

International Guide to Student Success
Office of Student Conduct
Student Services Building
515-294-1020

International Student Guide to Academic Success

Your success at Iowa State University is important. Views about academic honesty and integrity in the United States may differ from the attitudes in your home country. Iowa State University has specific expectations and policies about academic honesty and integrity. Knowing and understanding these can assist you in being academically successful during your time at Iowa State.

This brochure contains important information about academic integrity and academic misconduct as outlined in the Iowa State Student Code of Conduct and Course Catalog. Additionally, students should read their syllabus for each class as it may provide additional academic expectations.

This booklet defines types of academic misconduct and lists the possible consequences for academic misconduct, outlines steps you can take to be academically successful, and provides a list academic resources that can assist in your success.

Forms of Academic Dishonesty

The following information is taken from the Iowa State University Student Code of Conduct and Disciplinary Procedures and Iowa State University Course Catalog.

What is “Academic Dishonesty?”

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.

What is “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

What is “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

What is “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.

What is “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.

What is “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

What is “Research Misconduct?”

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

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

What are “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

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

Suggestions for Academic Success ¹

US Education System View: It is more important that a student learn the subject material by completing academic work on their own than it is for the student to get the correct answer from another student or through unauthorized/external resources.

- Go to class every day that the class meets.
- Read the syllabus and understand your faculty's expectations.
- Manage your time and activities by scheduling time to prepare for class and study.
- Prepare for class by completing the assigned readings/homework.
- Ensure you are clear about faculty expectations concerning collaboration and working with others.
- DO NOT copy the work of others.
- DO NOT allow anyone else to copy your work.
- DO NOT agree to take a quiz or exam for another student or have another student take a quiz or exam for you.

US Education System View: It is respectful for a student to share opinions and ask questions during classroom discussions and with the instructor during office hours.

- DO go see your instructor during office hours if you do not understand course material or have questions about an assignment.
- DO utilize resource centers and tutoring.

¹ Gillespie, Gabriela M. (2012, March 2) Guide to advising international students about academic integrity *The Mentor: An Academic Advising Journal*. Retrieved from <http://dus.psu.edu/mentor/>

- DO ask your instructor for sample exam questions so you can see how exam questions will be structured.
- DO ask questions when you are unsure.

US Education System View: It is considered stealing if a student does not appropriately cite sources of information that they use in writing papers.

- Correctly cite information from books, journals, online, or scholarly resources used in papers, reports, projects and presentations.
- Be sure to use quotation marks AND citations.
- Utilize resources like the Writing and Media Center

Academic Resources

Academic Success Center

- Academic coaching, workshops, supplemental instruction, & tutoring
- <https://www.asc.dso.iastate.edu/>
- Location: Hixon-Lied Student Success Center
- Phone: 515-294-6624
- Email: success@iastate.edu

Writing and Media Center

- Assistance with all forms of communication at any stage of the composition process, including essay and paper review, speeches and presentations.
- <https://www.wmc.dso.iastate.edu/>
- Location: Three locations, check website for hours at each location
- Phone: 515-294-5411
- writectr@iastate.edu

Other Resources

International Students and Scholars Office

- <https://www.isso.iastate.edu/>
- Location: Memorial Union
- Phone: 515-294-8263
- Email: isso@iastate.edu

Dean of Students Office

- <https://www.dso.iastate.edu/>
- Location: Student Services Building
- Phone: 515-294-1020
- dso@iastate.edu

For more information regarding types of academic misconduct or consequences for a referral of academic misconduct, contact the Office of Student Conduct at 515-294-1020 or knowthecode@iastate.edu.