ACADEMIC HONESTY

FREQUENTLY ASKED QUESTIONS

WHY SHOULD I UPHOLD ACADEMIC HONESTY?
- The answer is simple: To maintain your personal integrity and be able to take pride in your grades and academic achievements.
- Remember: No one does as well as they would like on every assignment or in every class. Expect that there will be times when you will not feel fully prepared for an exam or completely satisfied with a paper or other assignment.
- Personal integrity means refusing to compromise your principles and doing the best you can under the circumstances.
- People with strong personal integrity radiate this quality in their interactions with others, including faculty, peers, co-workers, as well as prospective employers.
- Even if not caught, students who lie or cheat develop reputations for being dishonest and untrustworthy.
- Trust and mutual respect are the foundations of genuine community; cheating erodes trust and is an expression of disrespect for others.
- Students whose performance is an honest reflection of their work can take pride in their accomplishments and are respected by others.
- Law and graduate school admissions, as well as employers, frequently request certification that a student has no record of academic violations from the Office of the Dean of the College. Students with academic violations may be disqualified from consideration by law schools, from sitting for the Bar exam, and from some forms of government and other employment.

HOW CAN I GENERALLY AVOID ACADEMIC DISHONESTY?
Students who cheat, plagiarize, or engage in other forms of academic dishonesty often do not feel prepared for an exam or assignment and fear they will do poorly if they rely solely on their own knowledge and skills. To avoid finding yourself in such a situation:
- Attend class on regular basis
- Meet with your instructor to discuss material missed during any absences
- Keep up with all assigned readings
- Keep a calendar with the deadlines and dates of exams, papers, and major assignments
- Plan ahead for how to study if you have two exams on the same day or several papers due during the same week
- Do not procrastinate on papers and long-term projects
- Ask your instructor or a tutor for help with difficult course material
- Ask your instructor for advice if you are not sure how to prepare for an exam or are unclear about the guidelines for an assignment
- Talk with an academic advisor or counselor about how to plan your course work, maintain good study habits, and structure long-term projects.
How can I avoid cheating, plagiarizing, and honor code violations?

- Consult a writer's manual or handbook for instructions on when and how to cite sources and use quotations in a research paper.
- Do not look at another student's paper during a quiz/exam and do not copy answers from another student's homework assignment.
- Do not allow other students to copy answers from your homework assignments or your quiz/exam; do not give your research papers or experiment data to other students.
- Ask the instructor if unclear about whether you are allowed to work with other students on a take-home exam or out-of-class project.

How can I reduce pressures that may tempt me to engage in academic dishonesty?

- Do not overload your schedule; achieve a balance between course work, employment, and other activities; know and respect your limits and make allowances for family and personal problems.
- Do not be afraid to ask for help from an instructor, academic advisor, counselor, or friend.
- Remain organized by keeping track of due dates; play it safe by backing up computer files.
- If you feel undue pressure about your grades from parents or others, encourage them to understand the nature of your course work and how hard you are trying; ask them to trust and respect that you are doing your best.
- Remember that prospective employers, as well as graduate and professional schools, evaluate you based on many factors, including your overall academic record, your relevant work and life experiences, and your personal qualities. A brief, honest statement to explain an inconsistency in your academic record will often be respected.

What can I do if I witness an act of academic dishonesty?

- Speak up. Let the student(s) know that you oppose academic dishonesty and inform them of the negative consequences of such conduct for all students.
- Report what you have witnessed to the instructor of the class.
- Encourage the student(s) to discuss the incident with the instructor.
- If the student(s) seem unaware that their conduct is academically dishonest, or are unsure, invite them to go with you to seek clarification from the instructor.
Academic Honor Code (see bulletin.hamline.edu)

Statement of Purpose
Every member of the Hamline University community—students, faculty, administrators, and staff—is responsible for upholding the highest standards of academic integrity at all times. The assumption that academic work is an honest reflection of one’s knowledge and skills is fundamental to the integrity of Hamline University and to the value of a Hamline diploma. If students at an institution of higher education develop a reputation for receiving grades based on honest work, GPAs and academic degrees held by all students from that institution are valued more highly. The faculty subscribes to standards of academic honesty in its research and teaching. Every person in the University is responsible for adhering to the principles of the Academic Honor Code.

Principles
Academic dishonesty includes any act that has the effect, or intention, of giving one student an unfair advantage over others in the completion or evaluation of academic work and/or inaccurately representing one’s academic work. The examples below refer to all academic work submitted for evaluation, whether completed online, in the classroom, or in a hybrid course that combines face-to-face instruction with online interactions and submissions. Prohibited conduct under the Code includes, but is not limited to, the following:

Cheating
- Using notes or other source materials (without instructor permission) on a quiz or exam;
- Copying another student’s answers on a quiz or exam;
- Using electronic devices (e.g., phones, pagers, computers, calculators) in an unauthorized manner during an exam;
- Copying another student’s homework assignment;
- Submitting, in whole or in part, a paper that is not your own work (e.g., purchasing a paper on the Internet or submitting another student’s paper);
- Collaborating on a take-home exam assigned to be completed individually;
- Altering answers on a graded exam or assignment in order to resubmit your work for a better grade;
- Misrepresenting yourself online, including but not limited to, having another individual complete or submit work via your personal login to a course.

Plagiarizing
Plagiarism is the act of using ideas and information from any source, published or unpublished, without proper attribution (e.g., from a book, journal, newspaper, report, speech, media broadcast, interview, or the internet). Includes but is not limited to:
- Quoting, paraphrasing, or otherwise using text from a source, for example, an online source, without crediting the author or noting the relevant URL;
- Copying sentences, phrases, or other language verbatim from a source without using quotation marks;
- Presenting work completed by another individual (including another student) as your own;
- Sharing files with another person outside of the requirements of the course.

Making Multiple Submissions
- Submitting, without prior authorization, a paper or assignment completed for one class to fulfill a requirement for another class.
Fabricating Information
- Using and/or submitting fabricated or altered information for any academic exercise or requirement, e.g., making up data for an experiment or citing non-existent sources in a paper;
- Fabricating or lying about reasons for requesting an extension on a quiz, exam, paper, or other assignment.

Using Materials in an Unauthorized Manner
- Stealing or otherwise acquiring unauthorized access to examinations or faculty instructional materials;
- Removing books, periodicals, or other sources from the library without permission;
- Damaging books, periodicals, and other library sources;
- Keeping library and reference materials beyond permitted time with the intent of preventing others from using them (e.g., items on reserve).

Misrepresenting Academic Records
- Misrepresenting or tampering with, or attempting to misrepresent or tamper with, any portion of an academic record either before, during, or after enrollment at Hamline;
- Forging a signature on any form;
- Altering, or attempting to alter, academic computer records;
- Falsifying academic information on a resume.

Facilitating Academic Dishonesty
- Knowingly engaging in any act that facilitates the academic dishonesty of another student; e.g., permitting another student to copy your answers on a quiz, exam or assignment;
- Giving or selling a quiz, exam, paper, or assignment to another student
- Informing students in later sections of a class of questions on a quiz or exam

Violations and Sanctions
Violations of the Academic Honor Code will be dealt with seriously. If a student is accused of engaging in academic dishonesty in a class, the faculty member may decide on a sanction for the student (e.g., assign a failing grade for an exam or the course). The student will be informed of the alleged violation, the evidence upon which the allegation is based, and the sanction to be imposed. The faculty member will file a violation report with the Office of the Dean of the Unit where the course is housed, which will maintain a permanent record of reported student violations. Students may appeal to the Chair of the Department in which the course is housed. Should a student be dissatisfied with the decision of the Department Chair, the student may appeal to the appropriate academic Dean. The decision from that office will be final.
Sanctions for students found to have engaged in academic dishonesty may include:
- Failing or receiving a lower grade on an exam, paper, or assignment;
- Failing or receiving a lower grade for a course;
- Academic suspension or expulsion.
HAMLINE UNIVERSITY

UNDERGRADUATE ACADEMIC HONOR CODE

Student Acknowledgment Form

It is a violation of the Academic Honor Code to engage in any of the following:

· Cheating
· Plagiarizing
· Making Multiple Submissions
· Fabricating Information
· Using Materials in an Unauthorized Manner
· Misrepresenting Academic Records
· Facilitating Academic Dishonesty

Violation of the Academic Honor Code may result in:

· Failing or receiving a lower grade on an exam, paper, or assignment
· Failing or receiving a lower grade for a course
· Academic suspension or expulsion.

I, _____________________________, Hamline ID: _____________________________,

PRINT NAME LEGIBLY HAMLINE ID

acknowledge that I have received a copy of the Undergraduate Honor Code and that I have read and understood the principles of, and the possible sanctions for, violating the Code.

Signature _____________________________ Date ________