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Graduate Student Guide on Academic Integrity

Introduction
Integrity and honesty are fundamental to the pursuit of truth and knowledge at any academic institution. These core values are essential to the function of the academic community at a research university such as Iowa State University.

Only by maintaining the highest standards of integrity are the conducting of research, the evaluation of students' academic performance, and the ultimate awarding of degrees meaningful and representative of reality.

The following information is intended to assist graduate students and ISU in understanding and abiding by the university's policies concerning academic conduct.

Principals of Academic Honesty
Hallmarks of the academic community include respect for intellectual property and emphasis on individual work. The value placed on these elements of intellectual accomplishment may be greater than in other communities (professional, cultural, etc.) that students have experienced.

Because the definition and dissemination of new knowledge are at the heart of the university's primary endeavor, respect for intellectual property is critical. When the words, ideas, or discoveries of another are used in any academic exercise, the source must be cited clearly in association with the source material used. The respect must be maintained whether the source is published or unpublished documentary information, information provided through a scholarly or professional presentation, or information resulting from the work of another student.

Likewise, while joint work may be permitted or required for particular assignments, faculty evaluation and degree conferral ultimately focus on individual students. It therefore is of the utmost importance that collaborative work and individual accomplishment be clearly differentiated in any academic assignment presented and that students always follow the direction of their faculty.

In short, academic integrity and honesty means doing your own work, based on your own understanding of the course content, without use of unauthorized resources, from start to finish.

Where to Find Policies
Policies concerning academic conduct for students are articulated in several places. The Student Disciplinary Regulations houses the general University-wide policies. The Student Disciplinary Regulations and Conduct Code are available in the policy library and on the Office of Student Conduct

website. Additional guidance on academic honesty can be found in the course catalog under policies. Additionally, Faculty include statements in syllabi pertinent to the particular assignments for a course. Students should be aware that, in some cases, academic behavior generally acceptable in many courses may be prohibited in a particular course. Students therefore are encouraged to be cognizant of the requirements for completing specific assignments. In addition to standards in the above manner, Graduate students should be aware of standards of academic and professional conduct relevant to their discipline, which may be articulated by their department or college. These may include, for example, standards of conduct in research, in treatment of subjects or clients, or in personal ethics.

Students should be familiar with the current University Policy on Academic Misconduct, SDR 4.2.1

Academic Dishonesty Defined
Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as their own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts; or plagiarism.

Academic dishonesty is not determined by your knowledge of the course content, but instead by the manner in which you complete your work. Students can be knowledgeable about a course subject, while still completing their work in a dishonest way.

Obtaining Unauthorized Information
Obtaining unauthorized information occurs when a student uses information that was obtained dishonestly. Unauthorized information leads to the improper evaluation of a student's knowledge about the course content.

Examples of obtaining unauthorized information include, but are not limited to:
- Copying graded homework assignments from another student
- Working with another student on a take-home test or homework when not specifically permitted to do so by the instructor
- Looking at your notes or other written work during an exam when not specifically permitted to do so

Tendering Information
Tendering information occurs when students give or sell their work to another person who plans to submit it as their own work.

 Examples of tendering information include, but are not limited to:
- Giving work to another student to be copied
- Giving someone answers to exam questions before, during, or after an exam
- Taking an exam and discussing its contents with students who will be taking the same exam
- Giving or selling a term paper to another student

Misrepresentation
Students misrepresent their work by handing in the work of someone else.

Examples of misrepresentation include, but are not limited to:
- Purchasing a paper from a term paper service
- Reproducing another person's paper (even with modifications) and submitting it as their own
- Having another student do their computer program or having someone else take their exam.

Bribery

Bribery is offering money or any item or service to a faculty member or any other person to gain academic advantage for yourself or another.

Plagiarism

Plagiarism is unacknowledged use of the information, ideas, or phrasing of other writers. Plagiarism occurs when a person does not credit the sources from which they borrow ideas; whether these ideas are reproduced exactly or summarized. Ethically, communicators are responsible for providing accurate, detailed information about their sources. Practically, audiences need this information to comprehend and evaluate a message's content. The method of documentation will differ depending on whether the sources are written, oral, or visual.

Examples of plagiarism include, but are not limited to:
- Submitting part or all of a paper that you wrote for one class as the paper for another class without permission from the instructor
- Using ideas or information from any resource (journals, books, online, etc.) without correctly citing the source
- Not using quotation marks to cite specific text taken from a source and used in a paper
- Submitting a research paper that you did not write

"Other" types of academic dishonesty

Students are responsible for adhering to expectations in course syllabi and for following directions given by faculty and instructors related to assignments and exams.

Examples of other types of academic dishonesty include, but are not limited to:
- Collaborating with other students on an assignment or exam when the syllabus or faculty prohibits these interactions
- Use of translation software or program when prohibited
- A group member does not contribute to the assignment but turns in the project/assignment as if they did

Research Misconduct

Your reputation and that of your collaborators, faculty, field, and university depend on you conducting sound, responsible, and ethical research. Understanding how to conduct responsible research is key to avoiding a charge of misconduct.

Research misconduct is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results.

Types of research misconduct[1]:
- Misappropriation of ideas
- Plagiarism & Self-Plagiarism

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[1] https://www.enago.com/academy/things-you-need-to-know-about-research-misconduct/;
https://www.bmj.com/about-bmj/resources-authors/forms-policies-and-checklists/scientific-misconduct

- Impropriety of Authorship
- Failure to Comply with Legislative and Regulatory Requirements
- Violation of Generally Accepted Research Practices
- Falsification of Data

Examples of research misconduct include, but are not limited to:
- Making up data or results and recording or reporting them
- Manipulating research materials, equipment, or processes
- Omitting data or results such that the research is not accurately represented in the research record
- Taking a research idea or data from another person or written work and claiming it as your own

Professional and Other Consequences of Research Misconduct
- Loss of credibility
- Loss of references from institution
- Ability to have partners in research

Qualifying Exams
Master's degree comprehensive examinations and theses, when required, represent the synthesis and culmination of the student's formal program of study. The same is true of doctoral qualifying examinations, pre-dissertation research projects and dissertations. Plagiarism and other forms of academic misconduct are of the most serious nature at this level or work, and as such will result in more severe disciplinary actions and academic consequences.

Disciplinary Action
Academic misconduct by graduate students is generally considered more serious. As such, graduate students can expect higher university and academic consequences.

Consequences for Academic Misconduct
Students found responsible for academic misconduct may have any of the following sanctions imposed by the Office of Student Conduct (Dean of Students Office):
- Education
- Disciplinary Reprimand
- Conduct Probation
- Deferred Suspension
- Suspension
- Expulsion

Additionally, faculty may impose their own academic outcome on students which could include:
- Reducing the grade on the assignment or exam
- Assigning a zero on the assignment or exam
- Reducing the student's final grade for the course
- Assigning an "F" for the final grade for the course
- Removal from program
- Removal from assistantship and/or research project

This documents was developed by the Office of Student Conduct in cooperation with the Graduate College. Any questions about disciplinary information should directed to the Office of Student Conduct, while inquiries concerning graduate programs and procedures should be directed to the appropriate office at the Graduate College.

This document was adapted from: The University of Southern California, Office of Student Judicial Affairs