

Academic Integrity

A guide for
UNDERGRADUATE STUDENTS
2007/2008

The University of Maryland, College Park, has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council, which sets the standards for academic integrity for all members of this academic community. As a student you are responsible for upholding these standards. The purpose of this document is to outline our basic expectations concerning academic integrity and to refer you to resources which can assist you in adhering to these practices.

The **Code of Academic Integrity** defines the following four activities as acts of "Academic Dishonesty":

- Plagiarism
- Fabrication
- Cheating
- Facilitation

Code of Academic Integrity

www.studenthonorcouncil.umd.edu/code.html

Student Honor Council

www.studenthonorcouncil.umd.edu

What is PLAGIARISM?

"Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise"

Suggestions for how to avoid it:

- Cite other people's ideas and words when you quote, paraphrase, and summarize. Find out which citation style you're required to use (MLA, APA, Chicago, CBE, etc.)
- Understand what is considered common knowledge in your field. You are not required to cite that.
- Understand when collaboration is permitted or forbidden.

What is CHEATING?

"Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise"

Suggestions for how to avoid it:

- Study hard, exercise good time management skills, and ask for help sooner rather than later.

What is FABRICATION?

"Intentional and unauthorized falsification or invention of any information or citation in an academic exercise"

Suggestions for how to avoid it:

- Persevere through difficult or frustrating tasks; remember that all processes and results, even the unexpected ones, lead to further knowledge.

What is FACILITATION?

"Intentionally or knowingly helping or attempting to help another to violate any provision of this Code"

Suggestions for how to avoid it:

- Report other students if you become aware of unethical behavior. The University is committed to maintaining a fair and equal environment for all students.

What are the PENALTIES?

For undergraduate students, the *minimum* recommended consequence for a first offense is an **XF grade penalty on the student's permanent record.**

A large, stylized 'XF' logo in blue and green, representing the consequence of a first offense.

Where can I get help...?

...with Writing?

The **Writing Center** offers writing consultations for all stages of the composition process as well as workshops and handouts.

Web site: www.english.umd.edu/programs/WritingCenterWebsite/

- Make an appointment: 301-405-3785
- Writing Center tutors are also available to help students in **McKeldin Library**. Check at the Library's information desk for hours.
- Bilingual Tutoring Services are available in many languages.
- Grammar Hotline: 301-405-3787

...with Research?

The **University of Maryland Libraries** offer general and subject-specific research assistance.

Web site: www.lib.umd.edu

- Ask for help! 301-405-9075 or www.lib.umd.edu/help.html
- Directory of Librarian Subject Specialists: www.lib.umd.edu/guides/specialists.html

...with Citing?

- Academic Integrity Site: www.lib.umd.edu/guides/honesty.html
- Use RefWorks to collect and organize your citations, and produce bibliographies: www.lib.umd.edu/refworks/
- Overview of Citation Systems and Style Manuals: www.lib.umd.edu/guides/style_manuals.html
- Citing Sources Using the MLA Handbook: www.lib.umd.edu/guides/citing_mla.html
- Citing Sources Using the APA Handbook: www.lib.umd.edu/guides/citing_apa.html
- Citing Sources Using the Chicago/Turabian Notes Style: www.lib.umd.edu/guides/citing_chicnotes.html
- Citing Sources Using the Chicago/Turabian Author-Date Style: www.lib.umd.edu/guides/citing_chicad.html