policy
- Examples of Academic Dishonesty
- How to maintain academic integrity



Allan Hancock College Academic Honesty Policy

- [Allan Hancock College Board Policy 5500](#)
- Honesty and integrity are essential to the academic community. Faculty, students, and staff are expected to be truthful, trustworthy, and fair in all academic endeavors. Students who violate these principles by cheating, plagiarizing, or acting in other academically dishonest ways are subject to disciplinary action.
- If an instructor determines, after a conference with the student, that the student has been academically dishonest, the instructor at his/her/their discretion may issue a failing grade on the assignment, or take other measures that are reasonable and appropriate. The student may also be subject to further disciplinary action through the associate superintendent/vice president, Student Services.
- An appeals process is available to the student through the office of the associate superintendent/vice president, Student Services.

Examples of Academic Dishonesty

- Cheating
 - Copying from another student's test or homework
 - Allowing another student to copy from your test or homework
 - Using materials such as textbooks, notes, or formula lists during a test without the professor's permission
 - Collaborating on an in-class or take-home test without the professor's permission.
 - Having someone else write or plan a paper for you.
- Plagiarism
 - The presentation of another's words, images or ideas as if they were the student's own
 - Unauthorized use of another person's data in completing a computer exercise
 - Unauthorized transfer and use of another person's computer file as the student's own
- Fabrication
 - Use of invented or misrepresentative information. Fabrication most often occurs in the sciences, when students create or alter experimental data
 - Listing a source in your works cited that you did not actually use in your research is also fabrication
- Collusion
 - Two or more students working together on an individual assignment.
- Duplicate submission
 - Submitting the same work or project for two different courses

Examples of Academic Dishonesty cont.

- Academic misconduct:
 - Obtaining a copy of a test before the test is administered
 - Distributing, either for money or for free, a test before it is administered
 - Encouraging others to obtain a copy of a test before the test is administered
 - Changing grades in a gradebook, on a computer, or on an assignment.
 - Continuing to work on a test after time is called
 - Texting classmates answers or pictures
- Improper use of computer or calculator
 - Unauthorized use of computer or calculator programs.
 - Selling or giving away information stored on a computer or calculator which will be submitted for a grade.
 - Sharing test or assignment answers on a calculator or computer.
- Improper use of online resources
 - Using online materials on assignments or exams
 - Online file sharing not approved by instructor
 - Accepting or providing outside help on online assignments or tests.
 - Obtaining test materials or questions before the test is administered

How to Maintain Academic Integrity

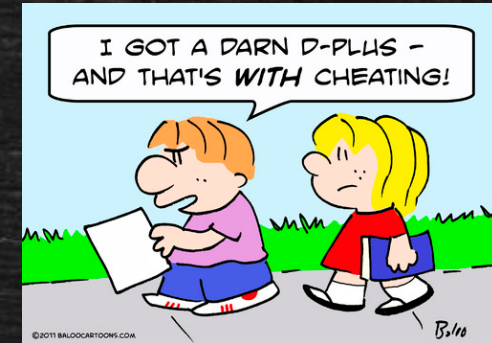
- Employ good study skills from the beginning
 - Read your syllabi carefully and periodically
 - Prepare and plan ahead
- ASK question. Seek clarification from your instructors regarding class policies; whenever expectations about an assignment are unclear, do not rely on other students for information.
- Attend office hours
- Always assume that you are expected to complete assignments independently unless your instructors indicate otherwise. Clarify what is expected of you when you are working on a group project.
- Don't wait until the night before to begin an assignment. Being rushed for time is not an excuse for cheating or plagiarism. Good time management also allows you to contact your instructor in case you have questions.
- Don't share your assignments with others. If classmates have a question, try to help them... but copying your assignment won't teach them anything and you might be accused of academic dishonesty as well.
- Keep track of sources and learn how to cite properly. If you paraphrase or summarize what someone else said, you still have to attribute this information to them.
- Don't be afraid to ask for an extension for an assignment. If you cannot get an assignment, you're better off taking a zero for it rather than copying/submitting someone else's work and being charged with academic dishonesty which likely will hurt your course grade much more.
- In classroom exams, be cautious where you sit. Cover your answers and distance yourself from others to reduce the temptation to look. Also, to avoid the impression of cheating, don't look into your bag or use your cell phone during an exam. Remember that in many courses the act of looking at your cell phone during an exam is already considered cheating, whether you actually used the phone for cheating or not.

Hancock College Academic Integrity Sanctions

- <https://www.hancockcollege.edu/board/policies/doclib/Student%20Discipline%20Procedures%205520.pdf>
- Page 13-15

Why is preventing academic dishonesty important

- Big potential consequences
 - Suspension or ever expulsion
 - Earn a F on assignment or exam
 - Failing course
- Not mastering the material
 - Skipping the understanding part
 - STEM requires building a strong foundation for future courses
- It is **WRONG**
 - Bad practice that will show up in your future career



Resources to support you prevent academic dishonesty

- Allan Hancock College Library Orientation - [Module 3: The Librarian Always Cites Twice](#)
In this final module we will explore library databases and basic research tips
- Plagiarism Checker
 - <https://www.turnitin.com/>
 - <https://www.grammarly.com/>