

Statement on academic integrity: Students are expected to conduct themselves with the highest personal standards. They should neither circumvent integrity nor search this document for “loopholes.” Clarity is the key to maintaining integrity on the personal and institutional level. As such, each party is responsible for improving the *clarity* of each assignment given and accomplished.

Teachers should be clear about the goals, methods, and process expected for each assignment given. Is it okay to collaborate with others? Is it okay to use the web? Should sources be cited?

Students should be clear about the way they arrived at their homework/final paper. Do you have drafts to show? What work is behind the work submitted? Did you collaborate with others? Did you take the answers straight from the textbook? What role did the internet play in this assignment?

Parents should be clear about the moral compass they are trying to instill in their children, and provide support for school policies.

Administrators should be clear about their expectations for academic integrity in all aspects of schoolwork. What consequences will be levied for offenders?

This chart offers examples of situations students frequently face. However, it is not to be viewed as a *complete* list and instead should be seen as general guidelines of proper decorum.

Acceptable	Not Acceptable
To explain who helped you and where your information came from.	To deceptively portray any work as your own if it is not entirely your own.
To complete an assignment or prepare for an exam using methods consented to by the teacher.	To obtain information about exams without the knowledge and consent of the teacher.
To submit work that is your own – even if it isn't “A” material.	To take work and assignments from previous students or outside assistance and call it your own.
To discuss the homework with friends; to ask your teacher for assistance.	To copy homework.
To engage in discussions about assignments, topics, and tests. These discussions should enable you to better understand ideas taught in the class.	To simply get answers from others for the purpose of rushing through assignments or getting undeserved grades.
To say “No!” if someone asks to copy your homework	To ask others “May I copy your homework.”
To use the resources allowed on the assignment by the teacher.	To copy answers or other material directly from a textbook or internet source.
To complete an assignment in its entirety.	To divide an assignment and share answers with classmates.

To ask teachers for clarity on the process expected on the assignment.	To adopt an “anything goes” mentality if the assignment is unclear.
To include citations for all information and ideas obtained from others.	In writing a paper or essay, to copy ideas from texts, articles, or online sources without citations.
To put the information you have learned into your own words.	In writing a paper or essay, to copy wording from texts, articles, or online sources.
To do your own work on a test.	To copy answers from others on a test; to communicate with other students during a test. Crib sheets, notes, and unauthorized technological assistance are forbidden.
To study from your own materials.	To memorize answers to questions from tests obtained from students previously in a class. To rely on previous tests for your test preparation.
To tell teachers if you feel the assignment isn't fair or appropriate. To ask a teacher to facilitate the distribution of work. To do your fair share.	To collaborate as a group, while only a few are actually doing the work.