

Academic Honesty Guide for Students

Plagiarism & Academic Dishonesty

What is it? Some examples are:

- Summarizing or paraphrasing ideas or opinions without giving credit to the source
- Turning in the same work for more than one course without the consent of both instructors
- Purchasing, downloading, borrowing, reusing or hiring someone to do your work
- Signing in for another student or using another student's i-clicker
- Using unauthorized materials or copying from another person during an exam
- Collaborating on work when you have been instructed to work independently
- Facilitating the academic dishonesty of another person

Good practices:

- Read your syllabus carefully
- Ask for help or clarification if you have any questions or concerns
- Be clear on what is acceptable collaboration and what is not
- Do your own work and cite your sources
- Protect your work



Helpful Campus Resources

Learning Resource Center • Library 10th floor • 413-545-5334 • www.umass.edu/lrc

Offering peer-tutors trained to assist you in meeting academic challenges and achieving academic success.

Writing Center • Library Lower Level • 413-577-1293 • www.umass.edu/writingcenter

Knowledgeable tutors are available to work with you on your writing. Tutors offer 45-minute consultations where they ask questions about the assignment, offer tips and advice.

Resource Librarians • Library Main Level • 413-545-0150 • www.library.umass.edu/liaison

Subject-specialist librarians are available to help find the right sources, databases and strategies for your research needs.

University Ombuds Office • 823 Campus Center • 413-545-0867 • www.umass.edu/ombuds

Resources and confidential advice related to the university's academic honesty policy and procedures.

If you are charged with Academic Dishonesty...

Your instructor should notify you within 10 business days if they suspect academic dishonesty. You cannot drop a class to avoid a charge - nor can an instructor throw you out of a course due to suspected academic dishonesty.

Informal Resolution - versus - Formal Charge

Be sure that you know what you are agreeing to!

Informal Resolution: After discussing the matter with the instructor you may agree on an informal resolution. Informal resolutions are to be forwarded to the Academic Honesty Office only, which will maintain a confidential record of all such resolutions.

- There is no appeal process
- Informal resolutions do not establish a discipline record
- You may repeat the course in accordance with the university's Academic Regulations
- If you acquire 2 additional charges you will face the possibility of suspension or expulsion

Formal Charge: If there is no informal resolution the instructor may file a formal charge. You have the right to appeal a formal charge and go to a hearing before the Academic Honesty Board. At the hearing you can give testimony and present evidence to refute the charge. If the Board finds in your favor the charge will be dropped and the faculty member will be instructed to grade you without prejudice. If the Board decides to uphold the charge, a sanction will be implemented and it will become part of your disciplinary record with the Dean of Students Office.

- A formal charge of academic dishonesty will be maintained for seven years from the date of the incident
- A formal charge is reported to the Registrar's Office and the grade you received in the course cannot be replaced in your GPA through repeating the course
- If you acquire 2 additional charges you face the possibility of suspension or expulsion

Policies and Resources:

Academic Honesty Policy and Procedures: www.umass.edu/honesty
Code of Student Conduct: www.umass.edu/dean_students/codeofconduct
Academic Regulations: www.umass.edu/registrar/sites/default/files/academicregs.pdf

If you have any questions about academic honesty - please give us a call. We can talk with you confidentially and help you understand the standards and the policy.

University Ombuds Office
823 Campus Center
413-545-0867
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Academic Honesty Office
408 Goodell Hall
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