



advocacy accountability

responsibility, integrity, compassion, respect & active citizenship

Academic Integrity

An overview of LSU's Code of Student Conduct and Academic Integrity Expectations

LOVE PURPLE
LIVE GOLD

advocacy accountability

responsibility, integrity, compassion, respect & active citizenship

The LSU Commitment to Community is a document used to guide the ethos of the University community. Students are encouraged to exemplify the Commitment to Community in their daily lives.



Commitment to Community

ACCEPT **responsibility**

PRACTICE **social, academic & personal integrity**

ADVANCE **justice, equality, compassion**

DEMONSTRATE **dignity & respect**

ENHANCE *the* **environment**

CONTRIBUTE *to* **community**

ENGAGE *as a* **citizen**

Academic Integrity at LSU

High standards of academic integrity are crucial for the University to fulfill its educational mission. These high standards of truthful academic performance are characterized by values stated in the LSU Commitment to Community.

As a student, it is your responsibility to know and understand LSU's academic standards.

To uphold the standards stated in the Commitment, procedures have been established to address academic misconduct. These procedures and specific academic expectations are detailed in the LSU Code of Student Conduct. This document is available at www.saa.lsu.edu

Student Responsibilities

- Be familiar with the LSU Code of Student Conduct (www.saa.lsu.edu)
- Know your professor's preferred citation method
- Read directions before submitting any assignment
- Check Moodle for each class and look for updates to assignment directions and/or any other expectations given by the instructor
- Know what you can and cannot take into a test
- Never assume- when you are unsure about an assignment- ask your instructor for clarification

Academic Misconduct

Academic Misconduct at LSU is defined as all actions that are described in the Code of Student Conduct under section 8.1 C.

Common types of academic misconduct include:

- Plagiarism
- Collaboration
- Cheating
- Copying Another's Work
- Sharing assignments without an instructor's permission

Plagiarism

Plagiarism is the lack of citation or the unacknowledged inclusion of someone else's words, structure, ideas or data.

Failure to identify any source (including interviews, images, data, etc) in an published or unpublished work constitutes plagiarism.

You must use a recognized citation method in any assignment turned in for a grade.

Examples include: MLA, APA, Chicago Style

Plagiarism

There are 5 main ways that students typically plagiarize:

Copy and Paste- copying and pasting from the internet without citing sources

Word Switch- taking a sentence from a source and moving around a few words. Also know as " "incorrect paraphrasing".

Style – following a Source Article sentence-by-sentence or paragraph-by-paragraph, it is plagiarism, even though none of your sentences is exactly like those in the Source Article or even in the same order. Copying the author’s reasoning style.

Metaphor- Metaphors are used to make an idea clearer. Metaphors are an important part of an author's creative style. If you cannot come up with your own metaphor to illustrate an important idea, use the author’s metaphor, but give the author credit for it.

Idea vs. General Knowledge – A new idea or solution to a problem by the author of the source must be cited. General knowledge, such as the definition of a black hole, does not need to be cited.

(Adapted from Dr. C. Barnbaum, Valdosta State University)

When to Cite

When you use words or ideas presented in a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium;

Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing;

When you copy the exact words or a unique phrase;

When you reprint any diagrams, illustrations, charts, pictures, or other visual materials;

When you reuse or repost any electronically-available media, including images, audio, video, or other media;

Bottom line, document any words, ideas, or other productions that originate somewhere outside of you (Stolley & Brizee, 2010)

Citation Tips

- Develop a note taking system that clearly distinguishes your thoughts from the language, thoughts, and ideas in your sources.
- Close the book when writing your own phrase or summary.
- Set off any borrowed words or phrases with quotation marks.
- Educate yourself on the proper citation procedure for your discipline.
- If using a computer- Highlight or mark in a different color any words, thoughts or ideas that are not your own. This way, you have a visual reminder to go back and properly cite.
- When in doubt – ask your instructor or err on the side of caution and cite.

Collaboration

- Assignments should be done independently
- If you are going to work with another student on any project, paper, or assignment done for a grade, ask the instructor if group or collaborated work is permissive
- Do not share drafts, finished papers, or previous tests with other students
- If an instructor requires group work- ask specifically what the expectations are for each group member

Cheating

- Never speak during a testing environment
- Be aware of what materials are allowed in a testing lab or classroom and what is NOT allowed
 - Example: Can you bring a calculator into a math test?
- If you become aware of another student looking at your exam or test, notify one of the proctor's immediately
- If you are taking a test outside of the classroom, make sure you are alone with no other members of the class present
- If there are multiple sections of a class, do NOT speak to members of the section that may have taken the same test that you are going to take at a later time/date

Copying

- The most common type of copying is homework assignments and lab reports
- If you are working on an assignment or paper with classmates, make sure you do not share specific answers or completed work
 - For example, if you finish a paper draft and a classmate asks to see it, say NO.
- If you see another student's completed work, be careful to not incorporate their words, structure or ideas into you answers
- Try not to use websites such as Noteswap, Spark Notes or Notehall. Faculty often reuse assignments from year to year. If your answers look like those of a student from a previous semester, an instructor will notice.

Sharing Assignments

- Many classes have similar assignments each year. Do not share your intellectual property (i.e. past assignments) with other students. You spent much time doing your own work and it would provide an unfair academic advantage if another student presented your work as his/her own.
- If another student asks you to share any work submitted for a grade, say no. This could be unauthorized collaboration.
- If an instructor encourages you to work with others on an assignment, focus your work on concepts, not specific answers. It is okay to explain a tough concept to a classmate. It is not okay to answer something for them.

Consequences for Academic Misconduct

For Undergraduate Students:

1st Offense= A Grade of Zero on the assignment up to an F in the course

Notation on Academic Transcript

Disciplinary Probation or Deferred Suspension, depending upon the severity of the violation

2nd Offense= Suspension from the University for at least one academic year

Student must reapply to the University and may not be readmitted

Consequences for Academic Misconduct

For Graduate and Professional Students:

1st Offense= Deferred Suspension or Suspension for at least one year.

Failing grade of “F” for the entire course

If you are Suspended, you must reapply to the Graduate School and your College.

2nd Offense= Expulsion

Additional Resources

The Division of Student Life and Enrollment are committed to providing proactive resources to assist students in achieving academically. We encourage you to seek assistance through the following offices and to review helpful information on their respective websites.

- Student Advocacy & Accountability- www.saa.lsu.edu
- Center for Academic Success- www.cas.lsu.edu
- Disability Services- www.disability.lsu.edu

Please contact any of these offices with questions or concerns.