

**University of New Mexico
Department of English
Academic Integrity**

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What is academic integrity?

The word integrity is derived from the Latin *integer*, meaning whole or complete. It is defined by the *Merriam-Webster Dictionary* as “firm adherence to a code of especially moral or artistic values.” Academic Integrity means knowing the values of the academic community and acting according to those values.

What are the values of the academic community?

Academic work is positive and generative. It requires critical thinking, creativity, honesty, and fairness. Adhering to these values means that both students and faculty must work proactively to create an environment in which honorable academic work can flourish. In other words, adhering to the values of the academic community means preventing and deterring lapses of academic integrity.

Specifically, students must communicate openly with their instructors about the origin and other uses of their work as well as about any assistance they might have received in the process of its creation. Students are also called upon to educate other students about academic integrity, and to work actively to discourage possible lapses.

On their part, faculty must establish course goals and develop assessment criteria that encourage students to uphold the values of the academic community. Faculty must also ensure that students have equal access to study materials, and that all evidences of academic dishonesty are confronted quickly and directly.

Why does academic integrity matter?

Lapses in academic integrity will affect you, your classmates, and the learning environment in various ways. If the course is graded on a curve, academic dishonesty may detrimentally affect grades for the entire class. Academic dishonesty may also manifest in the appropriation of your own or another's intellectual property. The occurrence of either of these possibilities might further encourage others to participate in dishonest practices and behaviors. These attitudes will undermine the learning environment, encourage students to focus on the grade and not the activity of learning, and destroy the instructor's enthusiasm and effectiveness as a facilitator of learning. Each of these results will harm the quality of your education, the reputation of your University, and the value of your degree.

What constitutes a lapse in academic integrity?

[Cheating on assignments, quizzes, or examinations](#)

Giving or receiving unauthorized assistance on assignments, quizzes, or examinations constitutes a serious violation of academic integrity. This includes, but is not limited to, giving or receiving assistance that exceeds the amount of collaboration permitted by the instructor; copying or allowing someone else to copy; using or passing notes during a closed-book examination; obtaining questions illegally before an examination; or tampering with an exam after it has been corrected and/or graded.

[Committing plagiarism](#)

Using someone else's language, ideas, or other original material without acknowledgment constitutes plagiarism. This includes, but is not limited to, purchasing a paper and submitting it as one's own; “recycling” someone else's paper; cutting and pasting from the Web; paraphrasing someone else's ideas without acknowledgment; or copying phrases, sentences or passages without quotation marks and/or without acknowledgment.

Making unauthorized multiple submissions

Submitting the same work (or substantially similar work) in two or more courses without the instructors' knowledge and consent is a violation of academic integrity. This includes, but is not limited to, work submitted for credit in previous semesters, or work submitted for credit at other institutions. To avoid lapses in academic integrity, students wishing to make multiple submissions must obtain prior permission from all faculty involved.

Abusing academic resources

Denying other access to academic resources, or deliberately hindering their academic progress, is a violation of academic integrity. This includes, but is not limited to, giving others false or misleading information; stealing, defacing or deliberately misplacing library materials; and altering or destroying computer files that belong to others.

Why should I act with academic integrity?

Pride in yourself

You should be able to look at yourself in the mirror and be proud of yourself, your hard work, and your accomplishments.

Pride in your work

You should be able to tell yourself that you completed your work using your own creativity and skills, without deceiving your classmates, your instructors, or yourself.

Pride in your profession

You should make yourself ready to move on to more demanding courses, graduate school, or employment fully prepared. If you have cheated in your work, taking credit for others' efforts, you have cheated yourself.

Pride in your ability to grow

In today's environment, jobs change quickly, and our skills need to change with them. Getting a meaningful education means that you have learned how to learn; this precious ability will make you invaluable as a professional, for the rest of your life.

Violators will get caught

Lapses in Academic Integrity could result in serious consequences: a zero on a test; an F on an assignment; an F for the class; a dismissal from the University; a permanent record on your student file; and a reputation for dishonesty.

Why should I care if others violate academic integrity?

The value of your degree is diminished

If you graduate from a program with a reputation for tolerating unethical or dishonest behavior, employers and graduate schools will think less of you. They will have no way of knowing that you were one of the honest ones.

The world may become more dangerous

People who received a degree on the strength of others' work, rather than on their own, may well be incompetent and dangerous in the workplace. How would you like to be defended by an attorney who cheated his way through law school? Or to be operated on by incompetent doctors? Or have your taxes prepared by a dishonest accountant?

What do I do if I notice violations?

No standard of Academic Integrity can be self-enforcing. Students and instructors need to do their share to uphold the values of the academic community and discourage lapses. You may discourage lapses in others by simply drawing attention to them. You may also attempt to persuade violators not to engage in dishonest practices and behaviors. If everything else fails, you may choose to report violations to the appropriate instructor.

Cheating

What is cheating?

Cheating is an act of dishonesty that creates unfair advantage over others for one's own interest. Students may cheat on an assignment, quiz, or examination by:

- ❖ Copying or allowing others to copy take-home exams, either whole or in part;
- ❖ Copying or allowing others to copy in-class exams, either whole or in part;
- ❖ Copying or allowing others to copy papers, quizzes, or other assignments;
- ❖ Using or passing books, notes, or other materials during examinations (unless the examination is explicitly indicated as "open book");
- ❖ Obtaining or passing questions illegally before an examination;
- ❖ Stealing exams or recording exam questions for distribution;
- ❖ Requesting inappropriate re-grading of assignments, quizzes, or examinations;
- ❖ Giving or receiving unauthorized assistance from classmates, friends, relatives, or tutors;
- ❖ Exceeding the amount of collaboration permitted by the instructor.

How can I avoid cheating?

Students may avoid cheating by:

- ❖ Refusing to talk or communicate with other students during the exam period
- ❖ Refusing to pass notes or other unauthorized materials
- ❖ Remaining in the room during exams
- ❖ Sitting away from study partners or friends during exams
- ❖ Covering their work-in-progress

What happens if my instructor thinks I have cheated?

If your instructor suspects that you have cheated, you and your instructor will discuss these concerns in the presence of another faculty member. If it is determined that you cheated, one of the following actions will be taken:

- ❖ In some rare cases, and at your instructor's sole discretion, you may be asked to re-take the exam
- ❖ You may be assigned a zero or an "F" for the assignment, quiz, exam, or paper
- ❖ You may receive an "F" for the course
- ❖ You may be asked to discuss the matter with the Dean of Students who may choose to pursue further disciplinary action.

Plagiarism

What is plagiarism?

Plagiarism occurs when a writer uses someone else's language, ideas, or other "original" (meaning information that is not common knowledge in our society) material without acknowledging the material's source, regardless of whether such source is in print, online, or in manuscript. Plagiarism includes, but is

not limited to:

- ❖ Buying papers from classmates, friends, or commercial services
- ❖ Submitting papers or portions of papers written by someone else as if they were one's own;
- ❖ Allowing friends, tutors, or family members to make decisions about what to write and how to revise;
- ❖ Neglecting to document sources. Some students can be careless about documenting sources. When they sit down to write, they cannot remember where they got their information and so attribute it incorrectly or neglect attribution altogether;
- ❖ Citing sources improperly. Some students may not know how to quote, how to paraphrase, or how to summarize, or they do not recognize the proper occasions for documenting sources.

How can I avoid plagiarism?

Reading and research assignments should be understood as opportunities for genuine and rigorous inquiry and learning. Such an understanding means that:

- ❖ You do not purchase papers from friends, classmates, or commercial services;
- ❖ When you ask tutors, friends or family members to read your work (as you should), you make sure they leave all decisions about what to write and how to revise in your hands;
- ❖ You acknowledge clearly when and how you are drawing on the ideas or phrasing of others;
- ❖ You learn the conventions for citing documents and acknowledging sources;
- ❖ You consult your instructor when you are unsure about how to acknowledge the contributions of others.

Note: Your instructor may use a plagiarism detection service to determine whether or not you have used other writers' work inappropriately.

What happens if my instructor thinks I have committed plagiarism?

If your instructor suspects that you have committed plagiarism, or is concerned that you have not properly acknowledged your sources, you and your instructor will discuss these concerns in the presence of another faculty member. If it is determined that you have committed plagiarism, one of the following actions will be taken:

- ❖ In some rare cases, and at your instructor's sole discretion, you may be asked to rewrite your paper.
- ❖ You may receive a zero or an "F" for the assignment
- ❖ You may receive an "F" for the course
- ❖ You may be asked to discuss the matter with the Dean of Students who may choose to pursue further disciplinary action.

Making unauthorized multiple submissions

What are unauthorized multiple submissions?

A student may make unauthorized multiple submissions by submitting the same (or substantially similar) work in more than one course without permission of the instructor(s).

How do I avoid unauthorized multiple submissions?

Meet with your instructor long before the assignment's due date to discuss appropriate scope and terms of a project, assignment, or paper that could be appropriately re-submitted.

What happens if my instructor thinks I have made multiple submissions?

If your instructor suspects that you have submitted the same work in two or more classes, you and your

instructor will discuss these concerns in the presence of another faculty member. If it is determined that you have made unauthorized multiple submissions, one of the following actions will be taken:

- ❖ In some cases, and at your instructor's sole discretion, you may be asked to rewrite your project, paper, or assignment.
- ❖ You may receive a zero or an "F" for the assignment
- ❖ You may receive an "F" for the course.
- ❖ You may be asked to discuss the matter with the Dean of Students who may choose to pursue further disciplinary action.

Abusing academic resources

What are academic resources and how does one abuse them?

Academic resources include all types of written work; library materials; computer hardware and software; and, more generally, university equipment and supplies. These resources are of crucial importance to academic life and productivity; for this reason, every member of the academic community is responsible for their care and safekeeping. Damaging, destroying, or otherwise preventing others from having fair and equitable access to these resources constitutes a violation of academic integrity.

How do I avoid abusing academic resources?

You can avoid this lapse by being respectful of university property, mindful of the needs of others, and supportive of your classmates' professional and intellectual growth. More specifically, this means that:

- ❖ You do not give other students false or misleading information;
- ❖ You do not steal, destroy, or otherwise damage library materials;
- ❖ You do not steal, destroy, or otherwise damage the work of others;
- ❖ You return due or recalled library items in a timely manner;
- ❖ You do not steal or otherwise damage university equipment and/or materials;
- ❖ You do not use university resources to damage or steal the work of others;
- ❖ You do not prevent others from having fair access to university equipment, materials, and resources;
- ❖ You do not alter or delete computer files that do not belong to you.

What happens if I am suspected of abusing academic resources?

If you are suspected of abusing academic resources, you will be asked to discuss the matter with the Dean of Students Office. If it is determined that you have abused academic resources, one of the following actions will be taken:

- ❖ In some cases, you may be asked to make restitution;
- ❖ You may be fined and/or have your library privileges revoked;
- ❖ You may receive an oral reprimand;
- ❖ You may receive a written reprimand;
- ❖ You may receive a disciplinary probation or a suspension;
- ❖ You may be expelled.