

**Arizona State University
School of Social Work
STUDENT ACADEMIC INTEGRITY POLICY**

These are excerpts from the Student Academic Integrity Policy, unless otherwise noted. Students are responsible for following all provisions of the Student Code of Conduct and the Student Academic Integrity Policy, which are available at:

Student Academic Integrity Policy:

<http://www.asu.edu/vpsa/studentlife/sja/integrity.html>

Student Code of Conduct

<http://www.asu.edu/aad/manuals/sta/sta104-01.html>

DEFINITIONS (Section I)

"**Academic evaluation**" means any academic project, paper, performance, quiz, exam or other evaluation assigned or offered for a grade or credit (including extra or optional credit).

"**Cheating**" means intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise (Student Code of Conduct).

- Examples:
- 1) Looking at another students' exam or allowing another student to look at your exam.
 - 2) Referencing a "cheat sheet" copied to a piece of paper or to notes on your body.
 - 3) Working with other students on a take home or on-line exam without the express permission of the instructor.
 - 4) Submitting the same paper or substantial portions of a paper for multiple classes without the express permission of the instructor.

"**Fabrication**" involves the intentional falsification or invention of any information or citation in an academic exercise" (Student Code of Conduct).

- Examples:
- 1) Fabricating data on a research project.
 - 2) Creating quotations or inventing a journal article, book reference, etc.

3) Forging signatures on ASU or School of Social Work documents.

"Plagiarism" means using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.

Examples: 1) Failing to cite any major idea created by some other person or entity.

2) Failing to cite and/or enclose in quotation marks all words, phrases or sentences copied from another source.

3) Failing to cite paraphrased work of others.

4) Acquiring a paper or project from a research service or another source (including another ASU student) and submitting it as your own work for academic evaluation.

VIOLATIONS OF STUDENT OBLIGATIONS (Section II)

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. A student may be found to have violated this obligation and to have engaged in academic dishonesty if during or in connection with any academic evaluation, he or she:

- A. Engages in any form of academic deceit, (including cheating, fabrication, and plagiarism);
- B. Refers to materials or sources or employs devices (e.g., audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- C, Possesses, buys, sells, obtains or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- D, Acts as a substitute for another person in any academic evaluation;
- E. Uses a substitute in any academic evaluation;

- F. Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor.
- G. Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- H. Engages in plagiarism;
- I. Permits his or her work to be submitted by another person without the instructor's authorization; or
- J. Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.

SANCTIONS (Section V)

Any student who is alleged to violate these standards must appear before the School of Social Work's Academic and Professional Standards Committee within four weeks **or** at their regularly scheduled meeting prior to the start of the next semester. The Committee reviews the case and then makes recommendations to the Director.

The following sanctions may be imposed upon a finding of academic dishonesty or Social Work Code of Ethics violations:

- A. Expulsion from the University without expectation of readmission;
- B. Suspension from the University for a specific period of time;
- C. Removal from the Social Work program;
- D. Assignment of the grade of "XE" according to the terms of Appendix A (the XE grade may not be appealed through the grade appeal process);
- E. Reduction in grade, or assignment of a failing grade, in the course in which the conduct occurred or in which the offending paper, project, or examination was submitted (grades reduced under this policy may not be appealed through the grade appeals process);
- F. Reduction in grade, or assignment of a failing grade, on the paper, project, or examination regarding which the offense occurred (grades reduced under this

policy may not be which the offense occurred (grades reduced under this policy may not be appealed through the grade appeals process) or

- G. Assignment of additional course work or other requirements to be recommended by the School of Social Work' Academic and Professional Standards Committee.

The Grade of "XE" (Appendix A) and Withdrawal Policy

- A. The grade of "XE" denotes failure through academic dishonesty and may not be appealed through the grade appeal process. The grade "XE" shall be recorded on the student's transcript with the notation "failure due to academic dishonesty." The grade "XE" shall be treated in the same way as an "E" or the purposed of grade point average and determination of academic standing.
- B. No student with an "XE" on his or her transcript shall be permitted to represent that University in any extracurricular activity or to run for or hold office in any student organization which is allowed to use University facilities or which receives University funds.
- C. A student may not avoid any penalty for academic dishonesty by withdrawing from a course. A student may be reinstated to a course to receive a penalty of a reduced or failing grade, or XE.

Violations of the Student Code of Conduct are subject to additional sanctions, that may include restricted access to university resources (such as computing facilities or e-mail accounts), suspension, or expulsion from ASU.