

Academic Integrity

Student Guide



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What is “Academic Integrity?”

- Academic integrity is “the pursuit of scholarly activity in an open, honest and responsible manner.”
(Senate Policy 49-20)

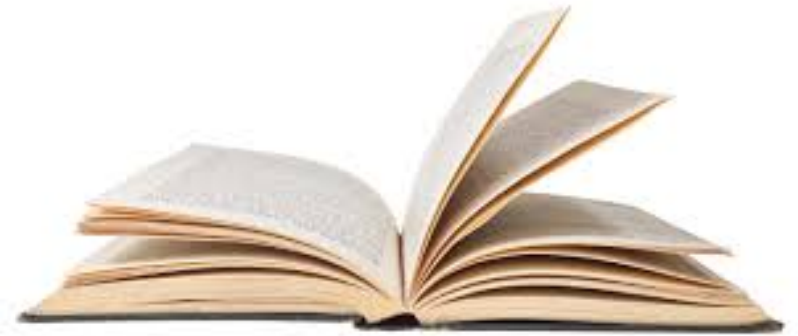


PennState

- It is a Penn State value
- We respect our own work,
and the work of others

So what?

- If you are caught violating academic integrity at PSU, you may . . .
- Fail an assignment
- Fail a class
- Or worse!
- Let's avoid these problems



Common Problems

- Plagiarism
- Cheating on a test
- Helping someone else cheat
- Collaborating (working with other students) when your instructor says not to
- Using online “ghost” services
- Unauthorized presence of electronic devices



Plagiarism

- When we represent someone else's words and ideas as our own, it is called **plagiarism**
- **Note:** plagiarism may be intentional or unintentional, but either way, it's still a problem



Using Sources

- You need to show the reader of your work where your words and/or concepts came from
- How do we do this?



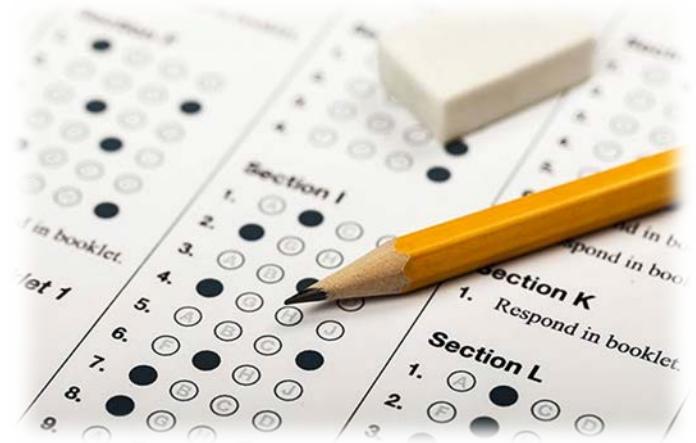
Other People's Ideas + Words



- Place “ ” around any direct quotes
- Cite your work (show the reader where the info came from):
 - At the end of the sentence
 - At the end of the paper
- Citation styles vary by subject, so ask your instructor

Cheating

- During a test, it is **not OK** to . . .
- Look at any study aids (writing on your hand, cellphone, etc)
- Help someone by sharing answers
- Accept help from someone else
- Photograph and/or remove the exam from the room



Best Practices for Students

- Put phones away before tests
- Check with your instructor about when working with others is OK
- Don't give your friends any of your homework or projects, even from classes you took in the past
- Don't sign in for other people



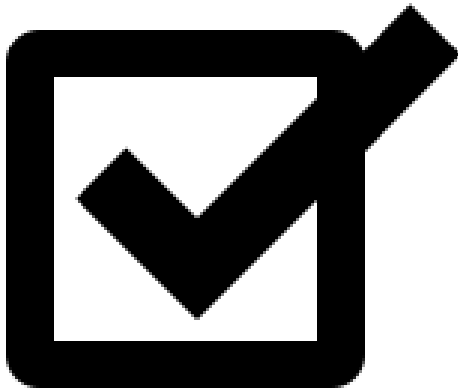
What If I Get A Violation?

- Your instructor will email, or call you in for a meeting
- You will get a form that explains:
- What's wrong
- The **sanction** (academic penalty) your instructor intends to give you



What Can I Do?

- You have 5 weekdays to sign one of the two boxes on the form



- “I accept” – your case is closed* and your teacher puts the sanction in place
- “I contest” – you will have a hearing
- Remember to choose one box. If you don't, your case will proceed as “I accept” after 5 days

But What If I Have 2+ Charges?*

- A very small number of people have **more than one** AI incident
- Your **second** case will be automatically reviewed by the hearing committee
- For more about the committee, see next slide



Hearing = A Meeting to Find the Facts

- One person (you choose) can come to support you
- You + teacher present your accounts of what happened
- AI Committee (faculty + a student + Student Affairs member) makes a final decision about your case
- You can be found “responsible” or “not responsible.” The committee may also add to or change your sanctions



A Reminder

- You cannot drop the class if an AI procedure is in process
- Keep going to class and doing your work
- You can only drop if the hearing committee finds you not responsible



Possible Consequences

- No credit on an assignment
- Reduced grade for the course
- No credit (F) for the course
- XF (failed for dishonesty), for major violations
 - You will be referred to the Office of Student Conduct, and it will appear on your transcript and conduct record
- So to avoid these problems . . .



Tips for Success

- Understand PSU policies and do your work honestly
- When you are unsure of something about AI, ask -
 - ✓ Your professor
 - ✓ The Learning Resource Center
 - ✓ International Students Office
 - ✓ Dr. Whitney in Academic Affairs (sew17@psu.edu)

