

### What are “Other” types of academic dishonesty?

Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Student Code and the University Disciplinary Procedures. UNL Student Code of Conduct (2014) B.1.i.

#### Examples of instructor expectations include, but are not limited to:

- The instructor may not allow students to use “test banks.”
- The instructor may not allow students to use certain websites.

### Consequences for Academic Dishonesty

Students found responsible of academic dishonesty may have any of the following actions imposed:

- The professor may give the student a warning.
- The professor may reduce the grade on the assignment, paper, quiz or exam.
- The professor may reduce the student’s final grade received in the course.
- The professor may assign a zero on the assignment, paper, quiz or exam.
- The professor may request an ‘F’ be imposed on the student’s transcript for the course.
- The student may be required to pay for and complete an online Academic Integrity Course, arranged through the Office of the Dean of Students. UNL Student Code of Conduct (2014) B.a. –B.d.

In some circumstances:

- The student may be temporarily separated from the University (suspension) or permanently separated from the University (expulsion). Suspension or expulsion can result in changes to a student’s visa status.

### Suggestions for Academic Success

**US Education System Belief: It is more important that a student learn the subject material by completing academic work on their own, than it is for the student to get the correct answer from another student.\***

- Go to each class every day that the class meets.
- Read the syllabus and know that your instructor expects you to honestly complete homework, papers, projects, presentations, quizzes and exams.
- Manage your time and activities by scheduling time to prepare for class and study.
- Prepare for class sessions by reading and completing the assigned textbook chapters and homework.
- **DO NOT** copy the work of others.
- **DO NOT** allow anyone else to copy your work.
- **DO NOT** agree to take a quiz or exam for another student.

**US Education System Belief: It is respectful for a student to share opinions and ask questions during classroom discussions and with the instructor during office hours.\***

- **DO** go see your instructor during Office Hours if you do not understand course material or have questions about an assignment.
- **DO** utilize resource centers and tutoring that is often available through academic departments.
- **DO** ask your instructor for sample exam questions so you can see how exam questions will be structured.
- **DO** ask questions when you are unsure.

**US Education System Belief: It is considered stealing if a student does not appropriately cite sources of information that they use in writing papers.\***

- Correctly cite any information from books, journals or other scholarly resources used in papers, reports, projects and presentations. Be sure to use quotation marks.
- Check your paper using Safe Assign available in Blackboard.

\*Gillespie, Gabriela M. (2012, March 2) Guide to advising international students about academic integrity The Mentor: An Academic Advising Journal. Retrieved from <http://dus.psu.edu/mentor/>

### Academic Resources

#### Academic Success Workshops

<http://success.unl.edu/support/workshops>

Locations: found on website

#### Chemistry Resource Center

<http://chem.unl.edu/resource-center>

Location: Hamilton Hall 227

#### Math Resource Center

<http://www.math.unl.edu/resources/undergraduate/mrc>

Location: Avery Hall 13

#### Physics Resource Room

<http://www.unl.edu/physics/resource-room>

Location: Jorgensen Hall, Room 253

#### Writing Center

<http://www.unl.edu/writing/home>

Location: Love Library

### Study Stops

<http://success.unl.edu/support/study-stop-schedule>

Locations: See schedule for exact times and locations

- Jackie Gaughan Multicultural Center
- Nebraska East Union
- Harper-Schramm-Smith-Village Dining Center
- Abel-Sandoz First Floor

### Campus Offices

#### First Year Experience & Transition Programs

Location: Love Library South, Room 127

Telephone: 402-472-1880

Website: <http://success.unl.edu/>

Email: [success@unl.edu](mailto:success@unl.edu)

#### Office of the Dean of Students

Locations: 106 Canfield Administration Building

Phone: 402-472-2021

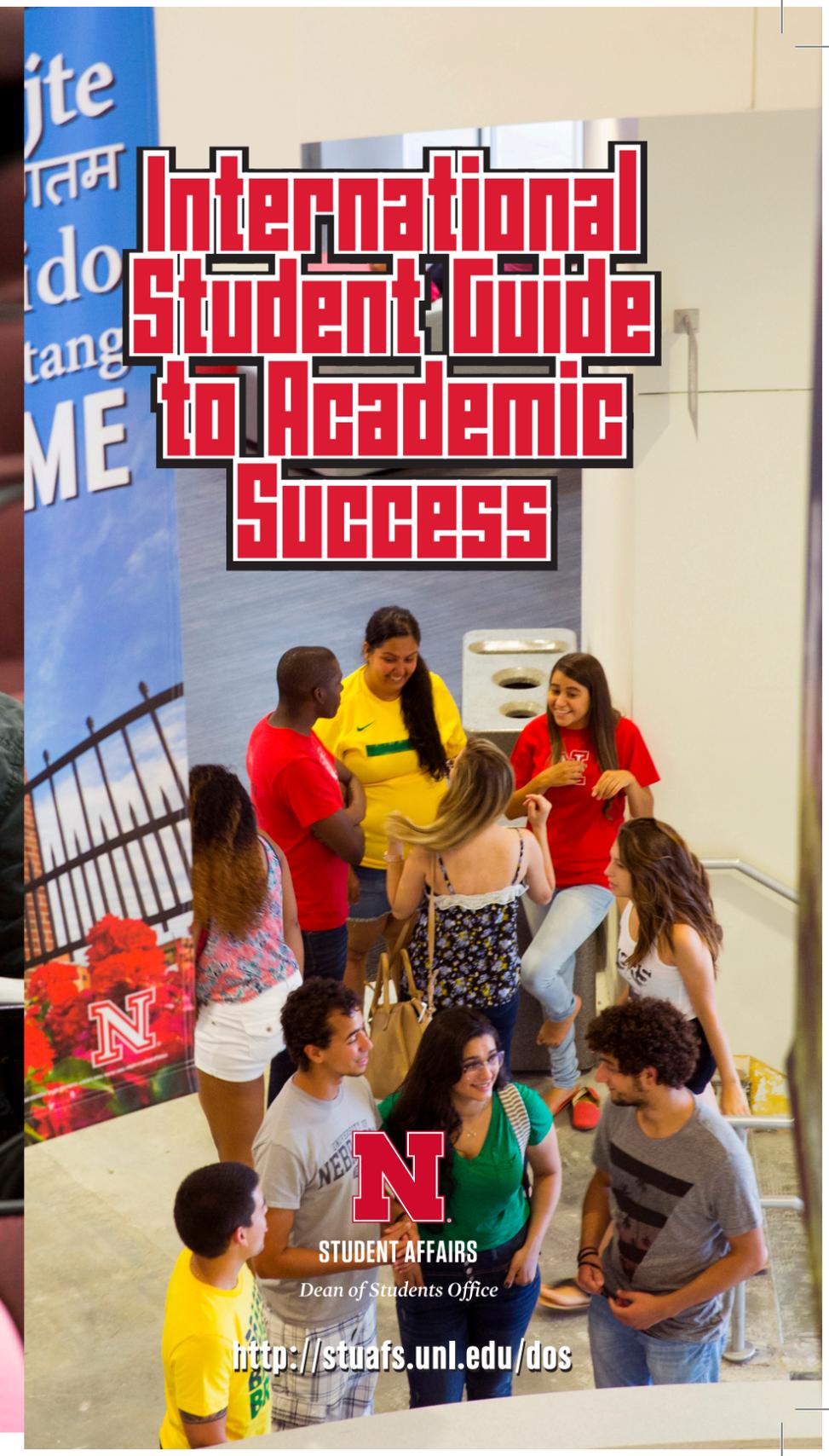
To learn more about the Student Code of Conduct, please visit:

<http://stuafs.unl.edu/dos/code>

UNIVERSITY OF  
**Nebraska**  
Lincoln

UNL does not discriminate based upon any protected status. Please see [go.unl.edu/nondiscrimination](http://go.unl.edu/nondiscrimination)

# International Student Guide to Academic Success



**N**  
STUDENT AFFAIRS  
Dean of Students Office

<http://stuafs.unl.edu/dos>

## International Student Guide to Academic Success

Your success at the University of Nebraska–Lincoln is important. Beliefs about academic honesty and integrity in the United States may be different from the beliefs in your home country.

The University of Nebraska–Lincoln has very specific expectations and rules about academic honesty and integrity. If you know the expectations and rules, then you can be a better student.

This brochure contains the expectations and rules about academic misconduct written in the UNL Student Code of Conduct. After you read this brochure, you will know the rules. Additionally, read the syllabus for your class because it will give you more expectations and rules to follow for that class.

This brochure explains forms of academic dishonesty and lists the possible consequences for academic misconduct. It tells you what steps to take to be a good student. It has a list of academic resources that can help you with your classes.

### Forms of Academic Dishonesty

The following information is taken directly from the University of Nebraska–Lincoln Student Code of Conduct and Disciplinary Procedures (2014).

#### What is “Cheating?”

Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise. UNL Student Code of Conduct (2014) B.1.a.

#### Examples of cheating include, but are not limited to:

- Looking at answers on a friend’s quiz or exam paper during an exam.
- Talking to another student during a quiz or exam.
- Using a translator to translate words you do not understand in the exam question unless specifically allowed to do so by the professor.
- Checking answers using google sites when taking exams at Testing Center.
- Using text books, class notes, study guides during the quiz/exam without permission.
- Asking another student to sign the attendance sheet for you or “click you in” at class when you are not actually attending the class.
- Asking another student to take an exam for you.
- Asking another student to complete homework or other academic assignment for you.

#### What is “Fabrication or Falsification?”

Falsifying or fabricating any information or citation in any academic exercise, work, speech, research, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information. UNL Student Code of Conduct (2014) B.1.b.

#### Examples of fabrication/falsification include, but are not limited to:

- Submitting altered grade transcripts or test scores as part of an application for admission to UNL.
- Creating information and a source that doesn’t really exist and using it in a paper.

#### What is “Plagiarism?”

Presenting the work of another as one’s own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one’s own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to text, video, audio, images, photographs, websites, electronic and online materials, and other intellectual property. UNL Student Code of Conduct (2014) B.1.c.

#### Examples of plagiarism include, but are not limited to:

- Submitting part or all of the paper that you wrote for one class as the paper for another class without the permission of the instructor.
- Using ideas or information from journals, books or on-line resources without correctly citing the source.
- Not using quotation marks to cite specific text taken from the source and used in a paper.
- Submitting a research paper that you did not write.

#### What is “Abuse of Academic Materials?”

Destroying, defacing, stealing, or making inaccessible library or other academic resource materials. UNL Student Code of Conduct (2014) B.1.d.

#### Examples of abuse include, but are not limited to:

- Removing an exam from a classroom without the permission of the instructor.
- Removing pages from a library book..

#### What is “Complicity in Academic Dishonesty?”

Helping or attempting to help another student to commit an act of academic dishonesty. UNL Student Code of Conduct (2014) B.1.e.

#### Examples of complicity include, but are not limited to:

- Allowing a friend to look at your answers during a quiz or exam.
- “Signing in” or “clicking in” a classmate as attending the class when they are not actually present.
- Agreeing to cheat or otherwise engage in academic dishonesty for a friend.
- Providing test answers or a photograph of an exam to a friend in a different section of your class.

#### What is “Falsifying Grade Reports?”

Changing or destroying grades, scores or markings on an examination or in a faculty member’s records. UNL Student Code of Conduct (2014) B.1.f.

#### Examples of falsifying grade reports include, but are not limited to:

- The instructor returns the graded quiz or exam to the student. The student changes incorrect answers. The student tells the instructor that the instructor made a mistake in grading and the student had the correct answers.

#### What is Impermissible Collaboration?

Collaborating on any academic exercise, work, speech, test or examination unless expressly authorized by the faculty member. It is the obligation of the student to know whether collaboration is permitted. UNL Student Code of Conduct (2014) B.1.g.

#### Examples of impermissible collaboration include, but are not limited to:

- A group member does not do their own work on each and every part of a group project. Instead, they only work on one part of the project. They use the work of other group members to complete the other parts of the project.
- Working together to answer questions on on-line homework, quizzes and exams when it is not allowed.

#### What is “Misrepresentation to Avoid Academic Work?”

Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination. UNL Student Code of Conduct (2014) B.1.h.

#### Examples of “Misrepresentation to Avoid Academic Work” include, but are not limited to:

- Student says that there was a death in their family when no family member passed away. They fabricate a funeral notice about the death and give it to their instructor.
- Student says that their laptop computer was broken before and during the time that the assignment was due so that they were unable to complete the assignment. However, student could use on campus computer labs to check email, blackboard, etc. to complete assignment.

