



# Academic Integrity

## At Michigan State University

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Michigan State University affirms the principle that all individuals associated with the academic community have a responsibility for establishing, maintaining, and fostering an understanding and appreciation for academic integrity. Academic integrity is the foundation of university success. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic career.



### Types of Academic Misconduct:

**Plagiarism**—presenting the work of another as one’s own. This is usually done through the failure to acknowledge the borrowing of ideas, data, or the words of others. Examples include submitting as one’s own work the work of another student or a commercial writing service; quoting, either directly or paraphrasing, a source without appropriate acknowledgement; and using figures, charts, graphs or facts without appropriate acknowledgement. Inadvertent or unintentional misuse of another’s work is still plagiarism.

**Falsification/Fabrication**—inventing or altering information. Examples include inventing or manipulating data or research procedures to report, suggest, or imply particular results were achieved from procedures when such procedures were not actually undertaken or when such results were not actually supported by the pertinent data; false citation of source materials; reporting false information about practical, laboratory, or clinical experiences; submitting false excuses for absence, tardiness or missed deadlines; and altering previously submitted examinations.

**Tampering**—interfering with, forging, altering or attempting to alter university records, grades, assignments, or other documents without authorization. Examples include using a computer or a handwritten document to change a recorded grade; altering, deleting or manufacturing any academic record; and, gaining unauthorized access to a university record by any means.

**Cheating** – using or attempting to use unauthorized materials or aid with the intent of demonstrating academic performance through fraudulent means. Examples include copying from another student’s paper or receiving unauthorized assistance on a homework assignment, quiz, test, or examination; using books, notes or, other devices such as calculators and cell phones, unless explicitly authorized; acquiring without authorization a copy of the current or previous examination before the scheduled examination; and copying reports, laboratory work, or computer files from other students.

**Sharing Work** – giving or attempting to give unauthorized materials or aid to another student. Examples include allowing another student to copy your work; giving unauthorized assistance on a homework assignment, quiz, test, or examination; providing, without authorization, copies of examinations before the scheduled examination; posting work on a website for others to see; and sharing reports, laboratory work or computer files with other students.

Michigan State University is a member of the

***International Center for Academic Integrity***

([www.academicintegrity.org](http://www.academicintegrity.org))

For more information:  
Office of the University Ombudsperson  
Michigan State University  
354 Farm Lane, Rm. 129 (North Kedzie Hall)  
East Lansing, MI 48824  
(517) 353-8830  
<https://www.msu.edu/unit/ombud/>

# Protecting Oneself from Charges of Academic Misconduct

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- **Familiarize yourself** with the “Integrity of Scholarship and Grades” found on the Office of the University Ombudsperson website: <https://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity>;
- **Check each course syllabus** for information regarding academic dishonesty. Faculty members may have additional information beyond “Integrity of Scholarship and Grades”. If you cannot find a written section on the syllabus, ask the faculty member what his/her expectations are;
- **Protect your computer** login identifications and passwords. Other students could use them to access your work and subsequently implicate you in a cheating case;
- Take the initiative to prevent other students from copying your exam or assignments by **shielding your work**. In exams, if you feel someone is trying to copy from you, ask the proctor if you may move.
- **Do not look around**, particularly in the direction of other students’ papers, during an exam since it may appear you are trying to copy from others;
- **Do not share assignments** you have finished with other students. Do not leave your finished assignments in a place where another student might be able to copy them.
- If you are allowed to take materials into an exam, **make sure no notes or materials are exposed** or accessible that could cause one to believe you are using unauthorized aids;
- When working on a collaborative exercise, **complete all written assignments individually** unless the instructor tells you otherwise;
- **Acknowledge the contributions** of other sources by citing their name(s) on all work turned into the instructor. Consult with the writing center, talk with your professor, or use a recognized handbook for instruction on citing source materials;
- When completing take-home exams, **do not collaborate with others unless approved by the instructor**;
- Know that it is **risky to electronically copy or transmit a computer program of file to other students**. You could be implicated in a cheating incident if someone alters that program and submits it as their own work;
- **Do not share your former assignments**, projects, papers, etc. with other students to use as guides for their work. Such a practice could lead to claims of collaboration if another student lifts part or all of your work;
- **Do not use other students’ previous papers**, lab reports, or assignments used in a course with the intention of copying parts or all of the material;
- **Prepare yourself** thoroughly for examinations and assignments;
- Should there be any doubt, **clarify with your instructor how much collaboration, in any, is permitted** or expected when working on projects or assignments with other students;
- **Be cautious** of what you share on social media sites regarding class information.

## Resources:

Office of the University Ombudsperson	<a href="http://www.msu.edu/unit/ombud/">http://www.msu.edu/unit/ombud/</a>
The Writing Center	<a href="http://writing.msu.edu/">http://writing.msu.edu/</a>
Testing Office	<a href="http://www.testingoffice.msu.edu/">http://www.testingoffice.msu.edu/</a>
Integrity of Scholarship and Grades	<a href="http://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity">http://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity</a>