

## UNIVERSITY POLICIES & PROCEDURES

<b>POLICY NAME: ACADEMIC HONESTY</b>	<b>TEMPORARY REVIEW NUMBER:</b>
<b>CLASSIFICATION: UNIVERSITY</b>	<b>SUPERSEDES:</b>
<b>AUTHOR: ACADEMIC AFFAIRS</b>	<b>LAST REVIEW:</b>
<b>AUTHORITY: VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>	<b>NEXT REVIEW:</b>
<b>APPLICATION:</b> <input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only <input checked="" type="checkbox"/> All University	<b>EFFECTIVE DATE: JULY 2000</b>
<b>DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION): UNIVERSITY POLICY AND PROCEDURE WEB SITE</b>	<b>CUSTODIAN OF POLICY: VICE PRESIDENT FOR ACADEMIC AFFAIRS</b>

### **POLICY STATEMENT:**

In order for an academic community to teach and support appropriate educational values, an environment of trust, cooperation and personal responsibility must be maintained. As members of this University community, students assume the responsibility to fulfill their academic obligations in a fair and honest manner. This responsibility includes avoiding such inappropriate activities as plagiarism, cheating or collusion. Students found responsible for one or more of these activities may face both academic sanctions (such as lowering a grade, failing of a course, etc.) and disciplinary sanctions (such as probation, suspension, expulsion).

It is the intent of Minnesota State University, Mankato to encourage a sense of integrity on the part of students in fulfilling their academic requirements. To give students a better understanding of behaviors that may constitute academic dishonesty, the following definitions are provided.

*Plagiarism* – Submission of an academic assignment as one’s own work, which includes critical ideas or written narrative that are taken from another author without the proper citation. **This does not apply only to direct quotes, but also to critical ideas that are paraphrased by the student.**

Plagiarism includes but is not limited to:

- submitting the work of others as your own
- submitting others’ work as your own with only minor changes
- submitting others’ work as your own without adequate footnotes, quotations, and other reference forms
- multiple submission of the same work, written or oral, for more than one course without both instructor’s permission, or making minor revisions on work which has received credit and submitting it again as new work.

*Cheating* – Use of unauthorized material or assistance to help fulfill academic assignments.

This material could include unauthorized copies of test materials, calculators, crib sheets, help from another student, etc.

*Collusion* – Assistance to another student or among students in committing the act of cheating or plagiarism.