

# Undergraduate Studies *Student Cheat Sheet on Academic Integrity*

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## *How do I avoid an academic integrity charge?*

- Start by reading the policy in the Academic Regulations section of the [undergraduate catalog](#). Yes, it's boring but it spells it out: no electronic devices during exams for any reason, you can't give or receive inappropriate help on assignments, you can't plagiarize, you must be proctored during tests. It's mostly common sense; if something you do gives you or someone else an academic advantage over others in the class it might be cheating. Always read your syllabi thoroughly as well.

## **The Suspicion Phase**

### *How will I know my instructor thinks I'm cheating?*

- You might not know until you get a message from Undergraduate Studies. Don't contact your instructor, respond to the instructions in the message you receive.

### Quizzes/Exams

- Follow instructor's instructions. No cell phones during an exam means you can't look at yours, even to check the time.
- Be careful to follow all instructions for online exams. You don't want to be flagged because you're not paying attention.
- In class make sure to keep your paper covered and don't look around while you think, it might be misinterpreted.
- If you have any kind of issue with your quiz or exam – whether on paper or online – ask your proctor about it just to be safe.

### Plagiarism

- Always write using your own words. While doing research for a paper, don't copy and paste the information you find, write your own summary. If you don't know how to cite sources, ask your instructor for guidance.
- If your writing is concerning, your instructor might ask to meet and use the [Plagiarism Resolution Form](#) to agree on a penalty with you. After you meet with your instructor, you'll receive a form from our office to either accept or deny the charge. If you can definitely show that you wrote all your own work, deny the charge and contact our office at UGSintegrity@clemsom.edu.
- If your instructor is using Turnitin to check for plagiarism, remember that it checks old papers and across sections.

### Collaboration

- Usually instructors expect you to do your own work as soon as you leave the lab or classroom. Maybe you work in a group in the lab, but you should be writing your own lab report from scratch.

## **The Charge Phase**

### *Who can help me if I get charged?*

- We can. You can also enlist help from a parent, friend, or a faculty member you know.

### Respond to the email we send

- If you ignore our initial email to you, we assume you agree that you cheated and you'll be found in violation of the policy.

### Set up a meeting

- You should respond to the email to set up a short meeting to discuss your charge in person in 106 Vickery Hall or via Zoom.

### Ask about options

- You can agree with the charge and accept responsibility. If you don't agree with the charge, you can request a hearing. You'll learn about how that works in your initial meeting.

## **The Resolution Phase**

### *I'm sure I didn't cheat, is having a hearing my best option?*

- Yes, it's your only option to show that the instructor made a mistake and you didn't cheat. This is a time for you to advocate for yourself and show proof you did not cheat.

### Hearing Hints

- In your written rebuttal make sure you address the specific evidence presented by your instructor in the charge.
- Bring an advisor with you to help remind you of your points during the hearing.

### First Offenses

- If you admit the violation, or are found in violation at a hearing, your instructor will set the penalty. The maximum for a first offense is failure of the course, but the most common penalty is a zero on the assignment.

### Second Offenses

- The minimum penalty for a second offense is failure of the course and a semester suspension. If the violation was determined by a hearing, the hearing board sets the length of suspension. Your transcript will not indicate that your suspension was for cheating. You might lose any scholarships you have, so check with Financial Aid.

*This is not the official policy. For the official policy consult the Undergraduate Catalog.*