

Academic Honesty

Important information for students about the consequences of cheating and plagiarism

Academic dishonesty is unacceptable and will not be tolerated. Cheating, forgery, plagiarism and collusion in dishonest acts undermine the college's educational mission and the students' personal and intellectual growth. Baruch students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them. Any student who attempts to compromise or devalue the academic process will be sanctioned.

Definitions of Academic Dishonesty

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaborating on a take home assignment or examination.
- Using unauthorized notes during a closed book examination.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same paper to two classes without consulting the second instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.

Plagiarism is the act of presenting another person's ideas, research or writing as your own:

- Copying another person's actual words without the use of quotation marks and footnotes.
- Presenting another person's ideas or theories in your own words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments.

To learn more about the definition and scope of plagiarism: discuss it with your instructor and visit Baruch College's online Plagiarism Tutorial at <http://newman.baruch.cuny.edu/plagiarism/index.htm>

Obtaining an Unfair Advantage:

- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials.
- Depriving other students by stealing, destroying, defacing or concealing library materials.
- Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Engaging in activities that intentionally create an unfair advantage over another student's academic work.

Falsification of Records and Official Documents:

- Forging signatures of authorization
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

Collusion:

- lending assistance or failing to report witnessed acts of academic misconduct

Due Process and Students Rights

Any charge, accusation or allegation that is to be presented against a student, and, that, if proved, may subject a student to disciplinary action, must be submitted in writing, in complete detail to the Office of the Dean of Students promptly by the individual, organization or department making the charge. Due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or sanctioning. For a detailed description of the steps involved in the adjudication process, students are advised to refer to Article 15, Section 15.3 *Student Disciplinary Procedures* which appears under *Students Rights and Responsibilities* in every Baruch College Bulletin.

Penalties for Academic Dishonesty

Engaging in acts of academic dishonesty can end a student's college career and jeopardize future career goals. Baruch College is committed to maintaining an atmosphere of academic integrity. Students should know that faculty and staff do follow routine practices that readily detect acts of academic dishonesty. Faculty are experts in their field of study and are often familiar with the source of plagiarized material. Techniques for detecting cheating are used on blue books and examination papers, especially in large course sections. All alleged cases of academic dishonesty are subject to due process. When misconduct has been proven, the following sanctions are applied. A disciplinary file becomes a part of the student's permanent record.

Admonition: An oral statement to the offender that he or she has violated University rules.

Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause far more severe disciplinary action.

Censure: Written reprimand for violation of specified regulation including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

Disciplinary Probation: Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

Complaint to Civil Authorities

Ejection

Academic Dishonesty Occurs

- **Because students are ignorant about the school's policy.** Behavior that is considered collaborative in one environment or culture may be considered cheating elsewhere
- **Because of societal pressure to "succeed at any cost."** Students focus on grades instead of the learning process.
- **Because of desperation.** Poor time management and study skills often lead to lack of preparation for exams and inability to meet deadlines.

Avoiding Academic Dishonesty

- **Read and familiarize yourself** with Article 15, *Students Rights and Responsibilities* which appears at the back of every Baruch College Bulletin.
- **Communicate upfront.** Let study partners know where you stand on academic dishonesty. If you lend term papers, be clear that you do not expect your work to be copied. A typist or editor must discuss any changes with you before making them on your papers.
- **Learn Time-Management and Study Skills.** Allow adequate time for studying and writing papers. Acts of academic dishonesty are often desperate attempts to cover-up lack of preparation.

- **Seek Help.** If you are overwhelmed by course content, visit the professor during office hours to discuss your concerns. You may also attend on-campus workshops in time-management and study skills. Contact the Office of Student Life, the Center for Advisement and Orientation, or the Student Academic Consulting Center (SACC), which offers support in many subjects.
- **Withdraw from the Course.** If you are doing poorly in a course or if a crisis has caused you to fall too far behind, consider dropping the course if you are still within the drop deadline.
- **Reexamine Goals.** Be sure that the goals you set and follow are your own. Do not be pressured by family and friends into a career that does not make the best use of your abilities. The Counseling Center offers personal and career counseling.

Witnessing Academic Dishonesty

Protect the value of your Baruch Degree. Students who are dishonest in obtaining their grades may not succeed on the job; employers will come to believe that Baruch students do not have the knowledge/skills to perform their work.

You can help to prevent this by reporting acts of academic dishonesty.

If you observe cheating during an exam, or know of students who have any unfair advantage, it is your **obligation** to report these occurrences to the Dean of Students. The Dean's Office will investigate your allegations while maintaining confidentiality. Remember, you are the one being hurt if these injustices are allowed to continue.

For further information on matters relating to Student Academic Dishonesty and Student Affairs, contact The Dean of Students Office (646) 312-4570, Room 2-255, Newman Vertical Campus.

Acknowledgments: The section on Definitions of Academic Dishonesty is an excerpt from University of California's web page entitled "The Academic Dishonesty Question: A Guide to an Answer through Education, Prevention, Adjudication and Obligation" by Prof. Harry Nelson. The Sections, Academic Dishonesty Occurs and Avoiding Academic Dishonesty are adapted from *Your College Experience: Strategies for Success* by John N. Gardner and Jerome A. Jewler, Wadsworth Publishing, 1995

Baruch College Student Development & Counseling © August 2002