

## **\*Academic Integrity in the College of Engineering**

As students of the College of Engineering and future engineers, students are members of the academic community, and have a responsibility to conduct themselves with the highest ethical standards. These qualities are also vital to the profession of engineering. Violations of academic ethics tarnish the reputation of all students, the college and the university, and will be treated with the utmost seriousness.

The following are examples of some acts (not all) that violate academic ethics and may be brought before the Associate Dean for Undergraduate Studies:

- plagiarism (one person uses the ideas or words of another person and presents them as his/her own) in a homework assignment or a lab report or test or exam;
- cheating;
- knowingly furnishing false information;
- possession of or observation of examinations or solutions to examinations prior to the exam;
- any alteration, forgery, or falsification of official record data or research;
- bribery; paying someone to do one's assignment
- performing work or taking an examination for another student;
- threatening another student, faculty, or staff member about an academic action or sanction;
- knowingly to aid and abet, either directly or indirectly, other persons in committing dishonest acts.

To represent your due process as a student, you should be aware of the specific policy and procedures outlined in Student Standards of Academic Integrity (<https://policy.unt.edu/policydesc/student-standards-academic-integrity-18-1-16>). The procedures are defined for the typical context of a course where the instructor alleges unethical behavior of a student in the course. However, violations of ethics may be observed and reported by any university student, faculty, or staff member.

The College of Engineering is a strong proponent of engineering ethics, academic and personal integrity in its students. Serious action will be taken on a student's repeat offense of academic dishonesty. Engineering students may be suspended from the college and university should they be found responsible for a second offense.

Where it is determined that the violation of academic ethics may include aspects that go beyond the academic, e.g., criminal acts such as breaking and entering, theft, or vandalism, the Dean of Students or University Police may be informed and may take additional actions.

## Basic Tips on Avoiding Claims of Academic Dishonesty

- When taking an examination, shield your answer sheet and do not look around during the exam. If you feel that someone is attempting to copy your work, request to be re-seated. Do not take materials into the examination that are not specifically approved by the instructor.
- Clarify with your instructor the amount of collaboration that is allowed in the class, especially on homework, projects, computer programs, and papers.
- Protect your computer login identification and passwords. It is risky to electronically copy or transmit a computer file or program to other students; if others submit your work as theirs, you are likely to be charged with academic dishonesty. Do not leave copies of your work in a computer lab and do not leave your work on an unattended computer.
- Do not share your current or prior assignments, papers, projects with other students; this work may be resubmitted and you may be linked to other charges of academic dishonesty.
- Do not purchase research papers, notes or projects from companies or “research services”. There are computer tools that the faculty can use that will track your work back to others – this is plagiarism. It is best to have a pre-approved paper topic and submit an outline and draft for review by your instructor. Keep all drafts of your work on paper to demonstrate your work. Keep all prior papers once they have been graded, and do not loan these papers out to other students. Always inform an instructor when you are submitting a paper in their class when that paper, or a very similar paper, has been submitted in another course.
- When preparing any paper or report, use quotation marks whenever you are citing or using the ideas of others and do not “pad” your bibliography (reference list) if you have not directly used these sources.
- Meet with a librarian at Discovery Park or a faculty member who can advise on sound research methods, how to cite papers, avoid plagiarism, etc.

\*(The College of Engineering would like to thank the College of Engineering and Applied Sciences at the University of Colorado, Boulder, for providing their policy and guidelines as a template.)