

# ACADEMIC HONESTY

Professional and academic integrity are essential values of the Schulich School of Business. As a student, you are expected to know and follow Schulich's [Academic Honesty Policy](#).



## What is academic honesty?

Academic honesty requires that persons do not falsely claim credit for the ideas, writing or other intellectual property of others, either by presenting such works as their own or through impersonation. Similarly, academic honesty requires that persons do not cheat (attempt to gain an improper advantage in an academic evaluation), nor attempt or actually alter, suppress, falsify or fabricate any research data or results, official academic record, application or document. Finally, academic honesty requires that persons do not aid or abet others to commit an offence of academic dishonesty, including intentional acts to disrupt academic activities.

### EXAMPLES OF OFFENCES AGAINST THE ACADEMIC HONESTY POLICY

SCENARIOS	Plagiarism	Cheating	Impersonation	Aiding & Abetting
Using an online website, not authorized by your professor, to find answers to examination questions.	+	+		
Utilizing social media sites, google or other unauthorized sites while writing an open book exam in-person, at home, or online.	+	+		
Using other people's work and presenting it as your own.	+	+		
Submitting work one has done for one class or project to a second class, or as a second project.		+		
Writing an exam or assignment for another student.		+	+	
Collaborating on an assignment or before an exam with another student(s) (e.g. reviewing and preparing responses to exam questions) and using the collaboratively prepared practice responses or essays.	+	+		+
Posting your exam, and/or answers to any online site or sharing with students in other sections or terms, without explicit permission from the instructor.	+	+		+

REVIEW DETAILED INFORMATION ON ACADEMIC HONESTY [HERE](#)

# AVOID A BREACH OF ACADEMIC HONESTY OR FACE PENALTIES FOR A VIOLATION.

A number of factors may contribute to students breaching the Academic Honesty Policy. However, good time management, proper citation practices, a clear understanding of the Academic Honesty Policy, as well as knowing the resources available will help you avoid a breach of academic honesty. Be aware, there are significant penalties for students who violate academic honesty.

## IMPORTANT TIPS FOR STUDENTS

### GROUP WORK

- Discuss [citation styles/practices](#) and expectations with your team.
- Use the [academic writing guide](#) as a support.
- Identify roles and responsibilities within the group including final proofreading task.

### INDEPENDENT WORK

- Consult only authorized resources (i.e. personal notes, course textbook, etc.)
- Work on your assessment independently without third party assistance (i.e. peers, tutors, etc.)
- Anything that is not solely your own work (i.e. paraphrased ideas, etc.) must cite the original source.
- Remember - do not post your exams online or share with other students without explicit permission from the instructor.

### QUICK TIPS

- Do not share your work with other students. Both of you will be charged with a breach.
- Know the policy. If there is a breach of academic honesty, you will be charged even if you didn't mean to do it or were unaware that you were breaching policy.
- If your group is suspected of a breach of academic honesty, all members of a group may be considered equally responsible.

## PENALTIES FOR MISCONDUCT

When verified, violations of academic honesty may lead to a range of penalties, which may be imposed singularly or in combination for any offence.

### EXAMPLES OF PENALTIES

- Written disciplinary warning or reprimand.
- Required completion of an academic honesty assignment.
- Lower grade or a mark of zero on the assignment, examination or work.
- Lower grade in the course.
- Failure in the course.
- Permanent grade of record.
- Notation on transcript.
- Suspension from the University for a definite period, with transcript notation.
- Expulsion from the University with transcript notation.
- Withholding or rescinding a York degree, diploma or certificate with transcript notation.