



Office of the University Secretary

E203 105 Administration Place, Saskatoon, SK S7N 5A2
Telephone: (306)966-4632 Fax: (306)975-1026
http://www.usask.ca/university_secretary/

ACADEMIC HONESTY

What is Academic Honesty?

The *Guidelines for Academic Conduct* from University of Saskatchewan Council give the following description of honest behaviour at the university:

Honesty and integrity are expected in class participation, examinations, assignments, patient care and other academic work.

Perform your own work unless specifically instructed otherwise.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work.

Follow examination rules.

Be truthful on all university forms.

Discuss with your professor if you are using the same material for assignments in two different courses.

Discuss with your professor if you have any questions about whether sources require citation.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

What is Academic Dishonesty?

"Academic Dishonesty" is what the university calls cheating. Types of cheating are listed in the *Student Academic Dishonesty Rules of the University of Saskatchewan Council*. These rules were approved by University Council on September 16, 1999, with latest revisions approved June, 2002.

When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One "Informal Procedures"** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between the professor and the student with a discussion and a warning. **Rule Two "Formal Allegations of Academic Dishonesty"** are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room E203 Administration Building) or from the Student Support Services office (room 60, lower Place Riel) or from department and college offices or from student association offices or on the web.

Definitions of Academic Dishonesty

(from **Student Academic Dishonesty Rules of the University of Saskatchewan Council**)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2:

- (a) Providing false or misleading information or documentation to gain admission to the University or any University program;
- (b) Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- (c) Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;
- (d) Passing off the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- (h) Altering answers on a returned examination;
- (i) When prohibited, removing an examination from the examination room;
- (j) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- (k) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor;
- (l) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;
- (m) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- (n) Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;
- (o) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

- (p) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- (q) Preventing others from fair and equal access to University facilities;
- (r) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;
- (s) Knowingly assisting another person engaged in actions that amount to academic dishonesty;
- (t) **Plagiarism:** the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

- (i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].
- (ii) The verbatim use of oral or written material without adequate attribution.
- (iii) The paraphrasing of oral or written material of other persons without adequate attribution.

For more information:

Guidelines for Academic Conduct:

www.usask.ca/university_council/reports/archives/guide_conduct.shtml

Student Academic Dishonesty Rules

www.usask.ca/university_council/reports/09-27-99.shtml

Academic Honesty Website

www.usask.ca/honesty/

Student Appeals and Discipline information

www.usask.ca/university_secretary/studentappeals.shtml