

CODE OF ACADEMIC INTEGRITY

“The search for truth, the transmission of knowledge, and the facilitation of moral development are the avowed goals of institutions of higher education around the world. These goals cannot be achieved unless the men and women who participate in their achievement are honorable persons with a common desire for the highest level of academic integrity.” Munster High School Academic Integrity Policy

I expect students to maintain the highest level of honesty in every phase of their academic lives and to help create and promote an ethical atmosphere in which the goals of the school can be fully realized. Students must understand that by choosing my course they have agreed to abide by all the provisions of this code. Their willingness to respect and comply with this code should depend less on an expectation of punishment for violation than on a sincere belief in my commitment to fostering the intellectual and moral integrity of my students. I therefore have a positive obligation to protect this commitment by stating its code of academic integrity clearly and by taking decisive and responsible action when this code is violated. It is unnecessary to prove intent to establish the occurrence of academic dishonesty. All students are responsible for knowing and avoiding the following categories of academic dishonesty that are accompanied by non-exhaustive sets of clarifying examples (adapted from the Munster High School Code of Academic Integrity).

1. **CHEATING:** Using or attempting to use unauthorized materials, information, or study aids to gain an unfair advantage over other students in any academic exercise.

- a. Using crib notes or talking during a test or exam.
- b. Copying from another student's homework paper, class work, test, or quiz.
- c. Receiving information between exams in multiple sections of a course.

2. **PLAGIARISM:** Representing the words or ideas of another as one's own in any academic exercise.

- a. Failing to enclose a direct quotation from a reference source in quotation marks.
- b. Paraphrasing the words or ideas of another person without proper citation or documentation.

3. **MULTIPLE SUBMISSION:** Submitting the same assignment in two or more courses without the prior permission of the respective instructors.

- a. Submitting the same or essentially the same term paper (or essay) in two classes without obtaining both instructors' permission.
- b. Giving the same or essentially the same speech for credit in two classes without obtaining both instructors' permission.

4. **FABRICATION:** Falsifying or inventing information or citations in an academic exercise

- a. Making up fake data for a laboratory assignment.
- b. Padding a bibliography with references not cited in the text.

5. **MISUSE OF MATERIALS:** Abusing or unauthorized removing of academic materials from the library or any other campus location.

- a. Removing pages from a book or magazine in the library.
- b. Taking a book from the library without checking it out.
- c. Stealing an exam or other information or property from a faculty member's office or desk.

6. **MISREPRESENTATION:** Presenting false excuses or using deception to receive a higher grade or to avoid fulfilling the specific requirements of an assignment or course.

- a. Giving a false excuse to miss a test.
- b. Obtaining unauthorized help from another student on a take-home exam.

7. **FACILITATION OF ACADEMIC DISHONESTY:** Helping another student to violate any provision of this code.

- a. Allowing another student to copy from your paper on homework, class work, or during an exam.
- b. Informing another student of the contents of an exam before he/she takes it.
- c. Writing a paper for another student who subsequently submits it for course credit.
- d. Transmitting a false excuse for another student to a faculty member.

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