

Tips & Tricks for Preventing Academic Misconduct in the Online Classroom

Shared by the Division of Student Affairs, Office of the Dean of Students, and the Office of Student Conduct

Tip 1: Read the syllabus and any assignment instructions thoroughly before beginning any test, quiz, lab, or other assignment.

Thoroughly reading the syllabus and instructions allow you as the student to know exactly what is expected of you. This is especially important as expectations may have changed with the transition to online learning. Other questions the syllabus or instructions may answer: Do you have to cite in APA, MLA, Chicago, or something else? Are you allowed to work with other people? Is late work accepted?

Tip 2: Communicate with your faculty.

You may still have questions about assignments or expectations after reading the syllabus, so we strongly encourage you to communicate with your faculty as soon as those questions arise. They will be able to answer any questions you have regarding assignments, tests, quizzes, labs, and other academic work for the duration of the semester. Additionally, if you have questions about how work might be done (individually or in a group, ask! Their contact information and should be available via Blackboard and the [TTU Online Directory](#).

Tip 3: If you're unsure whether or not something is a violation, don't do it.

Sometime students violate the *Student Code of Conduct* without realizing it. As you work through your new online environment, you might find yourself in this kind of situation. Maybe you're taking an online exam, the faculty is using Proctorio, and your teenage sibling is there. The exam instructions say no one else can be in the room while you take your exam. In this situation, it would be best to either find a new space to take the exam, or communicate with your faculty regarding your testing situation before the test. Another example might include you and your best friend FaceTiming while you work on homework for the same class. Be sure to maintain control of your own work at all times and only collaborate on assignments if you have faculty approval.



Tip 4: Be wary of previous semesters' work, online test banks, or any "tutoring" service that provides you an answer.

While work from other students and online test banks may seem like useful study tools, they could potentially provide you an academic advantage other students do not have, which may be considered a violation. It is best to stick with study resources provided by your faculty or the University. Additionally, while online tutoring resources like Chegg can sometimes be helpful, be wary of any tutoring resource that just provides you an answer rather than having you get to an answer yourself. For questions about online Texas Tech study resources, please watch [this video](#) from TTU eLearning.

Tip 5: Know the Code!

The *Student Code of Conduct* is a public document, and we strongly encourage all students to know the Code, as it establishes expectations for all Texas Tech student behavior. The Code is within the [Student Handbook](#), beginning on page 15. You can also contact the Office of Student Conduct directly at 806-742-1714 or studentconduct@ttu.edu.

Additional Resources

[Basic Tips on Avoiding Claims of Academic Dishonesty \(Purdue University\)](#)

[How to Avoid Academic Dishonest \(Luther College\)](#)

[What Can Students Do to Avoid Academic Dishonesty? \(University of Minnesota Duluth\)](#)

[TTU Writing Center](#)

[TTU Learning Center \(online tutoring\)](#)

[Student Disability Services](#)

[Office of the Dean of Students](#)

[Risk Intervention & Safety Education \(RISE\)](#)



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