

## ***Student Policy - Academic Honor Code***

### **Policy:**

Students at Bismarck State College are expected to be honorable in behavior and above reproach in pursuit of their academic achievements. Cheating, plagiarism, or collusion in class work, laboratory performance, shop work, or test taking is unacceptable and subject to disciplinary action (<https://bismarckstate.edu/uploads/2/BSCStudentRightsandResponsibility.pdf>).

### **Definitions:**

1. Cheating includes, but is not limited to:
  - a. Copying from another student.
  - b. Possessing and/or using unauthorized materials/resources to obtain an advantage during or in the completion of an academic activity.
  - c. Collaborating with or seeking aid from another student without permission from the instructor.
  - d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an unadministered test or information about an unadministered test.
  - e. Altering grades or academic records.
  - f. Substituting for another person or permitting any other person to substitute for oneself to take an examination or complete a class assignment.
  - g. Submitting, without specific permission of the instructor, work that has been previously offered for credit in another course.
  - h. Sabotaging another student's work.
  - i. Submitting altered or falsified data as experimental data from laboratory projects, survey research, or other field research.
  - j. Falsifying or committing forgery on any College form or document.
  - k. Committing any willful act of dishonesty that interferes with the operation of the academic process.
  - l. Facilitating or aiding in any act of academic dishonesty.

(These definitions were adopted in part from the University of North Dakota and the University of Arkansas and used with permission).

2. Plagiarism is the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. This includes copyrighted artwork and design.

**How can students avoid plagiarism?** To avoid plagiarism, you must give credit whenever you:

- Use another person's idea, opinion, or theory;
- Use any facts, statistics, graphs, drawings—any pieces of information that are not common knowledge;
- Use quotations of another person's actual spoken or written words; or
- Paraphrase another person's spoken or written words.

If you are unclear about plagiarism, consult with your instructor or librarian. They will instruct you on how to represent your ideas as distinct from the ideas of someone else. (These guidelines were adopted from the University of Indiana).

3. Collusion is the unauthorized collaboration with another person in preparing work offered for credit.

## **Reference:**

BSC Student Student Rights and Responsibilities  
<https://bismarckstate.edu/uploads/2/BSCStudentRightsandResponsibility.pdf>

## **History of This Policy:**

Drafted by BSC Board of Governors during 1993-94 academic year. Ratified by BSC Faculty Senate March 3, 1994. First policy draft May 11, 1994.

Revisions – Approved by the Academic Standards Committee of the Faculty Senate on September 14, 2010, reviewed by the Operations Council on September 22, 2010 and approved by the Executive Council September 27, 2010. Revised November 22, 2010, approved by the Faculty Senate on May 4, 2017, reviewed by the Operations Council on September 27, 2017 and approved by the Executive Council on September 28, 2017.