EIGHT CARDINAL RULES OF ACADEMIC INTEGRITY

1. Know your rights. Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.

2. Acknowledge your sources. Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.

3. Protect your work. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.

4. Avoid suspicion. Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.

5. Do your own work. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.

6. Never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.

7. Never fabricate data, citations or experimental results. Many professional careers have ended in disgrace, even years after the fabrication first took place.

8. Always tell the truth when discussing your work with your instructor. Any attempt to deceive may destroy the relation of teacher and student.

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GUIDELINES FOR AVOIDING PLAGIARISM

USE YOUR OWN WORDS AND IDEAS
Practice is essential to learning. Each time you choose your words, order your thought and convey your ideas, you can improve your writing.

GIVE CREDIT FOR COPIED, ADAPTED OR PARAPHRASED MATERIAL
If you repeat another's exact words, you must use quotation marks and cite the source. If you adapt a chart or paraphrase a sentence, you must still cite. Paraphrase means that you restate the author's ideas, meaning, and information in your own words.

AVOID USING OTHERS' WORK WITH MINOR "COSMETIC" CHANGES
Examples: Using "less" for "fewer," reversing the order of a sentence, changing terms in a computer code or altering a spreadsheet layout. If the work is essentially the same, give credit.

THERE ARE NO "FREEBIES"
Always cite words, information and ideas you use if they are new to you (learned in your research). No matter where you find it—even in an encyclopedia or on the Internet—you cite it!

BEWARE OF "COMMON KNOWLEDGE!"
You don't have to cite "common knowledge," but the fact must be commonly known. That Abraham Lincoln was the U.S. President during the Civil War is common knowledge; that over 51,000 Union and Confederate soldiers died in the Battle of Gettysburg is not.

WHEN IN DOUBT, CITE.
Better to be safe than not give credit when you should.

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Do your own work

COMPUTER ETHICS

1. Do not use a computer to harm other people.

2. Do not interfere with other people's computer work.

3. Do not snoop around in other people's computer files.

4. Do not use a computer to steal.

5. Do not use a computer to bear false witness.

6. Do not copy or use proprietary software for which you have not paid.

7. Do not use other people's computer resources without authorization or proper compensation.

8. Do not appropriate other people's intellectual output.

9. Think about the social consequences of the programs you are writing or the systems you are designing.

10. Always use a computer in ways that ensure consideration and respect for your fellow humans.

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COLLABORATION

Collaboration means working with another or receiving assistance from someone (classmate, friend, etc.) to complete graded course work. In different courses, various kinds of collaboration may be authorized (permitted by the instructor) or unauthorized. Collaboration can include:

* Jointly calculating homework problems
* Having another person's help to rewrite a paper
* Sharing sources for a take-home exam
* Working in a group on a lab assignment
* "Debugging" another person's computer program
* Checking homework answers with others

What Are the Ground Rules?
The AUC Code of Academic Ethics presumes that all work submitted for a grade has been done by the student working alone and that any sources or outside assistance have been acknowledged and cited. If collaboration is permitted, students must comply with the rules set by the instructor and course syllabus.

1. You may not exceed the limits set by your instructor, and may only work together to the extent specified by the instructor.
2. If unsure about the limits, seek permission before working with someone else.
3. Even if your instructor permits collaboration, it is never ethical to copy someone's work or let them copy yours.
4. If asked whether you worked with anyone on an assignment, always tell the truth.

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For more information, visit AUC's website on academic integrity: WWW.AUCEGYPT.EDU/RESOURCES/ACADINTEGRITY

BEST PRACTICES
FOR STUDENTS