GOVERNORS STATE UNIVERSITY

ACADEMIC HONESTY

Academic honesty pertains to all methods of fulfilling academic requirements at Governors State University.

The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

- 1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
 - a. When using material from a publication (i.e. book journal article, film, etc.) that material should be enclosed in quotation marks or otherwise set off, and the source of the material acknowledged.
 - b. When paraphrasing published material (i.e. using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
 - c. Unpublished data or ideas of another person should be utilized only with the consent of that person.
 - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
 - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission to do so.
- 2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
- 3. Hypothetical data should be submitted only with the permission of the instructor to do so, and should be clearly labeled as such.
- 4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.

5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission.

These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.