

ACADEMIC HONESTY

It's everyone's responsibility.

As members of the College of DuPage community, we share a commitment to the highest standards of learning and ethical behavior. The College and its faculty strive to build meaningful and productive relationships with our students. The expectation of honesty and effort is the foundation of that relationship. Academic dishonesty damages the learning partnership built between student and faculty and is considered a serious breach of the principles of learning and growth. Violations of the Code of Academic Conduct will be dealt with appropriately and may become part of a student's educational record.

Please don't risk it!

Academic Dishonesty includes:

- **Cheating:** Copying another's work, use of unauthorized materials/assistance, such as electronic devices; altering graded work after it's returned, then submitting it to be re-graded
- **Plagiarism:** The reproduction of another's ideas, words or statements as one's own without proper acknowledgement
- **Unauthorized Collaboration:** Sharing work without an Instructor's approval
- **Furnishing False Information:** Intentional falsification of information given to a College official; intentional misuse of identification
- **Facilitation of Academic Dishonesty:** Permitting another to violate the Code; sabotage of another student's work
- **Abuse of Academic Materials:** Destroying or stealing academic resource material; obtaining advance copies of tests; duplicating copyrighted software; hacking on COD computers
- **Bribes, Favors and Threats:** Bribing, promising favors, making threats against any person with the intention of affecting a student's academic performance
- **Complicity in Academic Dishonesty:** Helping another commit dishonesty by providing material with the knowledge it will be used deceitfully; permitting one's own work to be submitted by another as his/her own
- **Falsification of Records and Official Documents:** Altering transcripts or other documents; forging a signature or falsifying information on any academic document
- **Personal Misrepresentation and Proxy:** Taking another's place in an exam or other academic activity; having another participate in an academic activity in your place

COD Faculty and Staff are here to help you succeed!

Avoid Accidental Plagiarism:

- Use your own words and ideas
- Take good notes while you're researching - indicate which words are yours and which are someone else's
- Keep track of your drafts
- Give credit for copied, adapted or paraphrased material
- Use quotes when you use someone else's wording
- Use the author's name in the same sentence as quotes, paraphrases and summaries
- Review OWL's "Best Practices for Research and Drafting"
<https://owl.english.purdue.edu/owl/resource/589/03/>

Campus Resources for You:

- **College of DuPage Library**
COD Librarians can work with you to identify, evaluate and cite sources for your research projects; Workshops and webinars can introduce you to tools that you can use to make citing sources and avoiding plagiarism easier
www.cod.edu/library
- **Learning Commons**
WRSA coaches can help you review your work before you submit it to your professor; Workshops can help strengthen your writing skills.
www.cod.edu/academics/learning_commons

Online Resources:

- **Citation and bibliography tools**
Choose from a wide range of free and paid bibliography managers.
<http://www.codlrc.org/citing>
- **Avoid Plagiarism tutorial**
This tutorial is designed to educate you about plagiarism and provide you with important skills and knowledge to avoid committing plagiarism
<http://www.codlrc.org/plagiarism>
- **Purdue Online Writing Lab**
Resources to help you with every step of the writing process, including citing sources, paraphrasing, summarizing and general tips for avoiding plagiarism.
<https://owl.english.purdue.edu/>

