



UOIT

Academic Integrity Guide

For Students

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Introduction

The University of Ontario Institute of Technology (UOIT) encourages the highest academic standards from its students. However, whether knowingly or through ignorance, breaches in academic integrity do occur. The purpose of this document for students is to explain what constitutes academic dishonesty and the process involved in resolving these issues.

NOTE: *The following is intended only to provide general information regarding academic integrity. This document is consistent with existing policy; however, the official policy can be found in Section 5 of the UOIT Academic Calendar. It is the responsibility of students to know and abide by the official policies and practices.*

Promoting a culture of academic integrity at UOIT

The goal of this document is to help create an academic community that is built on honesty and integrity. There is lots of information about academic integrity and honesty available online, but you need to know what they mean here at UOIT and how violations of academic integrity (i.e., academic misconduct) are dealt with. More importantly, you need to know how you can avoid committing any form of academic misconduct.

At UOIT, academic integrity and honesty is a community responsibility, one that involves the participation of the university administration, professors, instructors, teaching assistants, and students. We want to create a culture of integrity and good academic practice at all levels. This resource will provide students with some tips and information about what academic misconduct is and how to avoid committing an academic offence.

What are academic misconduct, cheating and dishonesty?

Academic misconduct and dishonesty are the violations of an institution's policy and values. If stealing is a crime, then its equivalent in the academic world would be cheating, including plagiarism, misrepresentation, lying, stealing an exam, copying from someone else, and so on. The various types of misconduct are academic offences punishable by disciplinary action. Any form of cheating is when an individual attempts to gain improved grades through unfair advantages and is a violation of the university's regulations and rules.

Why are academic integrity and honesty important?

A clear sense of academic integrity is fundamental to good scholarship and learning. As an educational institution, UOIT and its faculty members provide students with an educational environment that encourages and supports academic integrity. Academic integrity is based on the foundation of truth, recognition and reward for those who produce new knowledge and for the honest communication of ideas. As members of the academic community, students have final responsibility for conducting themselves in accordance with these expectations. Where a

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The Fundamental Values of Academic Integrity

Honesty – fostering intellectual and personal honesty between faculty and students helps to maintain integrity in learning and teaching.

Honesty among all members of a college or university allows trust to be built over time.

Trust – students must trust instructors to treat them fairly, instructors must trust students to do their work with honesty and integrity, and schools support students and instructors by maintaining clear and consistent academic standards that support honest and impartial research.

Fairness – predictable, consistent and fair evaluations, as well as fair responses to dishonesty are important to maintaining academic integrity.

Respect – showing respect for the intellectual property of another by identifying the source of the material used.

Responsibility – everyone who is part of the university is responsible for ensuring integrity and preventing dishonesty.

Excerpted from The Fundamental Values Project, International Centre for Academic Integrity, <http://www.academicintegrity.org/icaei/resources-2.php>

breach of academic integrity is suspected, the university must treat the matter with a level of seriousness which reflects the importance attached to academic honesty at all universities.

What is considered a breach of academic integrity?

According to the UOIT Academic Calendar, academic misconduct is any unreasonable infringement on the freedom of other members of the academic community. It includes:

- Violation of safety regulations in a laboratory or other setting;
- Disruptions of classes and/or examinations;
- Cheating on examinations, assignments, reports, or other work used to evaluate student performance;
- Copying from another student's work or allowing one's own work to be copied;
- Submitting another person's work as one's own;
- Fabrication of data;
- Consultation with an unauthorized person during an examination, or use of unauthorized aids;
- Impersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments.

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- Plagiarism, which is the act of presenting the ideas, words, or other intellectual property of another as one's own.
- Obtaining by improper means examination papers, tests, or similar materials; use of such materials; and/or distribution of such materials to others.
- Falsifying academic records, including tests and examinations, or submitting false credentials for the purpose of gaining admission to a program or course, or for any other purpose.
- Misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretenses, or altering certificates for the purposes of misrepresentation.
- Submission of work when a major portion has been previously submitted or is being submitted for another course, without the express permission of all instructors.

My friend just gave me his assignments from last year, and they are exactly the same as this year!



It's cheating if you copy from previous years' assignments! Always submit your own original work!

Why is it important for students to understand academic integrity?

A person who has integrity is someone who is honest and trustworthy. For students, your personal morals and values reflect your character and credibility. At university, maintaining academic integrity while earning your degree represents your true academic accomplishments.

A student with integrity will work hard to earn his or her degree in a fair and honest way. When a student intentionally cheats on university assignments and tests, this integrity is compromised and both the value of the degree and the morals of the individual are diminished. This lack of credibility then follows you into the workforce and can impact your professional goals. Nobody wants to rely on an engineer, a nurse or a doctor who cheated.

Dude, I never worked on this project, but I'm going to say I did so that I can put it on my resume!



It's cheating if you take credit for something you haven't worked on! Your work must be original and it must be done by you!

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Many studies have found that people who engage in academically dishonest practices in school are significantly more likely to be dishonest, cheat, or commit crimes like fraud or stealing in the workplace (Crittenden, Hanna & Peterson, 2009, p.339; Sims, 1993; Nonis and Swift, 2001; Lawson, 2004; Harding, Carpenter, Finelli, et al., 2004; and, Preiss, 2013).

Why does UOIT care so much about academic integrity? They don't really care what I do after I graduate!

Universities are only as strong as their reputation. UOIT is a relatively new university and it is building its reputation in both teaching and research. The university's credibility is reflected in both the students who graduate with a degree from UOIT and in the researchers at the university. If the university gains a bad reputation for granting degrees to students who have cheated, all graduates and their instructors will have reduced credibility. Graduating students looking for jobs or entrance into graduate school or law school may be prevented from achieving their goals; faculty members applying for research grants or submitting research for publication may not be successful. The negative impact of cheating in any form has ripple effects beyond the immediate consequences.

Academic integrity is important within the university and in the professional world. For example, in 2015, two Toronto doctors, Sylvia Asa and Shereen Ezzat, were forced to retract a scientific paper from the American Journal of Pathology due to allegations of falsification (Ezzat, Zheng, Zhu, Wu & Asa, 2015). This will be their second article which has been retracted after concerns of falsification (Robinson, 2015). Dr. Asa's name was also on a paper containing falsified images, which were changed only after concerns were raised by readers (Robinson, 2015). The findings reported in the two articles are being reviewed to determine if they are valid and reproducible (Robinson, 2015). Although only one of the two doctors may have intentionally or unintentionally falsified their research, both would be at fault because both of their names are on the paper. The impact of the allegation goes beyond the retraction. Dr. Asa resigned as head of pathology, a title she held for over a decade where in the last year she made over \$430,000 (Robinson, 2015). The effect of these types of allegations can negatively impact the credibility of all researchers.

Allegations of academic misconduct can also catch up with you years after graduation from university or college. For example, in 2013 Chris Spence was forced to resign as the director of education for the Toronto District School Board after he was caught plagiarizing parts of several opinion-editorial articles published in a Toronto newspaper. Subsequently, he was also found to have plagiarized parts of his doctoral thesis which was completed in 1996. While no decision has been made yet regarding this allegation, Spence risks having his degree revoked. He now must work to restore his reputation in order to find new work. Academic misconduct is a serious offence which may affect not only your university career, but also your professional life. As seen within this example, those who engage in academic misconduct have been found to be more likely to be dishonest in the workplace (Crittenden, Hanna & Peterson, 2009). Careful

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attention to academic integrity while studying at university increases credibility and better prepares students for the workplace.

- Ezzat, S., Zheng, L., Zhu, X.-F., Wu, G. E., & Asa, S. L. (2015). Targeted expression of a human pituitary tumor-derived isoform of FGF receptor-4 recapitulates pituitary tumorigenesis. *Journal of Clinical Investigation*, 125(8), 3303. Retrieved from http://go.galegroup.com.uproxy.library.dcuoit.ca/ps/i.do?id=GALE%7CA428177084&sid=summon&v=2.1&u=ko_acd_uoo&it=r&p=AONE&sw=w&asid=73209244d698ac2c0a334b76b901e0be
- Fox, C. (2014, June 11). Former TDSB director Spence will fight plagiarism charges, his lawyer says. *The Huffington Post*. Retrieved from: <http://www.cp24.com/news/former-tdsb-director-spence-will-fight-plagiarism-charges-his-lawyer-says-1.1863737>
- Jones, A. (2013, January 10). Chris Spence Quits After Plagiarism Admission. *The Huffington Post*. Retrieved from: http://www.huffingtonpost.ca/2013/01/10/chris-spence-quits-plagiarism-resigns_n_2450504.html
- Robinson, M. (2015, August 4). Third retraction for Toronto doctor due. *The Toronto Star*. Retrieved from: <http://www.thestar.com/news/gta/2015/08/04/third-retraction-for-toronto-doctor-duo.html>
- Robinson, M. (2015, July 27). Top University Health Network doctor steps down amid falsification data investigation. *The Toronto Star*. Retrieved from: <http://www.thestar.com/news/gta/2015/07/27/top-university-health-network-doctor-steps-down-amid-falsified-data-investigation.html>

As a society, we rely on the academic and journalistic integrity of other people's work. The whole point of academic research is to share knowledge with others and learn from one another. Since knowledge and ideas are the primary product produced by academic communities, it is essential that this knowledge is accurate and gives credit to those who created it. As a student, you are part of the academic community.

Besides reputation and credibility, why else should I care about academic integrity?

Academic dishonesty impedes a student's learning and belittles the meaning of a higher

education. When you cheat on assignments and exams, you are not really learning anything. In addition, a degree at UOIT reflects the accomplishments of every student. When individuals use falsification, misrepresentation, or deception to earn their degree, it devalues the degrees of all students, including those who worked with integrity. You cannot truly gain the full worth of your education by not working for it fairly.

Did you notice that this capstone project is the same as last year's? We'll just have to rewrite the introduction from last year and change the look!



It's cheating if you copy reports from previous years! If you only copy stuff, you will learn nothing!

What are plagiarism and cheating?

Plagiarism is a form of cheating. At universities, people produce knowledge and information. If you use someone else's words and ideas without citing and referencing them, it is stealing. This type of stealing is called plagiarism or "literary theft" and is one of the most serious offences in

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the academic community. When you use someone else's words and ideas (or other intellectual property), you must **give credit to the author with a citation (or footnote) and a reference**. The use of other people's work must be properly acknowledged and referenced in all written material. When you do not include a citation and reference, your reader will assume that the words and ideas are yours.

How is plagiarism different from copyright violations?

Often plagiarism and copyright violations overlap, but plagiarism is when you claim someone else's words and ideas as your own. You can violate copyright laws even if you give credit to the original source of the work you are using. For example, if you were to photocopy a big chunk of a textbook and post it online with the author's name, but without the publisher's permission, you would be violating copyright laws but not committing plagiarism.

You are allowed to use small sections from copyrighted materials without violating copyright laws, but you must always provide the full bibliographic reference and a citation. According to the university: "Copyright holders may require a particular citation style or certain information be excluded. For example, licensed library databases or creative commons licenses may have specific requirements listed." Always be careful to look for specific guidelines outlined by the copyright holders in sources you're consulting.

That textbook is so expensive! Mike and I shared the cost of buying one, then we scanned it and now we will sell copies to make some money. Everyone will need one.



It's illegal and a violation of academic integrity to copy text books – or anything course-related! Don't be tempted.

For more information on copyright go to:

http://www.uoit.ca/sites/library/about_the_library/uoit-library-policy-and-related-documents/copyright-guidelines.php

Isn't plagiarism just copying and pasting someone's words/ideas? Are there different types of plagiarism?

Plagiarism can take on numerous forms, some of which are:

- **Copying and Pasting** portions of text from ANY type of document (including, websites, blogs, book chapters, articles, newspaper articles, and so on) into your own work and not giving credit;
- **Self-plagiarism** or the resubmission of any work that you have submitted for another class. You can think of this as **Recycling Assignments!**
- **Buying papers** online (or from another student);
- **"Borrowing"** information;

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- **Improper Citations and Referencing** which includes not citing sources, citing sources incorrectly, using sources without giving accurate bibliographic information, not quoting or paraphrasing correctly, not documenting all your sources, or making up (fabricating) sources that don't actually exist;
- **Following an author's writing style** too closely;
- **Failing to properly integrate wording** that is not your own into your document, research, assignment, and so on;
- **Collaborating** on assignments meant to be done individually (i.e., unauthorized collaboration);
- Using online material **without citation**.

If that's considered plagiarism, then what else is considered cheating?

Plagiarism is a form of cheating — it is the act of taking someone else's words or ideas and using them as your own. Other forms of misconduct include cheating on examinations, assignments, reports, or any other work used to evaluate student performance. It also includes copying from another student's work or allowing one's own work to be copied, submitting another person's work as one's own, fabrication of data, consultation with an unauthorized person during an examination, impersonation, or use of unauthorized aids.

Impersonation occurs when someone pretends to be you or when you pretend to be someone else for any type of academic evaluation, whether it's an exam or participation in an online class or on a discussion board (Hill, 2010). UOIT's policy explicitly states that "[i]mpersonating another student or allowing oneself to be impersonated for purposes of taking examinations, or carrying out laboratory or other assignments" is not allowed.

According to Turnitin.com's White Paper, "The Plagiarism Spectrum: Instructor Insights into the 10 Types of Plagiarism," there are 10 common types of plagiarism. For more details, download the full report at: http://turnitin.com/en_us/resources/white-papers.

Another form of cheating is the **falsification** and **fabrication** of data and information. This includes falsifying academic records, including transcripts, tests and examinations, or submitting false credentials for the purpose of gaining admission to a program or course, or for any other purpose.

Falsification is also misrepresenting someone's work or ideas (Hill, 2010). For example, if you use a study that concludes that smoking has many negative and severe health effects, but you use an ambiguous quote from the study to say that the study found that smoking only has minor health consequences, this would be falsifying the information reported in the study. When paraphrasing other people's writing, ideas or research, you must accurately summarize the information and not distort its meaning.

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Another example is the **falsification** of the results of a lab experiment to show what should have been the correct results even though you made a mistake when conducting your experiment. **Fabrication**, on the other hand, is making up information without any data to support it (Hill, 2010).

Misrepresentation can refer to the misrepresentation of facts, whether written or oral, which may have an effect on academic evaluation. This includes making fraudulent health claims, obtaining medical or other certificates under false pretenses, or altering certificates for the purposes of misrepresentation. In addition, this type of cheating can also include the misrepresentation of yourself (i.e., impersonating another person or having someone pretend to be you) (Hill, 2010).

The bottom line is that falsification, fabrication, impersonation and misrepresentation are cheating and are types of academic misconduct.

Our professor is allowing us to bring a formula sheet into the exam with us. Can I add other notes to help me to remember the steps to solving equations?



No. You are only allowed to bring in approved test materials. Depending on the professor and the course, these might include a page of notes, a list of formulae, your text book, or something else. No matter what is allowed, you are not permitted to supplement those things with additional notes or information.

What does it mean to ‘facilitate academic dishonesty’?

Facilitating academic dishonesty is helping someone else to cheat. For example, say your friend did not have time to study for a test because of family problems and you promise to sit in a seat so that she can see your test paper, you are helping her to cheat. You both could be brought forward on charges of academic misconduct.

What if somebody cheats off of me, but I didn’t give them permission to do so?

You have the responsibility of preventing others from using your work to cheat by avoiding situations that might give other people the opportunity to use your work as their own.

Part of maintaining academic integrity is that you must take reasonable measures to prevent someone from cheating. Some prevention measures might include covering your

Scantron sheet during an exam or a quiz, making sure that others cannot obtain copies of your

Hey, Jasmine just asked me for help because her dog’s been sick. I like her a lot, so I’ll just let her copy my answers.



It’s academic misconduct if you let anyone copy your answers because you are helping someone cheat!

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work, not posting your answers to an assignment or lab on Facebook, and not leaving graded (or ungraded) assignments or midterms lying around residence or sharing them with other students.

How could you even prove that someone else looked at my paper other than seeing it actually happen?

TAs and professors who spend a lot of time reading students' work are surprisingly good at being able to tell if passages are written in a student's own, unique style. Also, if two students are using very similar writing structures and examples or showing the exact same work, it becomes pretty obvious that cheating has occurred; even in multiple choice exams and online quizzes, software exists that detects statistically abnormal strings of similar answers (both correct and incorrect), which can be traced back to the actual seating arrangements during the quiz or exam.

I've been taught that we learn best by working with other people, but this sounds like I should not work with anyone else.

There is a difference between studying and learning concepts together or cooperating with someone to proofread essays, and purposefully working on assignments to make them easier to complete (i.e., dividing up questions or sections and then sharing the answers) or researching the same topic together so that you and your roommate can write an essay on the same topic. Students are regularly brought to the Academic Integrity Committee for things like:

- Letting a friend or roommate "see" an essay and then the friend submits a copy of the same essay as her own (or takes chunks out of the original essay and uses it in his own essay);
- Stealing a paper, or having a paper stolen, out of the printer;
- Trying to buy an instructor's manual or test bank;
- Purchasing an essay or hiring someone to write an essay for you;
- Working with a group to divide up questions on an assignment and then submitting the answers as if each person had done his or her own work;
- One person looking at another person's exam (with or without permission).

There are many different variations of cheating and plagiarism that professors see – and catch – regularly.

How do I maintain academic integrity?

You maintain academic integrity by being diligent about understanding and following the rules about citations and references, working individually, being well-organized with good time management, and avoiding the temptation to cheat. In essay or report-style assignments, this includes using citations and references that follow an approved style guide. ALWAYS check with each instructor about what style to use.

What's the difference between in-text citations and references?

In-text citations are placed within the body of your essay or assignment to give immediate credit to the original source of a piece of information you are using. Doing so ensures there is no confusion as to which ideas in a paper are yours and which are not, as well as where each referenced idea came from. In-text citations need to be clear but brief, so as to not interrupt the flow of a paper. They typically contain the most important identifying information for a source, such as author's name, date of publication and/or page number showing where the piece of information in its original form can be found. Since in-text citations do not contain all of the source's bibliographic information (like its title, publisher, the journal in which it was published, etc.), a full bibliographic reference at the end of the paper provides this information. The **in-text citation** gives credit to the source at the point where the information is used and acts as a tag that helps the reader identify the source in the **reference list** at the end of a paper. In other words, the in-text citation is a short form of the full reference. The full reference is placed at the end of the essay or report. Both the in-text citations and reference list are formatted following one style manual (as assigned by your instructor). Anything you cite must appear in your reference list and everything in the reference list must be used and cited in your essay or assignment.

Remember – there are several different **citation and referencing styles**, so always check with your instructor as to which style is to be used for each assignment. For example, some citation styles use footnotes or endnotes that place numbers within the main text of the paper which correspond to a list of the author's sources at the bottom of each page or at the end of the paper to give credit to sources. Others have the author's last name and year of publication inside parentheses. Be careful to follow only ONE style in your work.

What are the different types of citation and reference styles?

Different fields of study or research will use a different citation style. Each citation or formatting style (for example, APA (American Psychological Association), CSE (Council of Science Editors), MLA (Modern Language Association) and McGill) have different guidelines for presenting your work and documenting the sources you used. All styles will have a style guide or manual.

Although all styles include common information (such as author's name, article or book title, journal name in which an article appeared, date of publication), there are differences in the order in which the information is given and how it is formatted in your citation and in your reference list. In addition, each style will have different requirements as to how essays and reports are formatted (such as, location of page number, what is included on a title page, whether or not an abstract is required, if a running head is needed, and so on). Remember, courses in science, psychology, engineering, business, health science, legal studies, communication, and so on, will all follow a different style.

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How do I know what style manual to use?

Even within the same program, different professors might ask you to use different citation styles for different classes, so it's very important that you always ask your professors at the beginning of the semester what citation and reference formatting style they want you to use for assignments.

Style overview

(NOTE: this list is not comprehensive and some fields may use more than one style)

| FIELD OF STUDY/RESEARCH | STYLE FOR CITATIONS & REFERENCES |
|--|---|
| Social Sciences, such as Psychology, Political Science, Sociology, Linguistics, Education | APA (American Psychological Association) |
| Humanities, such as English, TV/Film Studies, Art History, Philosophy, Political Science | MLA (Modern Language Association) |
| Humanities, such as History, Communication Studies, Journalism, Information Science, TV/Film | CMS (The Chicago Manual of Style); sometimes called Turabian style |
| Health Sciences | APA (American Psychological Association) |
| Biology | CSE (Council of Scientific Editors); also called CBE (Council of Biology Editors) |
| Chemistry | ACS (American Chemical Society). |
| Engineering | IEEE (Institute of Electrical and Electronic Engineers) |
| Civil Engineering | ASCE (American Society of Civil Engineers). |
| Law, Legal Studies | McGill Guide (<i>Canadian Guide to Uniform Legal Citation</i>) |
| Mathematics | AMS (American Mathematical Society) |
| Management | Various styles: APA, Chicago (CMS), American Management Association guidebook |
| Physics | AIP (American Institute of Physics) |

What are the differences between the types of styles?

Different citation and referencing styles are used in different university programs and courses. There are too many differences and similarities to detail here, so make sure you find out style you need to know and find a reliable resource at the library or at <http://NOOL.uoit.ca> for exact details on its use. In general, if you are writing an essay in a social science class at UOIT (such as sociology or psychology), you will probably use **APA** (American Psychological Association) and not IEEE style. If you're taking an engineering course, you will likely use **IEEE** (Institute of Electrical and Electronics Engineers). MLA, CMS, and CSE are other frequently used formats at UOIT.

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All styles require both citations and a list of references at the end of your work. The main difference between the types of formats is that some (like IEEE and CSE) use a numbered citation and reference style, while others (like APA and MLA) do not number citations or references.

What does it mean to paraphrase someone else's words, ideas and research?

Being able to paraphrase well is key to good writing. Paraphrasing and analyzing other people's research demonstrates your knowledge and ability much better than simply quoting phrases and passages. While paraphrasing is trickier than directly quoting a source, you will have to do it more often in order to show that you understand the research you are using.

When you paraphrase, you can't just switch a few words or slightly alter the sentence order or structure of the original passages; at the same time, however, you must ensure that you are still maintaining the correct meaning of the original research.

For example, if this is the original passage:

"With the ever-increasing availability and accessibility of the Internet, students are able to access a multitude of resources in support of their studies. However, this has also led to an increase in their ability to cheat through plagiarizing text and claiming it as their own. Increased pressures of balancing work and study have contributed to this rise. Not only confined to the student population, some academics are also guilty of engaging in this practice providing a less than favorable role model for their students" (Kenny, 2006, p. 14).

This would be an example of a correct paraphrase of the passage:

The internet is an important learning tool, but it can also make available more opportunities for committing plagiarism, especially when students are under a lot of pressure or if they have academically dishonest peers and professors (Kenny, 2006).

You don't need to paraphrase every sentence. A paraphrase should be a summary of the ideas you think are most important, written in *your own* words. Also, in order for a paraphrase to not be considered plagiarism, you still need an in-text citation and a full reference for your source at the end of your paper. In this example, the citation refers to:

Kenny, D. (2006). Student plagiarism and professional practice. *Nurse Education Today* 27, 14-18.

The full reference is placed at the end of the essay in a Reference List or Bibliography (depending on the style manual being used).

Using the same example, the following would be considered inadequate paraphrasing (**Minor changes** are highlighted in green; original wording is not highlighted).

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With the all-encompassing accessibility and availability of the Internet, students are able to access a multitude of resources for their studies. This has also led to an increase in their ability to cheat by plagiarising text and claiming it as their own work. Not only students but some academics are also guilty of engaging in plagiarism and being bad role models for their students. Increased pressures of work and study have caused this (Kenny, 2006, p. 14).

Using a paragraph like this, with only a few words and phrases changed, would be considered plagiarism. Even though the two examples contain the same information and a citation, in the second example passages are copied from the original source without any attempt to indicate that they are direct quotes. Instead, only a few words are changed and some sentences are rearranged. The sentence structure and wording of the original text is too closely followed to be considered to be in the student's own words.

What does it mean to directly quote someone else's research?

Direct quotations are when you keep the exact wording from the original source and place those words inside quotation marks. How you format a quote depends on the citation style you're using, as well as the length and context of the quote.

How do I show what are my ideas and someone else's ideas?

To show someone else's ideas, you must always cite every piece of information you use that is not an idea from your own head or considered to be common knowledge. To indicate something is your own idea, use "I" (if your professor allows the use of first person in assignments), but don't use "we" or "us" unless you are writing as part of a group.

You can signal to your reader that you are using information from someone else by using the author's last name in the sentence in which you paraphrase that person's ideas.

Smith (2006) states that

While Smith (2006) argues that ..., Tait (2013) believes that In contrast, I argue that

Don't forget – you always need to include an in-text citation, as well as a complete reference in the reference list.

Why did I get in trouble for using my ideas from an old essay I wrote last year?

If you're using material from your own old pieces of writing, you need to cite yourself. Not doing so is considered self-plagiarism.

However, when you are writing for school assignments, you are ***always required to create new work for each course you take***. The only time you can reuse your own work in assignments is if you have permission to do so. For example, if you are writing a graduate thesis, you may be able to use essays written in your graduate courses as sections of your thesis (if appropriate).

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Professors and academic researchers also need follow these rules. For example, if an author writes a book on a topic on which she has previously worked and published, she would cite her previously published papers.

Can I work on assignments and homework with a study group?

It's ok to work with a group to study the core concepts of your course, but if an assignment requires you to work individually you must use your own original ideas and analysis. Don't rely on others to do this work for you. Assignments and homework are ways of measuring how well you understand the material taught in the course.

Whether or not you should work with a group also depends on your professor's expectations. If it is an individual assignment, then it would be academically dishonest to work as a group to complete any part of it. If the academic work assigned is for individual effort, then you should be working on it alone. If group work is allowed, you can work with a study group.

My study group has a lot of questions to complete for our next lab. Can we divide them up and share the answers to hand in?

No. If you are required to work on all parts of the assignment as a group (because your professor wants you to demonstrate how well you can work in a group environment), you need to work together to answer the questions. Everyone in your group needs to work on every part so they don't miss out on learning the material. Not doing your fair share of work in a group assignment is cheating, and if your group does all of the work for someone who is not participating, then you are helping that person cheat. If the assignment is to be done individually, by sharing answers you also run the risk of being caught for plagiarism.

Is it okay if we divide the lab reports between people so each of us only does one lab report?

Great idea! One lab report per person!



It's cheating if you don't do your own work!

If I am working in a group and someone else plagiarises or cheats, what happens to me?

All members of the group could be charged with plagiarism if no one in your group admits responsibility. You are responsible for any work submitted with your name on it. Therefore, if one member of your group decides to plagiarise, it will impact the whole group. Unless the person who

plagiarised comes forward and takes full responsibility, everyone could receive a sanction. It is really important for final versions of group projects to be submitted to TurnItIn.com (or another plagiarism detection system) before it is handed in.

When you start a project, make sure everyone in the group understands what academic integrity is and how to avoid plagiarism (or academic dishonesty in general). As you are working, if you notice that someone's contributions seems suspicious (for example, if the level

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of writing seems too sophisticated compared to previous work, if they haven't cited many sources, or if their sources don't match-up with what they're writing about), talk to your professor or TA.

What kind of evidence would prove that I did my own work?

When you do your research, keep good notes, either on paper or on your computer. When you are writing the essay or assignment, keep copies of the different versions or drafts (i.e., use 'save as' to save the different drafts and number them draft_1, draft_2, etc.).

Is it ok to let others see my work?

While there is nothing wrong with helping a friend, letting someone have your work may cause problems for you later. If you email your assignment to your friend, how do you know he won't copy it or parts of it? Sometimes the temptation to cheat is too much for someone who is under stress. You won't know what happens to your assignment after it leaves your hands. If you want to help a friend, meet in person and talk about the assignment, but don't just hand your hard work over to anyone.

Are there any other rules about completing homework and assignments?

My friend has a copy of the solution manual for my chemistry class. It makes it a lot easier to get the homework done!

Unless your instructor has approved the use of a solutions manual, you are cheating. You are also limiting how well you will learn the material.

I wrote an essay last year on a similar topic to an essay I am writing now. Can I reuse stuff I wrote in that earlier essay?

No, that's called **self-plagiarism**. You should never copy and paste parts of old assignments in an attempt to pass them off as new work. Besides, you probably know a lot more now than you did then, so the fresh ideas in your new work will likely be of much higher quality.

If you decide to repeat your findings/ideas from your previous academic work, you must get permission from your instructor; you must also cite yourself as a source and include your previous work in the reference list at the end of your current work. Copying anyone's work, including your own, is considered plagiarism and is academic misconduct.

Do I have to cite common knowledge?

Usually, you do not need to cite common knowledge, but you need to be careful. **Common knowledge** is information your readers should already know, such as major events and common facts. If a piece of information has appeared in at least five credible and easily

Hey man, how come your results seem so close to theory?

Oh, I just made them up. I couldn't actually perform the experiment.



It's cheating if you fake lab results! You should always use data from experiments you performed.

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accessible sources without being cited, it can typically be considered common knowledge and you don't need a citation for it; but, when in doubt, cite the information to be on the safe side. Remember also that what is common knowledge in one field (i.e., psychology) may not be common knowledge in another field (i.e., political science).

More information:

On **common knowledge**: <https://owl.english.purdue.edu/owl/resource/589/02/>

On **citations & references**, see:

<http://nool.apa.uoit.ca/writing/references-and-citations/>

If I am caught for plagiarism or cheating, what will happen to me?

If you are caught for any type of cheating, whether it is plagiarism, cheating in a test or exam, faking your results, or some other academic misconduct, you will face sanctions (or penalties). Depending on the nature of your academic misconduct, you will go through one of two possible processes and face different consequences.

What happens when academic dishonesty is suspected?

If a faculty member or teaching assistant witnesses or discovers a breach of academic integrity, then a written record of what has been seen or found is taken. The instructor and TA must follow UOIT's policies on reporting and dealing with academic misconduct. All cases of academic misconduct must be reported and a record of all allegations, along with details of resolutions, will be kept on file in the Dean's office and in the Registrar's Office.

What are the consequences for academic dishonesty at UOIT?

Any form of cheating is academic dishonesty. If you commit academic dishonesty, depending on the severity (and frequency) of your offence(s) you could: fail your assignment, fail your course or be suspended from your program, your faculty, or UOIT for up to three years, during which time you won't be able to transfer any credits earned at another university towards any UOIT degree requirements or receive any funds from the university. You could also be placed on disciplinary probation for the remainder of your program. Offences are kept on file in the Registrar's Office, but more serious offences will also be recorded on your transcript for at least three years. After three years, you can appeal to have the notation on your transcript removed. If you have already graduated when academic misconduct is discovered, your degree may be revoked.

What's the process for dealing with alleged cheaters here at UOIT?

Every case is different, but your instructor might talk to you about the allegation first to determine all the facts. **Lesser Offences** (first offence on an assignment worth 25% or less of the total course grade) are normally dealt with by the course professor or instructor. **Major Offences** (two or more previous offences, on an assignment worth more than 25% or on an

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exam), however, are dealt with by the Dean (or Dean's representative) of the Faculty in which the course is offered. Most Faculties have an Academic Integrity Committee that represents the Dean in dealing with academic misconduct.

Note: during the review and investigation of the offence, you cannot drop the course in which the offence took place. Until a decision is made, you should continue to register and attend all classes as usual.

What is the difference between a Lesser Academic Offence and Major Offence?

While all misconduct is serious, some offences are clearly more serious than others. A **Lesser Offence** is a first offence on an assignment worth 25% or less of the total course grade. A **Major Offence** is a repeated offence or a misconduct on an assignment worth over 25% of the total course grade or cheating on an exam.

How are Lesser Offences dealt with?

Lesser Offences are dealt with by the course instructor and must be reported to the Dean of the Faculty in which the offence occurred and to the Registrar's Office. The instructor will meet with the student to discuss the problem. If it is a Lesser Offence, the instructor will impose a sanction appropriate to the situation. A sanction (or penalty) might be a deduction in your grade, a requirement to rewrite the assignment, or a zero on the assignment. You will also be asked to sign a form that outlines the circumstances and the sanction. By signing the form, you are stating that you understand that what you did was academic misconduct and that you agree to the sanction. The report is kept on file, but no notation is made on your transcript. If you disagree with the instructor, you may choose to not sign the form and to have the case heard by the Faculty's Academic Integrity Committee.

NOTE: If you commit another act of misconduct, the sanction(s) will be more severe.

How are Major Offences dealt with?

An offence is considered major if you have already had a prior offence OR if the assignment in question is worth more than 25% of the total course grade OR if it is a final exam.

Hey, great news! I found a way to use Google to look up answers during online quizzes!

That's awesome, now we'll ace all quizzes!



IT'S CHEATING IF YOU COPY ANSWERS FROM THE INTERNET OR FROM ANY OTHER SOURCE! YOUR WORK SHOULD BE ORIGINAL AND REFLECT YOUR KNOWLEDGE!

Major Offences are dealt with by the Dean (or Dean's representative) of the Faculty in which the course is offered. Most Faculties have an Academic Integrity Committee that represents the Dean in dealing with academic misconduct. You will be asked to meet with two or more members of the Academic Integrity Committee. The letter or

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email that you received will include all the information that the course instructor provided to support the allegation of misconduct. Read this material carefully. Always respond to the letter or email to indicate that you have received the information and that you will meet with the committee at the appointed time.

What will happen at the Academic Misconduct hearing?

At the meeting (or hearing), you are allowed to bring an advisor (who could be a friend, a parent or someone else that you trust). Always inform the committee that you are bringing someone and who it is. At the meeting, you will be given the chance to tell your side of the story – what happened, why it happened, and so on – and anything else that you feel is relevant to the case. For example, you may explain whether or not you believe you are guilty and your explanation of what happened. You may be asked questions to help clarify the situation. The committee members will respond to your statement, possibly to explain the problem in greater detail or to elaborate on why you were brought to the committee. You may ask questions and elaborate on the details further. Once the discussion is finished, you will be able to leave.

The committee will review all of the details of the case and the evidence (including all relevant information on the assignment in question, writing samples, and records from meetings with you, as well as records of any past incidences of academic dishonesty) in order to come to a decision on whether there is reasonable evidence that you committed an offense and what sanction, if any, will be imposed.

Occasionally, a committee will determine that no offence was committed and the case will be dismissed. However, most instructors do not send cases to the academic integrity committee unless they are quite certain that an offence was committed.

What types of sanctions or consequences are there for cheating and other academic misconducts?

The sanctions for academic misconduct range in severity depending on the nature of the misconduct, the year the student is in, whether or not it is a first, second or third offence, and so on. The university treats its students fairly and students always have the opportunity to explain what happened. Possible sanctions include,

- Resubmission of work without penalty;
- Resubmission of work with penalty;
- Warning letter/written reprimand;
- Failing grade (F) for assignment/exam/test or course;
- Disciplinary probation;
- Suspension from attendance in a course, a program, a faculty, or the university (NOTE: While suspended, a student may not register, and loses the right to attend lectures, write examinations, and receive payment from University sources. Courses taken

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elsewhere during the period of suspension are not eligible for transfer credit. Notice of suspension will be placed in the student's file and will appear on his academic record. The conditions of suspension will specify the length of time such notice will remain on the student's academic record.)

- Permanent expulsion;
- Expunging of grades or revoking of degrees;
- Other sanctions as appropriate.

A record of the incident and ruling will be kept by your Faculty and the Registrar's Office so they can make appropriate notes on your academic record. In most cases, the record will only be provided to other UOIT offices on a need-to-know basis, but any failing grades will be evident on your academic transcript. In addition, a notation of academic misconduct may be placed on your transcript as part of a sanction. This notation will be on your transcript for a minimum of three years. To have it removed after three years, you must submit an appeal to the university. For more details on the policy, see the Academic Calendar (Section 5).

What are the student's rights in this process?

With respect to all accusations of academic dishonesty, students are presumed innocent until the contrary has been established. Decisions regarding the commission of such an offence are based on the balance of probabilities. If a lesser offence is unresolved between the faculty member and the student, the matter is forwarded to the Dean (or Dean's representative).

What happens if an unresolved case is forwarded the Dean?

Cases can be dealt with following an informal or formal resolution process. In all cases, a record of proceedings is kept on file and similar sanctions will be imposed.

Informal Resolution: If the offence is processed via an informal process, the matter is dealt with without a formal meeting or hearing. If the Dean (or Dean's representative) chooses to continue with the case informally, the Dean (or Dean's representative) must inform the student that he/she has been accused of a breach of academic integrity. The student will have five working days in which to respond to these allegations.

If the student responds with an admission of guilt and agrees to the terms of a resolution as set out by either the faculty member and/or the Dean (or Dean's representative), the terms of the resolution is detailed in writing and signed by both the Dean (or Dean's representative) and the student involved. At this point, the matter will be considered closed. Informal resolution may not result in the expunging of grades, the revoking of degrees, or in the student being suspended or expelled.

Formal Resolution: When an attempt at informal resolution fails or is deemed inappropriate, the Dean (or Dean's representative) must inform the student, in writing, of the charge, the possible penalties, and a copy of the pertinent policy statement. The student will be given five working days to prepare a response. The Dean (or Dean's representative) will then meet with

the student to hear the response. Both the Dean (or Dean's representative) and the student are entitled to be accompanied by up to two advisors at this meeting, provided 48 hours advanced notice is given of the identity of the advisors. The Dean (or Dean's representative) shall then conduct a thorough investigation of the allegations and response, to be concluded within 10 further working days. The Dean (or Dean's representative) will notify the parties of the decision in writing. A copy of the decision will be provided on a need-to-know basis to administrative units (e.g., other faculties, the Registrar's Office).

Can a student appeal a decision?

It depends. If you signed an Agreement on a Lesser Academic Offence, then you have agreed that you committed the offence and that you accept the sanction. If you did not sign the Agreement on a Lesser Academic Offence or if you received a sanction for a Major Academic Misconduct, then you have the right to appeal any decision. However, you are only allowed to appeal under certain circumstances. The appeal must be submitted within 10 working days of the original faculty-level decision. Appeals can only be made based on:

- New evidence (i.e., evidence relevant to the decision made at the faculty level, but through no fault of the appellant (i.e., the student) not presented at that level. Generally speaking, events or academic performance that happened after the faculty-level decision is not considered new evidence); or
- Evidence of procedural irregularity in the original consideration of the case (i.e., a mistake may have been made).

Your appeal must contain:

- The specific decision which is being appealed;
- The form of redress requested (i.e., how could the incorrect decision be remedied);
- The specific grounds on which the appeal is made (i.e., is there new evidence or was there a procedural error);
- A summary of the evidence in support of these grounds (i.e., what is the new evidence or what was the procedural error);
- The complete text of the decision being appealed (i.e., the paragraph or wording from the decision letter); and
- The text of the relevant procedural regulations (if any) allegedly violated or otherwise deemed applicable to the case.

The student has 10 working days to gather new evidence and to submit a letter of appeal to the Academic Appeals Committee. Under normal circumstances, disciplinary penalties will not be imposed before an appeal is decided, nor will official transcripts be issued. Formal registration may be revoked. A student may apply to the Dean for continued attendance in classes and related activities while the appeal is being heard. If the appeal is granted, formal registration will be reinstated.

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How long does the appeal process take?

The length of the appeals process depends on the nature of the case (i.e., a complicated case may take longer to resolve than a straightforward one), if the appeal is presented in person or on paper (i.e., an in person appeal may take longer because a meeting time with the whole committee will need to be found), how much evidence needs to be collected, and so on. Every case is different.

Will the offense be noted on the student's record?

If the student is found not guilty, no record is kept. If the student admits responsibility or is found guilty of an offense, a confidential record of the case will be maintained in the faculty office by the Dean of the course's program and in the Registrar's Office. This information will only be used internally (that is, only if that student is found guilty of a second offense) and is never released to prospective employers, parents, or other universities.

If the student is suspended from UOIT (which must be noted on his/her transcript) or if the decision includes a penalty of a transcript notation of an offense, this information will appear on the transcript. Student transcripts are only released with their authorization (i.e., when applying to graduate or law schools). The penalized student may petition to have a transcript notation removed any time after two years.

Note: Students should be aware that Ontario universities honour each other's suspensions; that is, the suspended student will not be accepted to another university until the suspension at UOIT expires.

How can students avoid committing a similar offense in future?

The information provided at the beginning of this document should be very useful in helping you to avoid committing acts of academic dishonesty. Specifically, you should take steps to make sure you understand what constitutes a breach of academic integrity as well as understanding the expectations of each instructor. Many professors provide discipline-specific materials on what constitutes plagiarism and how to cite properly. If you are unsure about what may constitute academic dishonesty, consult with your professor. The UOIT library provides information regarding citations and references on its Web site at www.uoit.ca/library/, as does UOIT's Nool website: <http://nool.apa.uoit.ca/writing/references-and-citations/> and UOIT's Academic Integrity website.

What is accidental plagiarism?

Accidental Plagiarism might occur when you do not really understand how to properly paraphrase, quote and cite your research. Not knowing the proper method of documentation can result in students misattributing someone else's words or ideas as their own. In other words, if you have paraphrased research from a website, a book or an article, but you do not include an in-text citation, the reader will assume that the idea and/or words are yours, not

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someone else's. Even if you include the name of the source in your reference list at the end of the essay, the missing in-text citation makes it plagiarism.

It is your responsibility as a student to understand when and how to cite and reference sources and to understand the rules of whichever citation style you are required to use.

Intentional Plagiarism is the act of deliberately using and presenting someone else's work as your own original work. This would include buying papers online, as well copying & pasting information from sources directly into your essay or assignment without quotation marks, in-text citations and/or references. However, whether a person intentionally or unintentionally plagiarizes, both will have consequences. Not knowing is not an excuse.

How could I accidentally plagiarize someone else's work?

Being confused or disorganized can easily lead to accidental plagiarism. For example, not knowing or understanding how to paraphrase or use quotations properly, how to cite and reference sources, what the rules are for a specific citation style, and so on, means that you can easily make a mistake.

Not keeping track of your research can result in giving credit for someone else's words or ideas to the wrong person. Also, it's very easy to just forget where parts of the information you are gathering came from and what parts of your notes are in your own words and what sections are properly paraphrased.

Remember, accidental plagiarism is just as serious as intentional plagiarism. They will both result in sanctions.

It is your responsibility as a student to understand and to know when to cite and reference sources and to understand the rules of whichever citation style you are required to use:

(<http://nool.apa.uoit.ca/writing/references-and-citations/academic-honesty/>)

With so much information available online, what's the likelihood that I would be caught plagiarising or cheating?

It is very likely that you would be caught. There are many web-based tools for checking the originality of someone's work. At UOIT, we use Turnitin.com. With more and more information being uploaded to the internet (including academic articles and student assignments), it is becoming more and more difficult to get away with even so much as improperly paraphrasing a few sentences from a source without being caught. Also, experienced professors can detect

Can I use this online article for my project without mentioning where I got it from? It's not from Google, so they can't find it.



It's cheating if you use someone else's intellectual work without proper citation! You should always cite your resources using a style such as MLA, APA or IEEE!

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inconsistencies in student work, and they can ask for copies of your rough work at any time. You must give your rough work to them in order to prove that your work is original and properly cited. Always keep copies of your research notes and rough essay drafts until after the end of the term.

Why would anybody even bother cheating or plagiarizing?

One of the most common excuses for plagiarism is pleading ignorance (i.e.: “I didn’t know how to paraphrase, reference, cite, etc.” OR “I don’t know who to write a proper academic paper!”). Another common claim is that the work was based on all their own ideas, and that any similarities between their work and someone else’s is purely coincidental – which is very unlikely. Here are a few other reasons:

- Poor time management
- Procrastination
- Poor preparation/not prioritizing tasks adequately
- Not knowing how to study or take notes
- Laziness
- Pressure from parents to succeed or do well
- Fear of failure
- Overemphasis on grades
- Heavy workload/deadlines
- Not understanding the criteria or lack of clarity about expectations
- Being an ESL student, an international student or from a different educational background and not clearly understanding UOIT’s academic rules for research, writing and test-taking.
- The belief that everyone is cheating so there is increased competition for better grades
- Thinking it is possible to get away with it
- Difficulty with reading and writing, and weak understanding of instructions
- Having high levels of stress and other responsibilities
- Apparently unfair/strict professors and TAs

No matter how stressed or pressed for time you are, it is always better to do the best you can honestly, rather than relying on any form of cheating. When you do your own work, you will demonstrate strong ethics, improve valuable academic skills, and build a solid foundation of knowledge for the future.

How can I avoid accidental plagiarism?

You can avoid accidental plagiarism by:

- **Taking good notes.** Make sure to write down all the bibliographic information (including URLs and page numbers) and keep the information with your notes. If you copy word-for-word from the source, use quotation marks so you know that the words are not your own and make note of the page number. If you paraphrase information, you don’t need quotation marks, but still make note of the page number and complete bibliographic information so you can easily find it again if you need to.

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- **Creating your bibliography or reference list as you work** to help keep track of where you found your information. Some people like to use different colours of ink or highlighting when writing to help keep track of what you think and what other researchers say. (Don't forget to create a legend so you remember what each colour represents.)
- See: <https://www.youtube.com/watch?v=TcbTz2D3-ZY> for more tips on avoiding accidental plagiarism.

What should I do if I experience a problem and am tempted to cheat?

The best plan is to avoid getting yourself into trouble with good time management and working hard. If you do run into problems, UOIT has lots of support services for students struggling with difficult issues.

For example, **Student Accessibility Services** can help if you have a learning or physical disability. If you are feeling depressed, stressed or anxious, the **Student Mental Health Services** can help. **Outreach Services** at DC & UOIT have a women's centre, space for LGBTQ support, and a food bank, among other services. For advice on planning your timetable, which courses to take, whether you should drop a course, and so on, you can also talk to an **academic advisor** in your Faculty. In addition, TAs or Professors can be helpful. If you're having trouble with developing skills in analytical reading, writing, paraphrasing, or data interpretation, the university's **Student Learning Center** can provide help.

Student Accessibility Services,

http://sites.uoit.ca/student_accessibility/?utm_source=redirect&utm_medium=web&utm_campaign=studentaccessibility

Student Mental Health Services, <http://studentlife.uoit.ca/mentalhealth/>

Outreach Services at DC & UOIT, <https://www.facebook.com/OutreachServicesatDC.UOIT>

Academic Advisors, <http://uoit.ca/main/current-students/academics-and-programs/programs-and-resources/academic-advising/>

Student Learning Centre, <http://studentlife.uoit.ca/student-learning/index.php>

Use of online plagiarism detection tools

There are many web-based methods of checking the originality of someone's work. At UOIT, we use Turnitin.com. With more and more information being uploaded to the internet (including academic articles and student assignments), it is becoming more and more difficult to get away with even so much as improperly paraphrasing a few sentences from a source without being caught.

Students often have the chance to submit their assignments to Turnitin.com prior to handing in the final copy for grading. If you are allowed to do so, use the originality report to make sure you have not accidentally plagiarised. Any matches that have not been properly quoted, paraphrased and cited should be rewritten and cited correctly. Remember, however, that

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material that is paraphrased but uncited will not show up in an originality report – BUT it is still plagiarism! Turnitin.com reports must be interpreted carefully by both you and the instructor.

UOIT reserves the right to use electronic means to help prevent plagiarism. UOIT has purchased a license from Turnitin.com, a plagiarism prevention service, to assist faculty in ascertaining whether plagiarism may have occurred. Turnitin.com is a plagiarism detection system that uses proprietary search technology to check papers against Internet resources, proprietary databases, and previously submitted student papers.

Faculty members are not compelled to use Turnitin.com, but it is available as a tool to detect plagiarism. If faculty members are going to use Turnitin.com, students must be notified in class at the beginning of the semester. As well, the following passage must be placed in the course syllabus:

The University of Ontario Institute of Technology (UOIT) is committed to the fundamental values of preserving academic integrity as defined in UOIT policies and contained in the UOIT Calendar. UOIT and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents for five academic years. The faculty member may require students to submit their assignments electronically to Turnitin.com or the faculty member may submit questionable text on behalf of a student. The terms that apply to UOIT's use of the Turnitin.com service are described on the Turnitin.com website.

Students are not compelled to submit assignments to Turnitin.com. If a student objects to the use the service, he/she must inform the faculty member within two weeks of the start of the course. The student may transfer out of the course, or, if the faculty member agrees, the student may use alternate method acceptable to UOIT for verifying the originality and integrity of assignments. Most often, instructors will want to see research notes and multiple rough drafts of your essay that demonstrate that you did your own work.

When an assignment is assessed, Turnitin.com provides an originality report to the faculty member. It is the responsibility of the faculty member to determine the quality of the originality report and to assess whether the parts identified by Turnitin.com may reasonably be considered to contain plagiarized text. If the faculty member determines that the offence of plagiarism has been committed, then the faculty member is to follow the steps outlined in UOIT's Academic Misconduct Policy.

NOTE: *UOIT reserves the right to make changes to this document at any time. This document is consistent with existing policy; however, the official policy can be found in Section 5 of the UOIT*

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Academic Calendar. It is the responsibility of students to make themselves aware of and abide by the official policies and practices.

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Additional Resources and References

Academic Integrity Tutorial, York University,

http://www.yorku.ca/tutorial/academic_integrity/introdefn.html

Academic Integrity Quiz, <http://education.indiana.edu/%7Efrick/plagiarism/item1.html>

Akademi University. Academic cheating: frequency, methods, and causes. "Reasons for cheating and not doing it." <http://www.leeds.ac.uk/educol/documents/00001364.htm>

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