



Office of the Dean of Students

**ACADEMIC HONESTY AND DISHONESTY:
Information and Suggestions for Faculty, Undergraduate
and Graduate Students**

POLICY ON CONDUCT:

Queens College handles matters of student discipline through the Dean of Students and the Faculty-Student Disciplinary Committee.

POLICY ON STUDENT INTEGRITY:

Students found guilty of any form of academic dishonesty, such as plagiarism or cheating on an examination, are subject to discipline, including suspension or dismissal from the College.

FORMS OF ACADEMIC DISHONESTY:

Cheating:

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from a test paper.
3. Using unauthorized materials (e.g. textbooks, notes) during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared materials during a test, e.g. notes, formula lists, notes written on the student's clothing, etc..

Academic Misconduct:

Academic misconduct is the intentional violation of College policies, by tampering with grades, or taking part in obtaining or distributing any part of an unadministered test.

Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.

Academic Misconduct cont'd

3. Bribing a person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
6. Entering a building or office for the purpose of obtaining an unadministered test.

Fabrication:

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.

Examples:

1. Citation of information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercises.
4. Submitting as your own any academic exercise (e.g. written work, printing, sculpture, etc.) prepared totally or in part by another.
5. Taking a test for someone else or permitting someone else to take a test for you.

Plagiarism:

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements.

A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness:

1. Whenever one quotes another person's actual words.
2. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words; and,
3. Whenever one borrows facts, statistics, or other illustrative materials--unless the information is common knowledge.

WHAT CAN STUDENTS DO TO PROTECT THEMSELVES FROM BEING CHARGED WITH ACADEMIC DISHONESTY?

1. You may want to purchase A Style Manual for College Students: A Guide to Written Assignments and Research Papers. The manual is available in the Bookstore for a minimal price.
2. Prepare thoroughly for examinations and assignments.
3. Take the initiative to prevent other students from copying your exam or assignments, e.g. shield your answer sheet during examinations, do not lend assignments to be turned in to other students.
4. Check your faculty member's course syllabus for a section dealing with academic dishonesty for that course. There may be special requirements.
5. Do not look in the direction of other students' papers during examinations.
6. Utilize a recognized handbook for instruction on citing source materials in papers. Consult with individual faculty or academic departments when in doubt.
7. Utilize the services of the Writing Skills Workshop, located in Kiely Hall - Room 232, for assistance in preparing papers.
8. Discourage dishonesty among other students.
9. Refuse to assist students who cheat.

WHAT CAN FACULTY MEMBERS DO TO ENCOURAGE ACADEMIC HONESTY AMONG STUDENTS?

"Classroom Practice/Giving Assignments"

1. Include a statement in the course syllabus regarding academic honesty as it relates to that particular class. As an example, the following might introduce such a statement:

"You are encouraged to become familiar with the Queens College guidelines entitled **"Academic Honesty and Dishonesty: Information and Suggestions for Faculty, Undergraduate and Graduate Students"**. Copies may be obtained in the Information Center, located in the front entrance to Kiely Hall, or in the Office of the Dean of Students, Powdermaker Hall - Room 116. The content of the guideline applies to this course. Additionally, the following specific requirements will be expected in this class: (enter specific requirements). If you are in doubt regarding the requirements, please consult with me before you complete any requirement of the course."

2. Discuss the issue of cheating, academic misconduct, fabrication and plagiarism at the beginning of each semester and before examinations.

3. In assigning term papers, discuss the issue of plagiarism, assign specific topics and set a time limit, make certain that students understand referencing requirements, and the specific extent of collaboration on class/team projects.

"Classroom Practice/Giving Assignments" cont'd

4. Give essay tests, instead of multiple choice tests, when appropriate and where the size of the class permits their use.
5. Faculty signatures on change of grade forms should be verified.

"Preparing Examinations"

1. Keep examinations in a secure location, e.g. locked desks, locked files, etc. Faculty offices may not be secure locations for examinations.
2. All waste copies, stencils, masters and ditto backing sheets for an examination should be destroyed.
3. Files of past examinations are maintained by many organizations, and are readily available to students. Faculty members are encouraged to prepare new examinations each semester and to consider making copies of past examinations available to all students.
4. Do not use student workers to type or duplicate examinations.

"Administering Examinations"

1. Use proctors effectively. More than one proctor should be present when over forty students take an examination. Instruct proctors about their responsibilities during examinations.
2. If the students are not familiar to you, require positive identification from students (Student identification card, driver's license) when students enter the classroom to take an examination or when they turn in their answer sheets. This is particularly important in large size classes.
3. Have each student sign his/her answer sheet. Signatures can be compared if a question arises over who actually took the examination.
4. Number exams and count the number distributed and returned.
5. Alternate forms of the same examination, particularly with short answer examinations, should be administered during the test period. Color coding of the alternate forms will emphasize the difference.
6. When students provide their own bluebooks for examinations, faculty should collect the bluebooks from the students and redistribute them before the examination begins.
7. The question of whether or not students may have materials in their possession, i.e. books, notes, scrap paper, calculators, programmable portable computers, should be specified before the examination by the faculty member. Scrap papers should be turned in with the examination so that information related to the examination may not be taken from the classroom. Faculty members may wish to supply the scrap paper as a part of the examination packet.
8. Design a pre-arranged seating plan or sign-in sheet by seat number, so that the location of each student may be determined.

Administering Examinations"

9. Students should be seated so that at least one seat exists between students. If alternate seating is not possible within the normal classroom, faculty may request an alternate classroom for the administering of the examination.
10. During departmental examinations, seat discussion or lab sections together. The teaching assistant or instructor for each section should be able to recognize a student who may be substituting for a student in the section.

WHAT SHOULD FACULTY MEMBERS DO IF THEY SUSPECT THAT A STUDENT HAS COMMITTED AN ACADEMICALLY DISHONEST ACT?

1. Review the evidence to ensure that there is sufficient evidence to warrant a charge of academic dishonesty.
2. Faculty members may wish to directly confront the student with their suspicion. If the student and/or the faculty member are unable to obtain an agreeable settlement of the issue, the department chair (or graduate advisor for graduate students) should be seen for consultation and advice.

If this step does not produce any resolution, a charge sheet and list of sanction options should be obtained in the Office of the Dean of Students, Powdermaker Hall - Room 116. The faculty member should then discuss the case with Mrs. Sarah Knecht, Assistant to the Dean, in order to review the evidence and the college's due process procedure, and be prepared to recommend what they consider a sufficient and just sanction to be imposed against the student. Mrs. Knecht will then contact the student and share the charges and recommendations of the faculty member. If the student pleads not guilty and/or finds the sanction too harsh, he/she then has a right to a hearing. The Dean of Students will make arrangements for a Faculty Student Disciplinary Committee hearing.