

# **Student Academic Honesty & Integrity Handbook**

## **I. Introduction**

As a member of the Wagner College community, you are held to the highest standards with regards to academic honesty and integrity. This handbook will assist you in understanding what those standards are.

Violations of the College's honesty policy diminish the work of everyone at Wagner College. Open, honest inquiry stands at the foundation of our academic process, and is expected of all students, without exception. Within this handbook you will find many, though not all, examples of possible violations of the College's academic honesty policy. If in any doubt whatsoever regarding which actions violate the College's academic honesty policy, ask your instructor for clarification. Students are solely responsible for informing themselves about acceptable forms of academic conduct. Lack of knowledge of citation procedures, for example, is an unacceptable excuse for plagiarism.

## **II. Definitions of Academic Honesty & Integrity**

Academic honesty is maintained when work submitted for credit represents the student's own effort. If the professor gives specific permission, collaboration between students or revisions of previous works are also acceptable.

Students violate this standard when they submit work for credit that is not original, or attempt to deceive the instructor in some other manner. The two main types of dishonesty are plagiarism and cheating.

Plagiarism is presenting as one's own work, words or ideas of another without proper citations or credits. All work that comes from other sources must be properly acknowledged, and even if the work of others is paraphrased it should be clearly noted.

Cheating consists of taking, or providing, or attempting to take or provide, external assistance during an examination. This can include communicating with another student, referring to materials not approved for use during the examination or copying the work of another student.

## **III. Plagiarism**

When you write a paper for a course, your instructor will set the standards for format, length and methods of documenting the source material.

According to the discipline, there will be different methods for documenting this material. This may include footnotes, endnotes, parenthetical notes, report formats or traditional research paper formats. It is the responsibility of the student to familiarize himself or herself with the approach recommended

by the instructor.

When you submit a paper for credit you are, in effect, claiming it as your own work. This means that you cannot have someone else write, or substantially shape, the work. Similarly, of course, you cannot purchase the paper outright or in part from another person or research service nor can you adapt material written or prepared by another individual. Unless you have the explicit permission of the instructor you may not submit work which you have previously submitted for another class, whether that class was at Wagner College or another institution, even if the second version is a modified version of the first paper.

Examples of plagiarism include (but are not limited to):

- Taking words from another source without giving the correct indication that they are not your own (such as quotation marks)

- Taking ideas from another source without giving proper credit

- Paraphrasing the words of another to give the impression that the work is your own, and failing to give credit to the original author

- Adding or subtracting words from another source to give the impression that the work is your own

- Giving the incorrect citation for a source, or generating false citations to mislead the instructor.

If you are in doubt as to whether or not you may have incorrectly cited someone else's work, check with your instructor. Your instructor will be able to guide you and demonstrate the appropriate method you should employ for the paper to prevent any accusations of plagiarism. It should be noted that if a piece of information is considered "common knowledge" then it is not necessary to give a citation to a source. Typically information is common knowledge if it is available from many sources. If in doubt, check with your instructor.

#### **IV. Other Forms of Dishonesty**

Other violations of academic honesty include cheating on examinations, falsifying laboratory data, falsifying attendance records or any other action designed to deceive the instructor.

Examples of unacceptable actions include (but are not limited to):

- Copying the answers from another student's examination

- Using unauthorized materials during an examination such as notes written on paper or information stored electronically

- Communicating with another student during an examination

- Having another student take an examination for you

- Collaborating with others on a project without the permission of the instructor

- Attempting to obtain a copy of the examination before the scheduled

exam time  
Reporting laboratory data which was never collected  
Grade tampering in any way (changing an instructor's gradebook, using a computer to change grades)

Many of these actions are the gravest forms of academic dishonesty and will be treated as such.

## **V. Dealing With Dishonesty**

When an instructor feels there has been an act of academic dishonesty there are several options open to him or her. In all cases of violations of the academic honesty policy, students will be penalized. The instructor may reduce the grade for the assignment, or impose other penalties on the student, such as having the student rewrite a paper.

Cases may also be presented to the Academic Honesty Committee. The committee will investigate the alleged violation in the academic honesty policy, and give the student involved an opportunity to discuss the case with the committee.

If the Academic Honesty Committee finds that there has been a violation of the College's academic honesty policy a penalty will be assessed on the student. In cases involving first offenders, when the Academic Honesty Committee finds the student violated the above policy on Academic Integrity, penalties may include, but are not limited to, failure for the assignment, failure for the course, or suspension from the College for one semester during the regular academic year. In addition to the sanction, the student is required to complete a tutorial on academic honesty within one semester. If the student does not complete the tutorial, the normal sanction is suspension for one semester during the regular academic year. When the Committee finds the student has, for a second time, violated the above policy on academic integrity, the normal sanction is failure for the course and suspension for one semester during the regular academic year. When the Committee finds the student has, for a third time, violated the above policy on academic integrity, the normal sanction is failure for the course and permanent expulsion from the College. In addition to the aforementioned sanctions, after any offense a written letter will be placed in the student's file.