

## 425 POLICY ON ACADEMIC INTEGRITY

*Policy 425 was amended by the ISU Board of Trustees on April 27, 2007 and is also located in the Student Code of Conduct.*

- 425.1 Application.** This Policy applies to all student experiences involving academic credit (e.g., on-campus and distance education courses, internships, practica, theses) and is one of the regulations for student ethical behavior referenced in the Indiana State University Code of Student Conduct.
- 425.2 Policy.** Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards in research, writing, assessment, and ethics. In the academic community the high value of honesty mandates a corresponding intolerance of dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited.
- 425.3 Academic Dishonesty.** A summary of behaviors that constitute academic dishonesty appears below. The definitions and clarifications provide additional information and examples of prohibited behaviors. They are not all-inclusive. Questions regarding this policy or requests for additional clarification should be directed to the [Office of the Provost, Student Affairs](#), or to Student Judicial Programs. The types of academic dishonesty described include:
- (a) Cheating on examinations;
  - (b) Plagiarism;
  - (c) Falsification, forgery, and obstruction;
  - (d) Multiple submission;
  - (e) Facilitating academic dishonesty;
  - (f) Misconduct in research and creative endeavors;
  - (g) Misuse of academic resources;
  - (h) Misuse of intellectual property; and
  - (i) Violation of ethical and professional standards.

### 425.3.1 Cheating on Examinations.

- 425.3.1.1 Definition.** Cheating is using or attempting to use materials, information, notes, study aids, or other assistance not authorized by the instructor during an examination or evaluation.

#### 425.3.1.2 Clarification.

1. While taking an examination or being evaluated, students are prohibited from looking at other students' materials and from using external aids (e.g., books, notes, computers, calculators, electronic devices, and conversation with others) unless the instructor has specifically indicated in advance that this will be allowed.
2. Students are prohibited from taking examinations, undergoing evaluations, or completing any assignments for others. Students shall not allow other persons to take examinations or participate in evaluations or complete any assignments for them.
3. Students shall not acquire unauthorized information about an examination or evaluation and shall not use such information acquired by others.

#### 425.3.2 Plagiarism.

**425.3.2.1 Definition.** Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper acknowledgement of sources. Students must consult instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented.

#### 425.3.2.2 Clarification.

1. Information, quoted or paraphrased, gained in reading or research that is not common professional knowledge must be acknowledged in a footnote, endnote, or by parenthetical citation in the text.
2. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged in a footnote, endnote, or by parenthetical citation in the text.
3. When source material is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote, endnote, or by parenthetical citation in the text.

4. The prohibition of plagiarism applies, but is not limited to, papers, reports, projects, and other work submitted to fulfill course requirements.
5. "Turnitin" is a plagiarism prevention program which analyzes papers, reports, and other documents for indications of plagiarism. Questions should be directed to the Turnitin Coordinator at Extension 7685.

### **425.3.3 Falsification, Forgery and Obstruction.**

#### **425.3.3.1 Definition.**

- (a) Falsification is the intentional and unauthorized fabrication or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that the resulting process or product is different from what actually occurred.
- (b) Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.
- (c) Obstruction is any behavior that limits the academic opportunities of other students by: improperly impeding their work or their access to educational resources or disrupting instruction.

#### **Clarification.**

1. Fabricated or forged information shall not be used in any laboratory experiment, report of research, research paper, or academic exercise. Invention for artistic or creative purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students shall not furnish or attempt to furnish fabricated, forged, or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.
3. Students shall not steal, change, or destroy other students' work. Students shall not impede the work of others by theft, defacement, or mutilation of resources so as to deprive others of their use.
4. Students shall not falsely report meeting responsibilities of attendance or participation in classes, practica, internships, or

- other field work experiences, or submit falsified excuses for attendance or participation in such experiences.
5. Students shall not engage in conduct that obstructs or disrupts any instructional activity. Prohibited conduct includes, but is not limited to:
    - (a) Conversation with others during lectures or instructional exercises.
    - (b) Unauthorized or inappropriate use of computing resources.
    - (c) Operating electrical or communication devices in a disruptive manner.
    - (d) Engaging in verbal or physical conflict.
    - (e) Failing to enter class on time and remain during the entire scheduled period.
    - (f) Failing to comply with directions from an instructor to cease disrupting any instructional activity.

#### **425.3.4 Multiple Submission.**

##### **425.3.4.1 Definition.**

- (a) Multiple submissions are the submission of all or part of the same or substantially the same work for credit in two or more courses.
- (b) Multiple submissions include the use of any academic work previously submitted for academic credit at this or another institution, including high school work.
- (c) Multiple submissions shall not include those academic exercises when written approval by the current course instructor authorizes use of prior academic work.

When multiple submissions are allowed, instructors will specify the expected academic effort applicable to their courses.

##### **425.3.4.2 Clarification.**

1. Students may not normally submit any work for academic credit in more than one course. This will apply to submissions of the same or substantially the same work whether in the same or in different semesters.

2. Students may not normally submit all or part of the same or substantially the same work for academic credit in two different courses even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission. This authorization is required whether the courses occur in the same or in different terms.
5. Collaboration on any academic exercise is forbidden unless specifically authorized by the instructor for a specific exercise. Students should not assume that collaboration is authorized unless the course instructor gives approval. Students authorized to engage in collaboration shall be required to demonstrate that the work submitted reflects an appropriate level of the student's individual work.

#### **425.3.5 Facilitating Academic Dishonesty.**

**425.3.5.1 Definition.** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes behavior that may not directly benefit the accused but assists another student in violating the policy.

#### **425.3.5.2 Clarification.**

1. Students shall not allow others to copy from their papers during any examination, or on any paper or other assignment.
2. Students shall not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
3. Students shall not provide information about test questions or the material to be tested before a scheduled examination unless they

have been specifically authorized to do so by the course instructor.

#### **425.3.6 Violation of Professional Standards in Research and Creative Endeavors.**

**425.3.6.1 Definition.** Misconduct in research is serious deviation from accepted professional practice within a discipline or from the policies of the University in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes:

- (a) Plagiarism.
- (b) Fabrication or falsification of data.
- (c) Misrepresentation of scientific or creative works.
- (d) Misconduct in research does not include honest error or honest disagreement about interpretation of data.

#### **425.3.6.2 Clarification.**

1. Students shall not invent or counterfeit information.
2. Students shall not report results dishonestly, whether by dishonest or selective reporting of data, altering or improperly revising data, selective reporting or analysis of data, or negligence in the collection or analysis of data.
3. Students shall not represent another person's ideas, writing, or data as their own.
4. Students shall not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students shall not publish, exhibit, or perform work in circumstances that will mislead others. They shall not misrepresent the nature of material or its origin, and they shall not add or delete names of authors without permission. Student artists produce works under artistic license and have great liberty in artistic expression; however, they are still accountable for inappropriate practices that are not within the professional norm of a given discipline.
6. Students shall adhere to all federal, state, municipal, and University regulations as outlined in the policies of the

Institutional Review Board ([www.indstate.edu/irb/index.php](http://www.indstate.edu/irb/index.php)) for the protection of human subjects, and the Institutional Animal Care and Use Committee ([www.indstate.edu/osp/Institutional%20Compliance/IACUC/IACUC.htm](http://www.indstate.edu/osp/Institutional%20Compliance/IACUC/IACUC.htm)) for studies involving animals, and adhere to the standards of professional conduct prescribed by the Indiana State University Handbook ([www.indstate.edu/osp/re\\_admin/index.html](http://www.indstate.edu/osp/re_admin/index.html)).

7. Students authorized to access the institutional record system (BANNER) shall utilize the system in accord with University policy and any other pertinent regulations (for example the Family Education Rights and Privacy Act/FERPA).

#### 425.3.7 Misuse of Academic Resources.

**425.3.7.1 Definition.** Misuse of academic resources involves the intentional use, misuse, or alteration of University materials or resources to make them inaccessible to others. Such misuse includes the unauthorized or inappropriate use of computer accounts, alteration of passwords, violation of library procedures, or other intentional misuse or destruction of educational materials.

#### 425.3.7.2 Clarification.

1. Students shall not use the University computer system to support plagiarism.
2. Students shall not monitor or tamper with another person's electronic communications.
3. Students shall not use University computer resources to engage in illegal activity, including but not limited to: illegally accessing other computer systems, exchanging stolen information, or violating copyright agreements. The ISU computing policies are at the following web address:  
[http://www.indstate.edu/oit/official\\_docs/computing\\_policy\\_procedures.html](http://www.indstate.edu/oit/official_docs/computing_policy_procedures.html)

#### 425.3.8 Misuse of Intellectual Property.

**425.3.8.1 Definition.** Misuse of intellectual property is the improper use of copyright materials, trademarks, trade secrets, or intellectual property.

**425.3.8.2 Clarification.** Students shall not violate University policy concerning fair use. The ISU Intellectual Property Policy appears in Section 370 of the ISU Policy Website.

**425.3.9 Violation of Ethical and Professional Standards.**

**425.3.9.1 Definition.** Students shall adhere to the standards, guidelines and/or codes associated with the ethics and conduct established for academic programs and courses.

**425.3.9.2 Clarification.** Such standards generally are communicated by instructors and are available in professional publications. Assistance in accessing these standards is available through the appropriate academic department. Unethical or unprofessional behavior is a violation of the Policy on Academic Integrity.

*Last revised February 1, 2011*