

Academic Integrity

Students at Grays Harbor College are expected to exhibit honesty and integrity in their academic endeavors. As members of the college community we all benefit from an open, honest education environment and therefore, we all bear a responsibility to encourage and promote academic integrity.

PLAGIARISM

Plagiarism is the passing off as one's own the words or ideas of another writer or thinker. Further, the act of plagiarism involves putting forth as original work the ideas or words of another.

Whenever a student submits work that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references. Verbatim statements must be enclosed in quotation marks. In academically honest writing or speaking, the student acknowledges the source whenever:

- Another person's actual words are quoted
- Another person's idea, opinion or theory is used, even if paraphrased facts, statistics, or other illustrative materials are borrowed

Finally, whenever you're in doubt about whether the work you're about to turn in might be considered plagiarism, be especially cautious:

- acknowledge all sources, according to the method of citation preferred by the discipline or instructor
- write as much as possible from your own understanding of the materials and in your own voice
- Ask an authority on the subject - such as the instructor who assigned the work

CHEATING

Cheating is an act of deception by which a student misrepresents that he or she has mastered information on an academic exercise which in fact has not been mastered. Examples include:

- copying work from another student, or allowing another student to copy, or collaborating during a test without instructor permission
- using a textbook or other course materials, including prepared materials (i.e. notes) during a test without instructor permission
- selling, buying or otherwise obtaining all or part of a test before it is administered, or bribing someone to obtain an un-administered test, including answers
- taking a test for someone else or permitting someone to take a test for you
- changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book or on a test, assignment, change of grade form, or any other academic record

FABRICATION

Fabrication is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include:

- submitting as the student's own work any academic exercise prepared totally or in part by another
- inventing data or source information for research or other academic exercises
- citing of information not taken from the source indicated
- listing sources in a bibliography (or works cited page) not actually used in the academic exercise