Definition of Academic Misconduct

1. Academic Misconduct is engaging in an act that violates the standards of the academic integrity policy as described in the Student Code of Conduct and Procedure for Academic Misconduct Cases. In addition, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct.

   a. Cheating: Cheating is intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

      Examples:
      • Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
      • Using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized.
      • The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
      • Unauthorized collaboration on exams.

   b. Plagiarism: The intentionally, knowingly or carelessly presenting the work of another as one’s own. Exception is made when the ideas, information, etc. are common knowledge.

      Examples:
      • Using another's work from print, web or other sources without acknowledging the source.
      • Quoting from a source without citation.
      • Using facts, figures, graphs, charts or information without acknowledgement of the source.

   c. Multiple Submissions: The submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from instructors of the class for which the student submits the work.

      Example:
• Submitting the same paper for credit in two courses without instructor permission.
• Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

d. **Complicity:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

*Example:*
• Knowingly allowing another to copy from one's paper during an examination or test.
• Distributing test questions or substantive information about the material to be tested before a scheduled exercise.
• Deliberately furnishing false information.

e. **Fabrication, Falsification, or Forgery:** The intentional and unauthorized altering or inventing of any information or citation that is used in assessing academic work.

*Examples:*
• Inventing, counterfeiting or omitting data and/or results such that the research is not accurately represented in the research record.
• Falsely citing the source of information.
• Altering the record of or reporting false information about practicum or clinical experiences.
• Altering grade reports or other academic records.

Adapted from Florida State University Academic Honor Policy, used with permission of and our thanks to Dr. Jennifer Buchanan, Associate Dean of the Faculties

Reference: Florida State University, Academic Honor Policy - [http://academichonor.fsu.edu/policy/policy.html](http://academichonor.fsu.edu/policy/policy.html)