

# Integrity Matters



Texas Tech University students, faculty and administrators are committed to creating a university atmosphere that is free of academic dishonesty. All members of the university community are responsible for upholding the standards of excellence and for having integrity in the work they produce. The standard is for all members of the Texas Tech community to contribute to the campus environment in an ethical and honest manner. Integrity matters to all members of the Texas Tech community. Educating our community is the only way to strengthen our integrity.

The following is designed to provide useful data, helpful web links, and practical information to assist in understanding academic integrity issues better at Texas Tech.



## NEWS:

The Texas Tech Board of Regents recently approved expanding the definitions to Texas Tech's academic dishonesty policy. Listed below are the approved academic dishonesty changes that will be reflected in the 2004-2005 Student Handbook, Code of Student Conduct and go into effect Aug. 1, 2004.

## What Is Academic Dishonesty?

From the Student Handbook, 2004-2005, Code of Student Conduct, Part IX, Section B, item number 3:

"Academic dishonesty" includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor) or the attempt to commit such an act.

### a. Cheating

**"Cheating" includes, but is not limited to:**

1. Copying from another student's test paper.
2. Using during a test materials not authorized by the person giving the test.
3. Failing to comply with instructions given by the person administering the test.
4. Possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes." The presence of textbooks constitutes a violation only if they have been specifically prohibited by the person administering the test.
5. Using, buying, stealing, transporting or soliciting, in whole or part, the contents of an unadministered test, test key, homework solution or computer program.
6. Collaborating with or seeking aid or receiving assistance from another student or individual during a test or in conjunction with other assignment without authority.
7. Discussing the contents of an examination with another student who will take the examination; or divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to or kept by the student.
8. Substituting for another person, or permitting another person to substitute for oneself to take a course, a test or any course-related assignment.
9. Paying or offering money or other valuable things to, or coercing another person to obtain an unadministered test, test key, homework solution, computer program or information about an unadministered test, test key, homework solution or computer program.
10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
11. Taking, keeping, misplacing, or damaging the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

### b. Plagiarism

**"Plagiarism" includes, but is not limited to:**

1. The appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media and presenting that material as one's own academic work being offered for credit.

### c. Collusion

**"Collusion" includes, but is not limited to:**

1. The unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on academic dishonesty.

### d. Falsifying Academic Records

**"Falsifying academic records" includes, but is not limited to:**

1. Altering or assisting in the altering of any official record of the University, and/or submitting false information or omitting requested information that is required for or related to any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms and reporting forms used by the Office of the Registrar. A former student who engages in such conduct is subject to a bar against readmission, revocation of a degree, and withdrawal of a diploma.

### e. Misrepresenting Facts

**"Misrepresenting facts" to the University or an agent of the University includes, but is not limited to:**

1. Providing false grades or resumes; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual; or providing false or misleading information in an effort to injure another student academically or financially.

## What Do You Do If You Suspect Academic Dishonesty Has Occurred?

1. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. In cases of convincing evidence of or admitted academic dishonesty or plagiarism, an instructor should take appropriate action as described below. Before taking such action, however, the instructor should attempt to discuss the matter with the student.
2. In cases in which responsibility is admitted by the student or determined by the instructor, after attempting to contact the student, the student may be given a failing grade on the assignment or a failing grade in the course.
3. When a student is given a failing grade on an individual assignment or in a course as a result of academic dishonesty or plagiarism, the instructor should report in writing to the instructor's department chairperson the facts of the case and the academic action to be taken against the student. The Campus Incident Report form is available at [www.depts.ttu.edu/studentjudicialprograms/](http://www.depts.ttu.edu/studentjudicialprograms/).
4. The chairperson will provide a written copy to the student, to the student's dean, to the Student Mediation Center/Student Judicial Programs and to the chairperson's own dean.
5. The Mediation Center/Student Judicial Programs shall retain a copy of this report in its discipline files. First time violators will usually receive an Academic Integrity policy warning letter. Special circumstances may warrant disciplinary proceedings on first time offenses. In cases of flagrant or repeated violations, the instructor may recommend to the Student Mediation Center, through the appropriate chairperson and the academic dean's office, further disciplinary action pursuant to the disciplinary policy and procedure outlined in the Code of Student Conduct. Second time violators will immediately be subject to additional disciplinary procedures in addition to the academic outcomes determined by the instructor. In addition, the academic dean or the Student Mediation Center/Student Judicial Programs may initiate disciplinary action for flagrant or repeated violations.
6. The student will have the right to appeal the receipt of a failing grade in a course through the established grade appeal procedure, as outlined in OP 34.03, Student Grade Appeals.
7. The student may not appeal a failing grade given for a class assignment.
8. If cheating is suspected on a final exam, the instructor should submit a grade of X until a reasonable attempt can be made to contact the student, preferably within one month after the end of the semester.

## Disciplinary Outcomes For Academic Dishonesty Violations

If a student is involved in any form of academic misconduct and it is determined that the alleged action took place, the following outcomes will occur:

### FIRST VIOLATION:

The faculty member may issue a grade of "F" or zero for the assignment. In addition to this, at the faculty member's discretion, the option to issue a grade of "F" for the entire course is also allowed. Students do not have the right to appeal the "F" of an individual assignment grade, but could elect to appeal a final course grade through grade appeal procedures (see OP 34.03). For first time violations, an Academic Integrity reference file is created and a policy warning letter is sent to the student. For particularly egregious instances, the Dean or Chair may refer the student to Student Mediation Center/Student Judicial Programs for disciplinary proceedings to begin.

### SECOND VIOLATION:

All actions listed above in the "First Violation" consequences may apply to a second violation, as well. Additionally, if the student has an Academic Integrity reference file on record in the Mediation Center/Student Judicial Programs office (as it will be referred by the reporting Chair or Dean where the initial violation occurred) the second referral that is received by the Mediation Center/Student Judicial Programs office is then seen as an habitual abuse of the Academic Integrity policy, and disciplinary proceedings will begin for a Code of Student Conduct violation.

## From OP 34.12 Grading Procedures

"It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and high standard of integrity. The attempt of students to present as their own work not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offenders liable to serious consequences, possibly suspension."

## Resources & Information for Students & Faculty

Feel free to share these resources with your students. You may provide this succinctly by attaching our webpage to your course syllabus. All of the resources listed below are found on our webpage. If you find any other valuable resources, or need assistance in finding research on academic integrity, please contact the Student Mediation Center.

Why Does Integrity Matter?

<http://sja.ucdavis.edu/integ1.htm>

How To Paraphrase Properly - the following links will connect you with proper and correct ways to paraphrase.

Plagiarism Is...<http://wc.pima.edu/Bfiero/plagrsm.htm>

Avoiding Plagiarism Site 1 - [http://higherred.mcgraw-hill.com/sites/0767421523/student\\_view0/plagiarism.html](http://higherred.mcgraw-hill.com/sites/0767421523/student_view0/plagiarism.html)

Avoiding Plagiarism Site 2 - <http://www.hamilton.edu/academics/resource/wc/usingsource.html?CFID=1647953&CFTOKEN=63271143>

## How To Cite Properly - the following link is a good resource on correct ways to cite works used

### Why Citing Is Important -

[http://library.tamu.edu/vgn/portal/tamulib/content/renderer/footer/0,2876,1724\\_1001646,00.html](http://library.tamu.edu/vgn/portal/tamulib/content/renderer/footer/0,2876,1724_1001646,00.html)

### Various Styles Of Citation -

<http://wally.rit.edu/pubs/guides/cite.html>

### How To Cite Sources Via Internet Site 1 -

<http://www.rockingham.k12.va.us/RCPSCyberstart?SourceCitations.html>

### How To Cite Sources Via Internet Site 2 -

<http://www.tnre.com/mmc/ClassroomCCitations.html#World%20Wide%20Web%20>

### APA Style Citing Site 1 -

[http://www.lesley.edu/library/guides/citation/apa\\_basic.html](http://www.lesley.edu/library/guides/citation/apa_basic.html)

### APA Style Citing Site 2 -

<http://www.lib.usm.edu/ffinstruct/guides/apa.html>

### MLA Style Citing Site 1 -

<http://www.hcc.hawaii.edu/education/hcc/library/mlahcc.html>

### MLA Style Citing Site 2 -

<http://ollie.dcccd.edu/library/Module4/M4-V/examples.htm>

## Fast Facts on Plagiarism

### Statistics on Cheating and Plagiarism

[http://www.turnitin.com/static/products\\_services/latest\\_facts.ftml](http://www.turnitin.com/static/products_services/latest_facts.ftml)

[http://www.plagiarism.org/plagiarism\\_stats.html](http://www.plagiarism.org/plagiarism_stats.html)

<http://glass-castle.com/clients/www-nocheating-org/adCouncil/research/cheatingfactsheet.html>

<http://www.glass-castle.com/clients/www-nocheating-org/adCouncil/research/cheatingbackgrounder.html>

## Web Links for Students

### Great resource for Students on plagiarism, including writing smart and academically honest papers

<http://www.aresearchguide.com/>

### Practical tips for Students on how to prevent plagiarism

[http://www.turnitin.com/research\\_site/e\\_home.html](http://www.turnitin.com/research_site/e_home.html)

### Academic integrity tutorial (for Students or Faculty) What is cheating? What is plagiarism?

Take a fun online quiz and test yourself on whether or not you can spot plagiarism (in the "Case Studies" section in this link).

[http://www.yorku.ca/tutorial/academic\\_integrity/index.html](http://www.yorku.ca/tutorial/academic_integrity/index.html)

### Academic integrity quiz (for Students or Faculty)

Real life scenarios that can give you an insight on what cheating and plagiarism actually is and isn't.

<http://www.usc.edu/student-affairs/student-conduct/aiquiz.html>

## Resources & Information for Faculty

The Center for Academic Integrity – Faculty may join this organization for only \$25 since the institutional membership has been provided by the Student Mediation Center. Contact us for details.

<http://www.academicintegrity.org/>

Excellent information for faculty on why students cheat and plagiarize and how to incorporate plagiarism education into their courses

[http://www.turnitin.com/research\\_site/e\\_home.html](http://www.turnitin.com/research_site/e_home.html)

### Ten Principles for Academic Integrity –

Faculty Resource by Don McCabe & Gary Pavela

<http://www.collegepubs.com/ref/10PrinAcalInteg.shtml>

### Tips to prevent cheating in the classroom for faculty

<http://sja.ucdavis.edu/pdf/TIPS.pdf>

### Texas Tech Undergraduate & Graduate Catalog 2004-2005, Regarding Academic Integrity

<http://www.depts.ttu.edu/officialpublications/catalog/AcademicsRegulations.html>

### Texas Tech Operating Procedures - Grading Procedures

[http://www.depts.ttu.edu/opmanual/New.contents.links/34academic\\_policies\\_students.htm](http://www.depts.ttu.edu/opmanual/New.contents.links/34academic_policies_students.htm)

### Texas Tech Operating Procedures – Student Grade Appeals

<http://www.depts.ttu.edu/opmanual/OP34.03.pdf>

### Texas Tech Faculty Handbook 2004-2005

<http://www.depts.ttu.edu/officialpublications/pdfs/FacultyHB.pdf>

### Texas Tech Student Handbook 2004-2005,

<http://www.studentaffairs.ttu.edu>

Cases related to academic integrity inspired by actual occurrences with college students (Faculty may want to use this to help teach about actual instances in the classroom)

[http://www.ncsu.edu/stud\\_affairs/osc/Alpage/case.html](http://www.ncsu.edu/stud_affairs/osc/Alpage/case.html)

Faculty – these resources will provide you with articles, resources and notable quotations that you may want to share with your students regarding matters of academic integrity <http://tass-plagiarism.blogspot.com/>

### The Institute for Global Ethics

<http://www.globalethics.org/>

## For Specific Information on Academic Integrity, contact:

An electronic format of this brochure is available on our Web site.

### Student Mediation Center/Student Judicial Programs

[www.depts.ttu.edu/studentjudicialprograms](http://www.depts.ttu.edu/studentjudicialprograms)

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