

Top Ten Ways to Promote Academic Integrity: A Guide for Oklahoma State University Students¹

- 1. Go to class.** All students are required to attend classes regularly. This is an opportunity to learn from scholars who are experts in their fields. In addition, instructors often make important announcements, including revised due dates, hints for exam preparation, and new assignments, during class time.
- 2. Get it straight.** Ask your professors to clarify any vague instructions before you begin working on an assignment. Once you understand the parameters, it will be easier for you to plan your work and stay on schedule.
- 3. Plan ahead.** Get yourself on the right track at the start of each semester by noting all your due dates for papers, assignments and exams on one calendar. Keep yourself on a consistent study schedule throughout the semester, and try to keep ahead of your work. Advance planning allows you to put in maximum effort with a minimum amount of stress.
- 4. Know where to go for assistance.** Familiarize yourself with campus resources available to assist you in studying, writing papers, and preparing for exams. Such resources include: the Writing Center, librarians, tutors, your advisor, and your favorite faculty member.
- 5. Follow instructions.** Guidelines for completing assignments are carefully thought-out by your instructors. You are less likely to arouse suspicion about the originality of your work if you follow their instructions to the letter. This includes any instructions given during an exam.
- 6. Do your own work.** Unless given explicit permission from your instructor, your best bet is to refuse assistance from friends on homework, papers, or exams.
- 7. Sit apart from your friends during exams.** You and your friends will be prevented from exchanging glances or looking at one another's papers if you find seats at opposite sides of the room. Whenever possible, leave several empty seats between yourself and any other student.
- 8. Know whose words or ideas you're using.** When preparing a paper, take careful notes from books, articles, websites, and journals. Note specifically page numbers, authors' full names, and publication dates. Avoid downloading information from Internet sources directly into your own files. As you continue to prepare your paper, it is helpful to put quotation marks around any notes you make in which you are using the source's words or ideas. Use proper footnotes and quotation marks in your final paper.
- 9. Know your options.** If your lab experiment goes sour, if you have a family emergency, if you have three exams on the same day...talk it over with your instructors right away. They are much more likely to offer solutions, like extensions or incomplete s, if you approach them BEFORE the assignment is due. You will not likely earn their sympathy if you choose a dishonest or careless route to getting the work done.
- 10. Think.** Think about why you are at Oklahoma State University. Think about why you are enrolled in the course. Think about the value of your education, and about the value of studying, reading, writing and of honestly completing your work.

******Please see attached addendum for more information.******

¹Adapted with permission from Brandeis University http://129.64.99.138/rabbgrad/forms/Student_Top%2010.pdf

Addendum to: Top Ten Ways to Promote Academic Integrity: A Guide for Oklahoma State University Students

According to the Academic Integrity Policy and Procedures, behaviors that violate the fundamental values of academic integrity may include but are not limited to:

Unauthorized Collaboration: Completing an assignment or examination with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.

Plagiarism: Presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism:

- copying another student's assignment, computer program or examination with or without permission from the author;
- copying another student's computer program and changing only minor items such as logic, variable names, or labels;
- copying or paraphrasing material from an Internet or written source without proper citation;
- copying words and then changing them a little, even if the student gives the source;
- verbatim copying without using quotation marks, even if the source is cited; and
- expressing in the student's own words someone else's ideas without giving proper credit.

Multiple Submissions: Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.

Cheating on Examinations: Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student to take an examination for the student.

Fabricating Information: Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.

Helping Another Person Cheat: Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.

Unauthorized Advance Access to Examinations: Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.

Altering or Destroying the Work of Others: Changing or damaging computer files, papers or other academic products that belong to others.

Fraudulently Altering Academic Records: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering transcripts.