

ACADEMIC INTEGRITY VIOLATIONS

Academic dishonesty can take a number of forms including, but not limited to the following:

- **Cheating:** Using or attempting to use unauthorized assistance, information or study aids in any academic exercise.
 - Copying answers from or looking at another student's exam.
 - Accessing or possessing any material not expressly permitted during an exam, such as crib sheets, notes, books.

 - Using electronic devices such as cell phones, digital cameras, PDA's, data storage devices, computers, internet or other electronic devices unless expressly permitted by the instructor for the required coursework.
 - Continuing to write after a timed exam has ended.
 - Taking the exam from the room and later claiming the instructor lost it.
 - Fraudulent possession of a test prior to exam date, or possession of a similar test (e.g. from a different section of a class) that has not been distributed back to students.
 - Submission of the same term paper or other work to more than one instructor, where no prior approval has been given.
 - Submission of purchased term papers or projects done by others.

- **Fabrication:** The falsification or invention of any information or citation in an academic exercise.
 - Changing answers after an exam has been returned.
 - Falsifying/omitting data and/or sources, otherwise violating the ethical principles of research.
 - Falsifying or altering records, related to fieldwork, praxis, clinical hours, patient/client records, or other course-related activities.

- **Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another to violate any provision of this policy.
 - Allowing another student to copy one's work.
 - Having another person take an exam or complete an assignment for oneself.
 - Taking an exam or completing an assignment for another student.
 - If you upload your homework/exams/answers to a website, you may be facilitating academic dishonesty. Students should consult with their professor before posting such material online.

- **Plagiarism:** Representing the words, research findings or ideas of another person as your own in any academic exercise. [At their discretion, faculty may submit student work to plagiarism–detection software, such as [Turnitin](#) for review without prior notice to students.]

- Copying word for word without proper attribution.
 - Paraphrasing without proper attribution.
 - Using phrases from another source embedded into original material without proper attribution.
 - Copying of intellectual property without proper attribution.
- **Misrepresentation of Academic Records:** Misrepresenting, tampering with or attempting to tamper with academic records, either before or after coming to Chapman University.
- Creating or altering a Chapman University transcript, diploma, verification of enrollment or any other official university document (*In this case the student(s) may also face prosecution for violation of Federal and State statutes*).
 - Submitting false records or other documents such as transcripts from another institution.
 - Failure to report all previous academic work at the time of admission.
 - Failure to report all academic work attempted at other institutions after admission to the university.
 - Forgery, alteration or misuse of official academic documents (e.g., petition forms, advising forms, internship forms, etc.).
- **Other Violations:**
- Violating professional ethics rules referenced or outlined in the honor codes or student handbooks of graduate or professional programs or colleges.
 - Failing to observe rules of academic integrity established by a faculty member for a particular course.

ACADEMIC INTEGRITY IN RESEARCH

Chapman University students are expected to adhere to standards of ethics and integrity in research and scholarship. Misconduct in research includes fabrication, falsification, plagiarism or other practices that deviate significantly from those that are commonly accepted within the scholarly, creative and scientific community for proposing, conducting or reviewing research or in reporting research results. Key examples of such misconduct are listed below:

- **Plagiarism:**
 - Taking credit for someone else's work and ideas, stealing others' results or methods, copying the writing of others without acknowledgment or otherwise taking credit falsely.
 - Taking or releasing the data of others which were given in the expectation of confidentiality, e.g., appropriating ideas from submitted grant or contract proposals,

or manuscripts for publication when one is a reviewer for granting agencies or journals.

- **Falsification of Data:**

- Dishonesty in reporting results, ranging from fabrication of data, improper recording of data, negligence in collecting or analyzing data, to selective reporting or omission of conflicting data.

- **Dishonesty in Presentation and Publication:**

- Knowingly presenting material or publishing articles that will mislead listeners or readers, e.g., misrepresenting data (particularly its originality).
- Adding the names of other authors without permission or authors who have not earned the credit.
- Citing unpublished papers without permission or including inadequate footnote or endnote attributions so that readers cannot tell who produced which data.
- Publishing the same material more than once without identification of prior publication.
- Serving as a coauthor of a research paper or article without reviewing the material to be published.

- **Violation of Regulations:**

- Failure to adhere to safe research practices or to receive the approval required for work under research regulations of federal, state, local or university agencies.
- Failure to adhere to Chapman University Institutional Review Board and Institutional Animal Care and Use Committee research procedures.
- Misuse of research funds.

- **Unethical Research Practices:**

- Failing to report episodes of misconduct or breaches of research ethics as set forth in this policy.

- **Legal or Policy Violations:**

- Stealing or destroying the property of others (research, research papers, supplies, equipment or products).
- Misuse of research funds.