

## What Constitutes Academic Dishonesty?

Many students are unaware of how plagiarism and cheating are defined at the college and graduate school level. Here are some examples of academically dishonest behaviors:

- Possession or use of unauthorized materials during an exam.
- Altering or tampering with the work of another student in a laboratory.
- Purchasing a paper online or from another student.
- Incorporating published passages into your own paper without quotation marks and footnotes.
- Copying from another student's research paper, exam, or homework assignment.
- Talking to another student during an exam.
- Submitting the same assignment in more than one course without prior approval from the instructors.
- Unauthorized collaboration with another student on a paper or project.
- Taking an exam for another student.
- Sharing your own work with another student to help them satisfy a course requirement.
- Using text from Internet sources in an assignment without using proper citation.
- Representing someone else's words or ideas as your own on a paper or exam.

## Where to Go for Assistance

Never underestimate the value of an instructor's office hours. Scheduling a one-to-one meeting with a faculty member can help you determine your research plan, gain a greater understanding of the materials you have read, or develop the confidence you need to complete the assignment.

Additional information about policies and procedures, and strategies for academic success, can be obtained by reading *Rights and Responsibilities*; conferring with your instructor, advisor, or dean; or seeking assistance from:

**Roosevelt Fellows** 781.736.3470  
<http://www.brandeis.edu/acserv/roosevelt/>

**Brandeis Libraries** 781.736.7777  
<http://lts.brandeis.edu/>

**Office of Academic Services** 781.736.3470  
<http://www.brandeis.edu/acserv/>

**Writing Center**  
<http://www.brandeis.edu/programs/writing/writingcenter/>

**Library Research Help**  
<http://lts.brandeis.edu/research/help>

**LTS Academic Integrity Website**  
<http://lts.brandeis.edu/courses/instruction/academic-integrity/index.html>

## The Bottom Line

Like other violations of University policy, allegations of academic dishonesty are reported to the Department of Student Rights and Community Standards for adjudication through the Student Conduct Process. Some cases may be heard by the Student Conduct Board, a student-faculty-staff panel. Sanctions for these violations range from a warning to suspension or dismissal from the University. For a summary of recent conduct cases, along with other information on community standards, please refer to the Department of Student Rights and Community Standards website: <http://www.brandeis.edu/studentlife/srcs>.

## A Few Thoughts about Academic Integrity



**Department of Student Rights  
and Community Standards**

2012- 2013

## Integrity:

### *Truth Even Unto Its Innermost Parts*

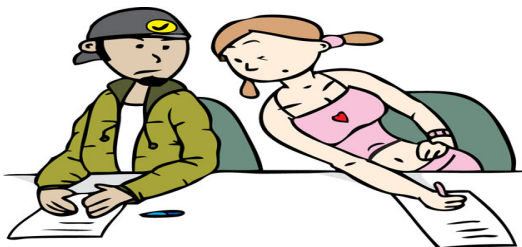
The strength and importance of a university depends upon the commitment of students and faculty to teach and to learn, to pose challenging questions, and to seek the truth. At Brandeis University, every member of the community shares the responsibility for protecting the academic integrity of the institution. Therefore, each of us must become familiar with the guidelines for independently and honestly preparing academic work.

The mission statement of Brandeis University concludes: ***“The University that carries the name of the justice who stood for the rights of individuals must be distinguished by academic excellence, by truth pursued wherever it may lead, and by awareness of the power and responsibilities that come with knowledge.”*** Students at Brandeis are expected to uphold that standard, in order to protect the integrity of this institution and the value of a Brandeis degree.

## Collaboration or Group Work

In most cases, your grade in a course or on an assignment will be based upon your independent work—your answers to test questions, explanation of laboratory results, written analysis of an article or chapter, or examination of a research question. It is not acceptable to give or receive assistance in completing such academic work.

You may be instructed to work jointly with another student or group of students to solve a problem or complete an assignment. In such instances, instructors will offer clear guidelines about when and how you may collaborate.



## Exams

During in-class examinations, instructors expect you to keep your eyes on your own work, and to refer only to authorized materials. Sitting apart from your friends will reduce your opportunities to exchange glances or look at others' papers.

If you are unclear about any instructions for a paper, lab report or exam, be sure to ask your professor to clarify the details before you begin working on the assignment. Also, read and follow instructions carefully.

### Using References: *Where to Draw the Line*

If you are asked to supplement your coursework with additional readings, be sure to keep careful track of the title, author, publisher, and date of each piece you read and include them as references at the end of your paper.

For Internet web page sources, be sure to include the URL. Note, too, in the body of your paper, any theory or concept to which you were introduced by reading another author's work. Correct referencing demonstrates your effort in preparing the assignment, and acknowledges your understanding of the material.

## Footnotes

All ideas, phrases, sentences, or paragraphs found in journals, books or the Internet, whether or not you use the exact words in quotation marks, must be footnoted if you choose to include them in your own work. It is **not** sufficient simply to list sources in your bibliography.

Sources can be a printed book or article, but could also be a lecture, movie, audio tape, electronic file or website. Be careful not to fall into the “but it’s a fact” trap! An author may supply information as factual. However, if you borrow the words describing that fact from the author, you must use quotation marks and a footnote. If you paraphrase factual information, it must be duly noted in your paper to distinguish it from your own writing.

## Time Management

Get yourself on the right track at the start of each semester by noting all of your due dates for papers, assignments, and exams on one calendar. Keeping yourself on a consistent study schedule throughout the semester will allow you to stay ahead of your work. Advance planning also allows you to put in maximum effort with a minimum amount of stress.

Gather library resources early. If you choose to use the Internet as a research tool, leave yourself plenty of time to synthesize the information you gather and put it into your own words. Be very cautious of copying and pasting text from one location to another without associating its source.

Time management and stress reduction programs are offered regularly. Check campus calendars and make use of these seminars.



***Rights and Responsibilities***, our student code of conduct, can be found at the following locations:

### Digital Version

<http://www.brandeis.edu/studentaffairs/srcs/rr/index.html>

### Paper Booklet

The Department of Student Rights and Community Standards, Shapiro Campus Center, second floor.