

## Five Sample Statements on Academic Integrity from (and for) Syllabi

Statements on syllabi run the gamut from avowals of adherence to the college's policy on academic honesty to more expansive statements, such as the ones below.

Simple avowals should refer students to where the college's policy may be found: [http://www.baruch.cuny.edu/academic/academic\\_honesty.html](http://www.baruch.cuny.edu/academic/academic_honesty.html) (which is accessible from the Baruch home page – <http://www.baruch.cuny.edu/> – under “Academics”).

An excellent discussion of plagiarism may be found in the college's online plagiarism tutorial (<http://newman.baruch.cuny.edu/plagiarism/index.htm>) and in the relevant sections of the College's writing handbook: Ann Raimes, *Keys for Writers*, pp. 116-128 (4th ed.), 104-112 (3rd ed.); all undergraduates who entered as freshmen beginning September 2002 should have copies.

The sample statements that follow are cited with the permission of their authors. Faculty who don't already include academic integrity statements are invited to cut and paste or revise the statements below for their own syllabi – or, of course, to devise their own statements, independent of these samples.

Whatever the statement on the syllabus, discussion in the first class session helps to underscore to students the importance of academic integrity to the instructor.

### **SAMPLE STATEMENT #1 (BERT HANSEN, HIS 1000)**

#### **College Rules and Expectations**

It is each student's responsibility (and it's also smart) to fully understand academic policies of the College and its rules and regulations on grades, dropping courses, cheating and plagiarism, deadlines, etc. Knowing them well will allow you to proceed to graduation efficiently and with a strong transcript. Study carefully everything in Baruch's brochure on **Academic Honesty**. If you do not have a copy, please go to the Baruch College homepage at <http://www.baruch.cuny.edu> where the “Academics” tab at the top gives a pull-down menu that includes “academic honesty.” Ask any of your instructors for clarification.

Everyone must be aware that borrowed or stolen work as well as certain kinds of shared work are regarded as cheating or fraud in the academic environment and that violations are unfair to other students and will not be tolerated. Instances of plagiarism, cheating, or fraud are handled through the College's disciplinary system. Protect yourself in all your courses: (1) by understanding academic expectations clearly and (2) by avoiding any behaviors that might possibly be interpreted as cheating. When you have any uncertainty about what might or might not be appropriate, consult with your professor in advance. Remember that giving improper help is as clearly a violation as taking it. Cover your answers during all in-class quizzes and exams.

Because academic work (and intellectual activity in general) depends so thoroughly on trust and on respect for each person's right to his or her own words and other products of

personal creativity, violations of College rules will be dealt with very firmly. **This course has a “zero tolerance” policy on cheating.** Any student who breaks academic rules in this course has violated the mutual trust on which teaching and learning are based and will not only receive a zero for that assignment, but will be excluded from taking any further quizzes or exams in this course, which is likely to result in a failing grade for the course. For serious infractions the instructor will ask the College’s Disciplinary Panel to suspend the violator from all Baruch courses.

### **SAMPLE STATEMENT #2 (PAUL ARPAIA, HIS 1003)**

#### **Class decorum**

We will act honestly at all times, and I will ask you to state that you acted accordingly as you prepared for and performed an assignment or took an exam. During the first week we will discuss what is required ethically of historians in their work. As a reminder of the trust we have for each other, I ask you to put the following pledge on your work “I have neither given nor received any unacknowledged work on this assignment.” I will believe you unless you give me reason not to.

The college has established procedures to combat acts of plagiarism and cheating. Should you consider acting dishonestly, please familiarize yourself beforehand with the college’s sanctions and procedures. Remember that you alone are the ultimate judge of your personal character.

### **SAMPLE STATEMENT #3 (DONALD SCHEPERS, BUS 9100)**

#### **Plagiarism**

Plagiarism is a serious offense. The Baruch College brochure on Academic Honesty defines plagiarism as follows:

Plagiarism is the act of presenting another person’s ideas, research or writing as your own:

- Copying another person’s actual words without the use of quotation marks and footnotes.
- Presenting another person’s ideas or theories in your own words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
- Failure to acknowledge collaborators on homework and laboratory assignments.

It is my policy to give a failing grade to any assignment that has been plagiarized. A functional definition of plagiarism is four or more words taken from the work of another. In addition, I am required by College policy to submit a report of suspected academic

dishonesty (plagiarism) to the Dean of Students office. This report becomes part of your permanent file.

THE POINT IS: your work must be your own. If you take from the work of another, footnote or provide a citation for reference, and use quotation marks to indicate what you have taken. If you use another's theory and are paraphrasing it (putting it into your own words), cite the reference. If you take materials from the web, provide a full URL for reference.

The Library has an instructional tutorial on writing and avoiding plagiarism (<http://newman.baruch.cuny.edu/instruct/default.htm>). If you have any questions, visit that site and review the material on it.

#### **SAMPLE STATEMENT #4 (NANCY ARIES AND CARROLL SERON, PAF 9120)**

##### **A Note on Academic Honesty**

Students are encouraged to discuss the readings and to share insights in preparing assignments. Each assignment must, however, be written and completed by each individual on his or her own.

Plagiarism and related forms of unreferenced "borrowing" of written material will not be tolerated. If a student engages in such behaviors, he or she will receive a failing grade (F) in the course.

If you have any questions concerning issues of plagiarism, you are strongly encouraged to review the brochure entitled *Academic Dishonesty* that you received at orientation.

Also, you are urged to review the website for Dartmouth College where there is a comprehensive discussion of issues related to citation, sources, and plagiarism. The website is <http://www.dartmouth.edu/~sources/>.

#### **SAMPLE STATEMENT #5 (DAN WILLIAMS, PAF 9172)**

##### **Academic Honesty**

Students are advised to obtain a copy of Baruch policies on academic honesty. All work submitted for a grade must be the *student's own work*. Where classroom instruction or this syllabus authorizes students to receive assistance from other students, **the student submitting work must perform a substantial part of the submitted work**. Students submitting work completed in groups must have participated in group activities. (It is unlikely that group work will be assigned in this course.)

Students may seek assistance or work in groups for exercises. *However, the submitted work should be completed by the student submitting it.* This means that the student should work step-by-step through the entire problem, not just save a spreadsheet, SPSS output or any other electronic file to a different file name. **Tests must be completed**

**solely by the student submitting the work, without assistance. Providing prohibited assistance will be considered the same as receiving prohibited assistance.**

Students submitting material previously or concurrently submitted for a grade in any other course, whether at Baruch or elsewhere, should reveal this fact using footnotes. If this material constitutes more than a small portion of your submission, you should alert me to the nature of this material and obtain permission before including the material. If you are submitting this material concurrently in another course, you should also obtain permission from the other faculty member and advise me when this permission is granted.

Students leaving class during a test without the professor's or test monitor's permission will not be allowed to complete the test. The test will be graded based on work completed before leaving the class. Students arriving for tests after the departure of other students will not be allowed to take tests. Make up tests may differ significantly from original tests.

All quotations and significant paraphrases should be properly cited using APA citation guidelines. Work not reflecting appropriate citation will not receive a passing grade. The professor will judge whether citation omissions are poor scholarship (receiving an F grade for the assignment) or excessive (reflecting a failure to acknowledge sources, and thus subject to the next paragraph).

Submission of work not in compliance with the foregoing requirements and/or not in compliance with any other substantial portion of Baruch College's academic honesty guidelines will result in receiving an F for the entire course.