

# **SUNY Potsdam Academic Honor Code**

## **A. Academic Integrity**

Throughout their history, institutions of higher learning have viewed themselves and have been viewed by society as a community of persons not only seeking the truth and knowledge, but seeking them in a truthful and ethical fashion. Indeed, the institution traditionally trusted by the public and the one to which individuals most often turn for unbiased factual information is the university. Thus, how a university behaves is as important as what it explores and teaches. SUNY College at Potsdam expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. Enrollment at the College requires a commitment to the principles of the SUNY Potsdam Academic Honor Code both in spirit and in adherence to rules and policies. The Academic Honor Code makes SUNY Potsdam a better and more enjoyable place as it affords to each member of the SUNY Potsdam community the trust and freedom that honesty promotes

Personal honor, integrity and respect for the word and work of another are the basis of the Academic Honor Code. Thus, it is the responsibility of every student enrolled in SUNY Potsdam to adhere to and uphold this Code in pursuit of academic integrity. The Academic Honor Code furthers this effort by prohibiting lying, cheating and stealing.

This Code applies to all academic programs, faculties and departments at the College both graduate and undergraduate. More detailed standards of academic conduct may be set forth by each of the schools and individual faculty members. It is the responsibility of every member of the academic community to be familiar with and supportive of the Academic Honor Code.

## **B. Academic Honesty Pledge**

On all academic work done by students at SUNY Potsdam, the below listed pledge is either required or implied. Furthermore, this statement is regarded as an indication that the student understands and has complied with the requirements and assignments as set forth by the course instructor and as stated in this Academic Honor Code.

**"On my honor:**

I will not give nor receive any inappropriate assistance on any academic work in accordance with the SUNY Potsdam Academic Honor Code and the directions given to me by each course instructor. "

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Student's Signature

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Date

## C. Basic Standards of Academic Integrity

Specific acts that are considered to be academic dishonesty and that are prohibited by this Code include, but are not limited to:

**1. Cheating:** Using unauthorized notes, study aids or information on an examination; altering graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name

**2. Plagiarism:** Presenting as one's own the distinctive ideas, facts or words of another (in part or in whole) without appropriate acknowledgement of the source. Issues of plagiarism apply to any type of work including, but not limited to exams, papers, any writing or printed text, computer programs, web sites, art, music, photography or video.

**3. Fabrication:** Falsifying or inventing any data, citation, or information.

**a) Citation:** Any attribution to, or use of, a source (real or invented) from which the referenced material was not obtained, including use of a quoted reference from a non-original source while implying reference to the original source.

**b) Data:** Presenting data that were not gathered in accordance with standard guidelines defining appropriate methods for data collecting; generating data and failing to include an accurate account of the method by which the data were gathered or collected; presenting data that have been altered or contrived in such a way as to be deliberately misleading.

**c) Information:** Providing false information in connection with any inquiry regarding academic dishonesty.

**4. Multiple submission:** Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent of the course instructor(s) to whom the material is being or has been submitted.

**5. Obtaining or Providing an unfair advantage:**

**a)** Gaining or providing access to examination materials prior to the time authorized by the instructor.

**b)** Stealing, destroying, defacing or concealing library materials or other shared-use materials.

**c)** Providing materials, information or other assistance on an academic assignment without authorization from the instructor(s).

**d)** Gaining or providing access to previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.

**e)** Intentionally obstructing or interfering with another student's academic work.

**f)** Assisting others in the violation of this Honor Code.

**6. Falsification of records and official documents:** altering documents affecting academic records, forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, attendance list or any other official College document

## D. Procedures, Due Process and Student Rights

SUNY Potsdam's procedure for the enforcement of the Academic Honor Code lies within the campus judicial system. The College judicial procedures and students' rights within these procedures are listed in the "Code of Student Rights, Responsibilities and Conduct" found in the *Guide to Student Life* (or at <http://www.potsdam.edu/cl/code.html>) The Campus Judicial System in consultation with the course instructor(s) will assign appropriate sanctions should it be determined that a student is responsible for a violation of the Academic Honor Code.

(Note: the information and definitions listed in this Honor Code were adapted from The SUNY Potsdam Academic integrity Policy (p. 34-35, Undergraduate Catalogue), Northwestern University Principles Regarding Academic Integrity ([www.northwestern.edu/uacc/uniprin.html](http://www.northwestern.edu/uacc/uniprin.html)) and The Rice University Honor Council [www.honor.rice.edu/pages](http://www.honor.rice.edu/pages).)