2. Academic Violations

a. Plagiarism

Plagiarism is the inclusion of someone else’s words, ideas, or data as one’s own. When a student submits academic work that includes another's words, ideas, or data, whether published or unpublished, the source of that information must be acknowledged with complete and accurate references and, if verbatim statements are included, with quotation marks as well. By submitting work as his or her own, a student certifies the originality of all material not otherwise acknowledged. Plagiarism includes, but is not limited to:

i. The quotation or other use of another person’s words, ideas, opinions, thoughts, or theories (even if paraphrased into one’s own words) without acknowledgment of the source; or

ii. The quotation or other use of facts, statistics, or other data or materials that are not clearly common knowledge without acknowledgment of the source.

b. Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Fabrication includes, but is not limited to:

i. The false citation or acknowledgment of a direct or secondary source, including the incorrect documentation of a source;

ii. The citation, in a bibliography or other list of references, of sources that were not used to prepare the academic work;

iii. The inclusion in an academic work of falsified, invented, or fictitious data or information, or the deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or information; or

iv. The unauthorized submission of an academic work prepared totally or in part by another.
c. **Cheating**

Cheating is an act or an attempted act of deception by which a student seeks to misrepresent that he or she has mastered information that has not been mastered. Cheating includes, but is not limited to:

i. Copying of all or any portion of another’s academic work and submitting it, in part or in its entirety, as one’s own;

ii. Allowing another person to copy one’s own academic work—whether intentionally or recklessly;

iii. The unauthorized use or possession of a class textbook, notes, or any other material to complete or prepare an academic work;

iv. The unauthorized collaboration with any other person on an academic exercise, including collaboration on a take-home or make-up academic exercise;

v. The unauthorized use of electronic instruments, such as cell phones, pagers, or PDAs, to access or share information; or

vi. The unauthorized completion for another person of an academic work, or permitting someone else to complete an academic work for oneself.

d. **Academic Misconduct**

Academic misconduct is any other act that impugns or disrupts the educational process. Academic misconduct includes, but is not limited to:

i. The unauthorized possession, copying, distribution, sale, or other transfer of all or any part of an academic exercise, or the answers or solutions to an academic exercise, whether or not the exercise has been administered;

ii. Changing, altering, attempting to change or alter, or assisting another in changing or altering any grade or other academic record, including grades or records contained in a grade book or computer file, that is received for or in any way attributed to academic work;

iii. Entering any University building, facility, office, or other property, or accessing any computer file or other University record or storage for the purpose of obtaining the answers or solutions to an academic exercise or to change a grade;

iv. Continuing to work on an academic exercise after the specified allotted time has elapsed; or

v. Bribing another person to obtain an academic exercise, including answers to questions of an unadministered academic exercise.

e. **Other forms of academic dishonesty not described here but in violation of the Academic Honesty Statement of Policy.**