

## Honor Code of Academic Integrity

### **Preamble**

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Though we believe in a community approach, we want to emphasize that students' responsibilities include, but are not limited to, maintaining integrity in their own academic work, reporting incidents of academic misconduct to the instructor involved, and to be educated on these academic community standards. Ignorance of our standards and expectations is never an excuse to act with a lack of integrity. Any violation of the Honor Code of Academic Integrity shall also be considered a violation of the A&M University-Central Texas Code of Student Conduct.

### **What is academic integrity?**

Integrity is integral to scholarly work. The Center for Academic Integrity defines academic integrity as a "commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility." The excellence we, as an academic community, strive for is bound fundamentally to these values. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance. Misconduct may occur when the student acts knowingly or should reasonably know that the act is misconduct.

### **What is academic work?**

Academic work is defined as all work submitted for any course or program and all academic activities such as enrollment and withdrawal from a class. All academic work at A&M-Central Texas is expected to be submitted with integrity and uncompromising adherence to the standards described below.

### **Honor Code**

A&M-Central Texas' Code of Academic Integrity is founded on a shared code of honor within our university community.

"I pledge to pursue my academic endeavors with honor, integrity, and responsibility. I will present my own work authentically and join my peers in supporting a community built on honor. I understand the principles of the Honor Code of Academic Integrity, and I promise to uphold these standards by adhering to the Code in order to preserve the integrity of Texas A&M University-Central Texas and its community."

### **Academic Integrity Rules**

#### **1. Cheating**

- 1.1. Cheating is committing fraud on an exam, report, paper, or other course assignment or requirement.
- 1.2. Examples include, but are not limited to;

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- 1.2.1. Using external assistance on any “in-class” or “take-home” exam, unless specifically allowed by the instructor. This includes, but is not limited to, books, notes, calculators, computers, and wireless communication devices
- 1.2.2. Allowing another person as a substitute in taking an exam or quiz, preparing work or conducting research
- 1.2.3. Purchasing a completed paper or other work
- 1.2.4. Preprogramming a calculator to contain answers or other unauthorized information (i.e. arithmetic formulas)
- 1.2.5. Altering graded work after it has been returned, and then submitting the work to be graded again
- 1.2.6. Communicating answers with another person during an exam
- 1.2.7. Stealing exams or other course materials
- 1.2.8. Looking at solutions or programming code from previous iterations of the course
- 1.3. Students shall not, without prior approval of the instructor, use or attempt to use material not intended for student use, information, instructor designated materials, or study aids in any form.

### **2. *Plagiarism***

- 2.1. Plagiarism is defined as presenting another’s work as one’s own without acknowledgment or citation.
- 2.2. Examples include, but are not limited to;
  - 2.2.1. Copying programming code line for line or paraphrasing without acknowledgement
  - 2.2.2. Copying word for word or lifting phrases or a special term from a source whether oral, printed, or on the internet, without proper citation
  - 2.2.3. Paraphrasing the written words or ideas as if they were one’s own thought
  - 2.2.4. Borrowing facts, statistics, or illustrative material without acknowledgement
- 2.3. Students shall not replicate or assume the ideas, thoughts, theories, formulas, illustrative work, or words of another person without proper acknowledgement and citation.

### **3. *Unauthorized Collaboration***

- 3.1. Many classes will emphasize working with a partner or in groups. Additionally, A&M-Central Texas encourages students to be supportive of one another. Unless otherwise approved by the course instructor it is assumed that all work submitted is the product of the sole student. Simply discussing assignments is not a violation of the Code.
- 3.2. Examples include, but are not limited to;
  - 3.2.1. Working with another student or others and submitting written work that implies it is the student’s own work
  - 3.2.2. Using answers or ideas obtained as a result of collaboration without citing the fact that students collaborated
- 3.3. Students must submit work that is original to them and will only collaborate when given permission by the course instructor.

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### **4. *Falsification of Data, Records, and Official Documents***

- 4.1. Altering or manufacturing information submitted for a grade, publication, admission (to the university or a class), or for an excused absence
- 4.2. Examples include, but are not limited to;
  - 4.2.1. Providing false information to obtain an extension on an assignment or exam
  - 4.2.2. Forging an instructor's signature
  - 4.2.3. Fabricating quotations or sources for a paper
- 4.3. Students shall not falsify or provide manufactured data on academic work, admissions information, student records, grades, or documentation to or from instructors.

### **5. *Collusion***

- 5.1. Assisting another person in academic misconduct or allowing academic misconduct to happen while having knowledge of the act is equivalent to committing the specific act. The institution encourages students to be supportive of one another; however, we strongly discourage students from wholly sharing work. There is a difference between helping a fellow student work through a problem and allowing that student to copy your work.
- 5.2. Examples include, but are not limited to;
  - 5.2.1. Helping another student obtain a copy of an exam
  - 5.2.2. Sharing completed programming code with fellow classmates
  - 5.2.3. Not informing a faculty of knowledge of academic misconduct
- 5.3. Students who have knowledge of academic misconduct prior to or after its completion are expected to share that information with the instructor.

### **6. *Malicious interference/tampering with University property***

- 6.1. Stealing, changing, destroying, gaining unauthorized access to, or impeding another's work
- 6.2. Examples include, but not limited to;
  - 6.2.1. Gaining unauthorized access to course management systems in order to change grades, access exams, etc.
  - 6.2.2. Inappropriate use of university property so that it inhibits others' use of university property
- 6.3. It is considered a violation of academic integrity to steal, change, destroy, or in some way tamper with a person's work or computer access.

### **7. *Multiple Submissions***

- 7.1. Multiple submissions are defined as students submitting a graded assignment or course requirement more than once without prior approval from the instructor.
- 7.2. Example includes, but not limited to;
  - 7.2.1. Student submitting a graded research paper for a different course
- 7.3. Unless given specific prior permission, students are expected to only submit academic work once.

### **8. *Violation of Course Rules***

- 8.1. Instructors and academic programs and departments are tasked with creating courses that will challenge students and create an optimal learning

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experience. Syllabi and other instructions given by instructors are used to communicate course rules.

- 8.2. Examples include, but are not limited to;
  - 8.2.1. The use of recording devices when strictly prohibited by the course syllabus without prior approval from the course instructor
  - 8.2.2. Violating any professional standards that are required of students in specific programs or departments that are governed by professional standards of conduct
- 8.3. A student shall not violate rules established by the course syllabus, verbal or written instructions, department or programmatic standards, or materials related to the content of the course.

### **Reporting Misconduct**

A&M-Central Texas sees integrity as the cornerstone of our mutual learning endeavor and we all share responsibility in upholding our integrity. As such, the entire university community – not just instructors – can report academic misconduct. Students, faculty, and staff, can report academic misconduct concerns at <http://www.tamuct.edu/studentconduct>. When the Division of Student Affairs receives a report of academic misconduct that was not initiated by an instructor, the instructor of record will be notified of the report. For questions on reporting or interpretation of this Code, contact the Division of Student Affairs at 254-501-5909.

### **Procedures Responding to Misconduct**

Each instructor is responsible for initiating action for each case of suspected academic misconduct that occurs in the instructor's course and for determining appropriate academic sanctions.

Instructors will use the following procedure:

1. The instructor will make a good faith effort to inform the student of the particular alleged violation, either verbally or in writing (e-mail is acceptable) and give the student an opportunity to respond. The instructor will explain any academic penalties that will be imposed.
2. **Students may not drop a class in which there is an unresolved question of academic misconduct.** The instructor may impose one or more of the following academic sanctions, or other reasonable sanctions that are appropriate for the particular incident:
  - a. A requirement to perform additional academic work not required of other students in the course
  - b. A grade of "F" in the course
  - c. A requirement to be administratively withdrawn from the course with the instructor being allowed to determine the grade of "W" or "WF" (a student may be withdrawn from a course mandated for THEA remediation)
  - d. A reduction of the grade in the course or on the examination or for other academic work affected by the academic misconduct

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3. Instances of alleged academic misconduct will be reported to the Office of Student Conduct, which will allow the detection of multiple violations over a student's career at the university. The Office of Student Conduct is responsible for keeping records of all reported violations of academic integrity and for determining any and all sanctions beyond the academic sanctions imposed by instructors. The Office of Student Conduct may, after following the procedures listed in the Code of Student Conduct, impose one or more of the following sanctions:
  - a. Reprimand
  - b. Loss of privileges
  - c. Imposition of certain tasks
  - d. Disciplinary probation
  - e. Suspension
  - f. Expulsion
  - g. Recommendation to the Provost and Vice President for Academic and Student Affairs for revocation of a degree

### **Appeal Procedure**

Students who wish to appeal the outcome of their student conduct hearing must follow the appeals procedure outlined in the Code of Student Conduct.

Students wishing to appeal the grade assigned by a faculty member must follow the grade appeal procedure outlined in the Texas A&M University – Central Texas Academic Catalog.