Academic Honesty Policy
Dr. Mike Johnson, Marquette University

Note: Official policies and procedures regarding academic honesty incidents are governed by Marquette University's policy, available at http://www.marquette.edu/engineering/students_policies_honesty.shtml .
You should review this so that you understand expectations and practices regarding these issues at Marquette.

Academic honesty refers to a core expectation of honest behavior throughout all aspects of academic life, such as coursework and research activities. This expectation applies to all of us as faculty, students and staff. Academic dishonesty may include such things as:

- Cheating on a homework assignment or project (copying someone else's work, or any form of submitting work that is not entirely yours)
- Cheating on a test (bringing extra notes, copying or collaboration with fellow students, impersonation, obtaining or using an advance copy of the test, etc.)
- Unethical practices in conducting research (use of others' work without prior approval and appropriate reference, fabrication of data, biasing experiments to obtain or present positive results)
- Failure to follow honesty policies in reporting and handling of such situations

The most important thing is that dishonesty always involves deceit of some kind, and the certain way to avoid any question of dishonesty is to discuss any issues or situations with the course instructor or your research advisor, *beforehand*. If a situation is questionable and you choose not to ask, that is your responsibility and not "realizing" that an action is unethical is no defense.

Several specific cases/examples are worth addressing:

- **Files**: The use of files - notes, assignments, and exams from a student or students in a previously taught class - is acceptable as a study reference *if* the instructor for the course allows (which I do). Often he or she doesn't address the question and you must ask. This becomes an issue especially when homework problems or exam questions are reused so that students with files have a clear advantage. Regardless, the copying of materials from a file would of course always be unacceptable.
Note: Because of this, even in the case where you have legitimate access to answers for problems, you should always work the problem first before looking at the solutions.
- **Use of Solutions Manuals**: In general, students are *not* allowed access to or use of solutions manuals unless an instructor has explicitly made solutions available and given permission to use them. Solutions manuals are restricted access copyrighted material that are the intellectual property of the authors and publishers, and it is illegal to have or distribute them. (It is even illegal to make your own solutions and distribute them, since these represent derivative works based on copyrighted material.)
- **Plagiarism of computer code**: In general, every line of code must be composed in your own mind and typed by your own hand, unless otherwise specified by the instructor of the course. If you look at someone else's code, from the internet, a file, or some other source, you must 1) have the author's prior permission, 2) have the instructor's permission, *and* 3) include a clear reference in the completed assignment. *Note:* If you copy the code or portions of the code, even if you document this clearly, you must always ask the instructor's permission to ensure that you are doing the assignment as intended.

Penalties for violation of academic dishonesty policy
Penalty for violation of this policy is determined on a case-by-case basis, depending on the severity of the violation. However, here are a few basic guidelines for my courses:

Minimum penalty: The absolute minimum penalty is loss of all points associated with work that is not your own on the material in question. (Appropriate for inadvertent violations or misunderstandings).
Typical penalty: A typical penalty for a first offense is a zero on the material in question.
Penalty for severe violations and/or multiple offenses: Failure of the course.

Reporting for violation of academic dishonesty policy
All violations, *regardless of severity*, will be reported, in accordance with the Marquette academic honesty policy.

Scenario 1: Working on homework in a group environment

You have a study group of about 5 students from a course, who get together to study, review notes, and work on homework.

It *is acceptable* to have someone explain to you the method of doing a particular problem, using an example or a similar problem.

It *is not acceptable* for you to have someone do the problem for you, or to figure out how to do the problem by referring to or copying the same problem from someone else's homework or a file from a previous class.

Scenario 2: Working on an individual project in a group environment

You are working with a group of your classmates to figure out how to do a programming assignment.

It *is acceptable* to talk with other students about what the requirements are, about general programming approaches, and about how specific programming constructs or methods work.

It *is not acceptable* to share your code with your classmates under any circumstances.

Scenario 3: Use of computer code taken from on-line or public domain sources

You have a project assignment to complete in Matlab. You find a freely available toolbox on the web that will meet many of the project requirements.

It *is acceptable* to ask the instructor whether you can use this code. (If he or she says yes, you may do so but must include the appropriate credit and references in your code and your submitted project report.)

It *is not acceptable* to use this code without asking the instructor.