



Helpful Hints from the Dean of Students to **AVOID** Scholastic Dishonesty

Collaborating/Cheating

Unless working together on an assignment has been specifically approved, it is not allowed. Do not assume that working together is allowed! Always ask your instructor what his or her expectations are in this regard. You should assume that you are to perform all assignments independently unless you have specific permission to work together on an assignment.

Allowing another person to view your work, drafted or completed, is academic dishonesty, regardless of intent.

At some point a friend or classmate may ask to see your work. They may tell you that they will not copy your work, that they just want to see your format. If you allow the person to see your work you have committed academic dishonesty.

Do not allow anyone to see your work.

Plagiarism

Copying passages verbatim from another writer's work and representing them as one's own work constitutes **plagiarism**.

If passages/sentences are copied verbatim, they must be put in quotation marks and properly footnoted. **All direct quotes must be in quotation marks or in block quote format!** Simply providing a footnote without using quotation marks or block quote format is considered academic dishonesty.

Like a direct quotation, a paraphrase is the use of another's ideas to enhance one's own work. For this reason, a paraphrase, just like a quotation, must be cited. In a paraphrase, however, the author rewrites in his or her own words the ideas taken from the source. Therefore, a paraphrase is not set within quotation marks. So, while the ideas may be borrowed, the borrower's writing must be entirely original; merely changing a few words or rearranging words or sentences is not paraphrasing. Even if properly cited, a paraphrase that is too similar to the writing of the original is plagiarized.

For more information on Academic Dishonesty see:

<http://www.utdallas.edu/student/sliffe/dishonesty.html>

There you will find:

- *Handbook of Operating Procedure, Title V, Student Discipline and Conduct*
- *Examples of Scholastic Dishonesty*
- *Regent's Rules and Regulations*