Academic Honesty

Academic honesty is one of the most important qualities influencing the character and vitality of an educational institution. Academic misconduct or dishonesty is inconsistent with membership in an academic community and cannot be accepted.

Violations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, up to and including dismissal from the University.

Violations of Academic Honesty

Cheating

Cheating includes using or relying on the work of someone else in an inappropriate manner. It includes, but is not limited to, those activities where a student:

- Obtains or attempts to obtain unauthorized knowledge of an examination's contents prior to the time of that examination;
- Copies another student's work or intentionally allows others to copy assignments, examinations, source codes or designs;
- Works in a group when she or he has been told to work individually;
- Uses unauthorized reference material during an examination; or
- Has someone else take an examination or takes the examination for another.

Plagiarism

In speaking or writing, plagiarism is the act of passing someone else's work off as one's own. In addition, plagiarism is defined as using the essential style and manner of expression of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or any manual of term paper or report writing.

Code of Student Conduct and Academic Honesty

- Engaging or knowingly assisting in academic dishonesty; including plagiarism, cheating, and those acts which would deceive, cheat, or defraud so as to promote or enhance one’s scholastic record. (Section 10)
- Alteration or misuse of University identification cards, records, documents or computer data. (Section 12)

The Consequences

When a student is accused of academic dishonesty, the accusing faculty member must contact the student to discuss the allegation in either an informal or formal process.

Sanction for violation of the Academic Honesty Policy may include faculty imposed sanctions (i.e., a grade sanction and/or require the student to redo the work, fail the student on the work or require the student to receive additional instruction as provided by the University Library, Writing Center, or other University resources). Additional sanctions up to disciplinary Probation, Suspension, Dismissal, or Expulsion may also be imposed. Students should speak with faculty members regarding their expectations for academic honesty.

Tips

- Begin your assignments or research early to avoid being pressed for time at the end.
- Keep careful track of your work, noting full bibliographic citations to books, articles, and other materials you are using, making printouts or photocopies of sources you are using, including web sites, etc.
- Read and digest material as you go along to gain comprehension, rather than simply cutting and pasting the words and ideas of others.
- Remember: Give proper credit when using other's works or ideas. Information comes in many different packages — print, Web-based, video, etc. Citing materials from these different formats can be tricky. Style guides help navigate these often murky waters.

Where to Get Help

On Campus:

- Kent Library 651-2230
- Learning Assistance Programs 651-2273
- The Writing Center 651-2159

Information comes in many different packages — print, Web-based, video, etc. Citing materials from these different formats can be tricky. Style guides help navigate these often murky waters.
On the Web:

Avoiding Plagiarism: Purdue University Online Writing Lab (OWL)
http://owl.english.purdue.edu/handouts/research/r_plagiar.html

Avoiding Plagiarism Tutorial: Center for Writing Excellence
http://ustudies.semo.edu/writing/owl2/tutorials/plagiarism/plagiarism4.asp

To access online style guides and to get help with citations see:

Tools for Citing Sources: Kent Library
http://library.semo.edu/
http://library.semo.edu/learn/citing.shtml

Code of Student Conduct
http://www6.semo.edu/stuconduct/

Kent Library and Dean of Students

FOR MORE INFORMATION CONTACT:

Kent Library
(573) 651-2230

Dean of Students
(573) 651-2264

OR EMAIL:

kentreference@semo.edu
or
deanofstudents@semo.edu

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