

## Academic Integrity Terms

### A Student's Guide to Academic Integrity at Oklahoma State University

**Integrity** – The character of being honest and having strong moral principles.

**Academic Integrity** – Completing academic work (for example, coursework, comprehensive examinations, research projects, or theses) honestly and avoiding cheating or plagiarizing in these assignments and tasks.

**Unauthorized Collaboration** – Completing academic work (for example, an assignment or examination) with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.

**Plagiarism** – Presenting the written, published, or creative work of another as the student's own work.

**Paraphrasing** – Rewording or rephrasing someone else's ideas into your own words. You must include a citation for the resource used.

**Citation** – Giving credit to outside resources in academic work, such as in papers or presentations. There are different citation styles (APA, MLA and CMS).

**Multiple Submissions** – Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.

**Self-Plagiarism** – Reusing significant, identical or nearly identical, portions of one's own work without acknowledging or citing the original work.

**Cheating on Examinations** – Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student take an examination for the student.

**Fabricating Information** – Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.

**Helping Another Person Cheat** – Providing information about an assignment, task, or examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This also includes taking an examination on behalf of another student.

**Unauthorized Advance Access to Academic Assignments** – Obtaining an advance copy of materials (for example, examinations or homework solutions) without the instructor's permission or getting the assignment information from someone who completed the work earlier.

**Altering or Destroying the Work of Others** – Changing or damaging computer files, papers or other academic products that belong to others

**Altering Academic Records** – Altering graded papers, computer materials/records, course withdrawal slips or academic documents. This includes forging an instructor or advisor signature and altering transcripts.