



OFFICE OF STUDENT SUPPORT
AND STUDENT CONDUCT

Behavioral, Regulations, Procedures, and Sanctions

Value 3: Respect for Academic Integrity

Behavioral Regulations

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action. It is not to be regarded as all inclusive. In the event of ambiguity, inconsistency, or a need for further clarification arises regarding what constitutes a violation of the Student Code of Conduct shall make the final determination. Any student or student organization found responsible for misconduct is subject to sanctions.

Albany State University Freedom of Expression Policy

<https://www.asurams.edu/docs/legal-affairs/policies/Freedom-of-Expression-Policy.pdf>

Section 1: Academic Dishonesty

The intentional _____ of one's work to deceive for personal gain, when in fact said work is not that person's or _____ another to do the same. When the instructor has sufficient evidence of _____ or _____, he or she may impose _____ actions such as assigning a failing grade to the student's assignment, quiz, paper, or test. If the plagiarism or cheating involves major course work such as plagiarizing a research paper or cheating on a final exam, the instructor may _____ the student in the course.

Academic Dishonesty includes, but is not limited to cheating, plagiarism, and fabrication.

- **Definition of Cheating:** Cheating can be, but is not limited to, a student using electronic _____, _____, or other written _____ not permitted by the instructor; _____ at other students' papers without the instructor's permission; requesting _____ from other students, _____ of grades or marks by the student in an effort to change the earned grade or credit; or working with other students when

_____ work is required. Situations where cheating may occur are during tests, exams, quizzes, or other similar methods of _____.

- **Definition of Plagiarism:** Plagiarism is the _____ of language, thoughts, or ideas of another author and claiming that as one's _____. Plagiarism is work _____ produced by the student, or work that does not _____ borrowings from the original source(s). Plagiarism can also be viewed as submitting substantially the _____ to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, _____ of the instructor of the course for which the work is being submitted or supervising authority for the academic requirement.
- **Definition of Fabrication:** Fabrication is the _____ of data, information, or citations in any formal academic exercise. This includes _____ citations to back up arguments or _____ quotations. Some other examples of fabrication would include making up _____, _____ to support your hypothesis, claiming to have _____ sources that one really did not use.

Section 2: Forgery, Dishonesty, Fraudulent Acts and/or Misrepresentation

- a. _____ of names, signatures, documents (personal, public, and/or private) will not be tolerated.
- b. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, misuse of _____ documents, records, or student identification cards, or documents and records belonging to _____, cheating, plagiarism, or other forms of academic _____; tampering with the _____ of any University recognized student organization; _____ or

- _____ of elective or appointive office student organization, its members, or the welfare of the University community.
- c. Representing oneself as a _____ of a fraternity or sorority through the use of letters, paraphernalia, gestures, etc. without being a nationally _____ member who is acknowledged as an official member by documents from the national organization, including a membership card and certificate/shingle; and fraudulently issuing _____ checks to the University. Lying, knowingly furnishing _____ information to the University or its officials, other forms of dishonesty in University-related affairs is also prohibited.
- d. The scope includes but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of _____, validation _____, or any University _____ or _____, misuse of university computer _____, _____, _____ or _____ in violation of university computer use policies.
- e. Unauthorized _____, _____, _____, or _____ of _____ including, but not limited to, information, images, text, or software; recklessly or maliciously _____ with or _____ computer or network resources or computer data, files, or other information; engaging in or attempting to engage in a _____ of service; _____ with laws, license agreements, and contracts governing network, software and hardware use.
- f. Using University computing resources for unauthorized _____ purposes or personal _____.
- g. Providing use of your personal account or password to _____; using _____ account or password with or without authorization; accessing or causing to be accessed, downloading or causing to be

downloaded, _____ or _____
materials.

Section 3: Cooperative or Collaborative Effort in Coursework

- a. Without acknowledgement or explicit permission of the instructor (including digital media); knowingly helping or attempting to help another violate any provision of the _____. Examples include, but are not limited to the following:
- b. Working together on a _____ exam;
- c. Working together on assignments _____ instructor permission.

Section 4: Abuse of Academic Materials

Intentionally or knowingly _____, _____, or making
_____ any _____ material. Examples include, but are not
limited to:

- a. Stealing, destroying, or hiding any reference materials needed for common _____ requirements.
- b. _____ exams, grade books, books, papers, computer equipment and data, and laboratory materials.
- c. _____ computer files or programs needed for academic works
- d. _____ computer equipment (including removable media such as disks, CDs, flash drives, etc.) or laboratory equipment in order to _____ or _____ evaluation of academic work, _____ use of another's computer password, _____ the content or accessibility of an internet site, or _____ another to obtain computer resources.
- e. Purchasing and/or using an _____ of any textbook in place of the student edition for any course.

Section 5: Submitting Work for Multiple Purposes

Submitting without prior permission, any work submitted to fulfill _____ academic requirement. This includes work first produced in connection with classes at either Albany State University or _____ attended by the student.

Section 6: Theft

Stealing, taking or obtaining in any unauthorized manner information related to any academic work. Examples include, but are not limited to: _____ exams, _____ books, _____, _____, computer _____ and _____, and _____ materials.

Conclusion: It all comes down to _____!

For More Information:

Contact the Office of Student Support and Student Conduct at:

Student Center – East Campus
504 College Drive
Albany, GA 31705
Telephone: (229) 500-2052
Email: OSSSC@asurams.edu