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**\*Academic Integrity**

**Standards of  
Academic Integrity  
A Guide for GGU Students**

## **What is academic integrity and why does the University consider it important?**

Academic integrity means doing academic work in a manner that

- strives to achieve the learning goals of courses and assignments
- conforms to rules and procedures set by instructors
- adheres to ethical practices in taking tests and doing assignments
- respects intellectual property rights by fully disclosing sources of information that appears in your assignments.

Academic integrity ensures that you get the education you are working and paying for. Academic integrity maintains the good reputation of the University and guarantees the value of your GGU degree for the rest of your life.

Academic integrity and accepted forms of research and documentation are inseparable from the educational experience at GGU, and indeed are ingrained in ethical business and professional practices as they are taught in our programs. All American universities adhere to similar standards and require the same practices of academic integrity. GGU provides many resources and services that assist you in learning the required research and documentation skills.

## **What is academic dishonesty?**

Academic dishonesty is the failure to maintain academic integrity. Academic dishonesty includes both cheating and plagiarism. Academic dishonesty is a substitute for learning, and therefore violates the purpose of a student's relationship to the University.

## **What is cheating?**

Cheating is the act of obtaining (or attempting or helping to obtain) credit for academic work through any dishonest, deceptive or fraudulent means.

Here are some forms of cheating:

- Copying from someone else's quiz, test or exam, or letting someone copy from yours.
- Getting or giving help or answers during a quiz, test or exam.
- Using or providing prohibited sources, materials or devices during a quiz, test or exam.
- Having someone else do your work, or you doing theirs.
- Obtaining unauthorized prior knowledge of an exam.
- Submitting work previously presented in another course, unless specifically allowed by the instructor.
- Assuming or presenting a false identity.
- Altering or interfering with a grade.
- Removing, defacing, hiding or deliberately withholding library books or other materials from other students.
- Sabotaging or stealing another person's assignment, book, paper, notes or project.

## What is plagiarism?

Plagiarism is using the work of another person in a way that suggests to a reader, viewer, or listener that the work is your own. Plagiarism includes copying and using material from the Internet, printed materials, radio or TV broadcasts, live speeches, panels, interviews or from any other source without proper citation.

These are some forms of plagiarism:

- Copying another person's work, even just a few words, without citing it properly
- Paraphrasing (putting in your own words) the work of another person without citing it properly
- Using equations, charts, tables, figures, diagrams, illustrations or artwork, without citing the source

You can use other people's work in your papers and projects, but it must be properly cited.

## How can I avoid plagiarism?

Any time you copy, paraphrase or summarize words or ideas from other sources you must cite each source with in-text parenthetical citation and a list of references. Inserted in this guide is a page of simple instructions on how to do it, called **Just 4 Rules**, and another page listing **6 Free Resources** on research and documentation.

## How should I cite sources in oral presentations?

In oral presentations, you should say the name of an author when quoting or paraphrasing, and distribute a written list of references, as in Rule 4 of **Just 4 Rules**.

## How can a professor tell that a paper has been plagiarized?

GGU subscribes to Turnitin, a highly effective online plagiarism detection service that identifies copied passages in submitted papers from a huge body of Internet and printed sources. Every faculty member has access to Turnitin. Additional verification resources are provided by the GGU library. An instructor may use these services with or without your knowledge.

## What penalties can be imposed on a student who violates academic integrity?

Sanctions are the consequences or penalties imposed on a student for acts of dishonesty. There are two kinds of sanctions: academic sanctions and administrative sanctions. Either one or both types may be imposed for any act of academic dishonesty.

## What are academic sanctions and who imposes them?

Academic sanctions are the consequences of a violation of academic integrity on a student's grade or grades in a course, and are the decision entirely of the faculty member teaching the course. Academic sanctions include but are not limited to the following:

- Requiring the student to redo an examination or assignment done in violation of standards of academic integrity, or to complete an alternative examination or assignment, or to make up the grade by means of additional work
- Assigning the student an "F" or other reduced grade for the exam or assignment, with no possibility of redoing the work or making up the grade
- Assigning an "F" or other reduced grade for the course.

Academic sanctions will be noted in the student's disciplinary file. In addition to imposing academic sanctions, the faculty member may also recommend the imposition of administrative sanctions.

### **What are administrative sanctions and who imposes them?**

Administrative sanctions are concerned with a student's academic status within the University and are imposed by an academic dean. Sanctions include but are not limited to the following:

- Requiring the student to retake the course and honestly earn a certain grade for it within a specified period of time.
- Suspension from the course for a specified number of terms before it can be retaken.
- Suspension or expulsion from the program the student is enrolled in.
- Expulsion from the University.
- Withholding or revoking the student's degree.

The student will be notified in writing of any administrative sanctions. A copy of the notification will be placed in the student's disciplinary file.

### **Can a student appeal sanctions?**

A student may appeal an academic sanction through the grade grievance process. Reversal of the academic sanction by the Committee on Grade Complaints must be based on clear evidence that academic integrity was not violated.

A student may appeal an administrative sanction to the vice president for academic affairs. The appeal must be filed in writing within 60 days of the sanction being imposed, and the vice president will respond in writing within 30 days. Reversal of an administrative sanction must be based on clear evidence that academic integrity was not violated or a convincing argument that a particular sanction should not be imposed. The decision of the vice president for academic affairs is final.

**For more information on academic integrity, consult the Griffin Student Handbook—log in to GGU4YOU, click on [Student Services](#), click on [Student Life](#), click on [Griffin Student Handbook](#).**

## CITE RIGHT:

# Just 4 Rules

1. For short passages (usually under 40 words) quoted word for word, “put the quoted material inside quotation marks (like this is), and provide the author, date and page number in parentheses right after the quotation” (Jones, 1999, p. 76).

2. For longer quotations,

Instead of quotation marks, the quoted material gets its own paragraph, and the entire paragraph is indented (given wider margins than the rest of the paper, like this paragraph). Then the author, date, and page number appear in parentheses at the end of the paragraph, and outside the last period. (Jackson, 2003, p. 229)

3. If you use material from another source but change the wording (called paraphrasing), give the author and date in parentheses (Jones, 1999).

4. At the end of the paper, give full bibliographical information for all your sources on a page called References. There are different styles for documenting sources. GGU recommends the APA style, which is used in the social sciences. An instructor, however, may require another style, so ask. APA references (for a website, book and journal article) look like this:

### References

Archer, Z. (n.d.). *Exploring nonverbal communication*. Retrieved July 18, 2001, from <http://zzyx.ucsc.edu/~archer>

Highmore, B. (2001). *Everyday life and cultural theory*. New York: Routledge.

Morawski, J. (2000). Social psychology a century ago. *American Psychologist*, 55, 427-431.

## CITE RIGHT:

# 6 Free Resources (Live and Online) for GGU Students

- 1.** For detailed information on using and citing sources using APA, MLA, and other styles, consult *A Writer's Reference* by Diana Hacker, the textbook used in GGU English composition classes, available in the GGU Bookstore, or consult the free website <http://dianahacker.com/writersref/resdoc.html>
- 2.** The University Library's website offers a wealth of information to guide you through the research process. Resources include a sample research paper and detailed information on evaluating and citing sources. Available at [http://internet.ggu.edu/university\\_library/](http://internet.ggu.edu/university_library/)
- 3.** An online tutorial, *Core Research Skills*, is designed to help you find, evaluate, and use library and online sources in your projects and papers. In every step of the tutorial, a reference librarian is available to help with specific research needs and questions. The tutorial is free and can be accessed at <http://www.ggu.edu/cybercampus/FreeDemo>
- 4.** At the Writing Center, located in Room P-25 at the San Francisco campus, you work one-on-one with experienced writing tutors (most of them GGU instructors) who are familiar with the types of writing assignments common in GGU courses.
- 5.** The Online Writing Lab (OWL) offers online writing help to GGU students. OWL tutors help you solve specific problems in the work you submit, and guide you through the writing process. The OWL is available at [http://www.ggu.edu/academic\\_programs/division\\_general\\_ed/english\\_communications/online\\_writing\\_lab](http://www.ggu.edu/academic_programs/division_general_ed/english_communications/online_writing_lab)
- 6.** Ask your instructor about Turnitin.com. Turnitin helps you avoid unintentional plagiarism. When you submit a paper to Turnitin's website, it searches 4.5 billion pages of web and printed sources, documents any matches, and give you the source for each match. You can then be sure your sources are properly documented. Any instructor can set up Turnitin for his or her students to log in to. In addition, Turnitin's homepage has research resources available to anyone at <http://www.turnitin.com> without logging in.