

Academic Integrity, Research and Proper Citation

Students of UC Berkeley Extension are expected to act with integrity, civility, and honesty, including but not limited to being honest in representations of themselves and their academic work and abiding by all of the rules and procedures set forth in the [UC Berkeley Extension Code of Student](http://extension.berkeley.edu/info/studentconduct.pdf) (<http://extension.berkeley.edu/info/studentconduct.pdf>). Specifically regarding academic misconduct, the Code states:

Grounds for Discipline. The following types of student conduct are specifically prohibited:

Academic Misconduct (Code Violation 102.01): All forms of academic misconduct including but not limited to cheating, fabrication, plagiarism, or facilitating academic dishonesty (UC Berkeley Extension, 2011).

Academic misconduct is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member or members of the academic community. This includes a wide variety of behaviors such as cheating, plagiarism, altering academic documents or transcripts, gaining access to materials before they are intended to be available, and helping a friend to gain an unfair academic advantage.

As a student of UC Berkeley Extension, you are encouraged to reach out to your fellow students in the classroom to avoid isolation, to discuss materials, and to ask each other questions, but there are limits to this collaboration. This page explains what those limits are. Read through it carefully so that you know your ethical responsibilities in this course and during your academic career.

Below are some basic definitions and examples of academic misconduct. Their definitions might surprise you. Please note that this list is not exhaustive.

Cheating

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question. Examples include but are not limited to:

- Copying or attempting to copy from others during an exam or on an assignment.
- Communicating with another person other than the instructor or proctor during an exam.
- Programming a calculator or cellular device to contain answers or other unauthorized information for exams.
- Using unauthorized materials, prepared answers, written notes, or concealed information during an exam.
- Allowing others to do an assignment or portion of an assignment for you, including the use of a commercial term-paper service.
- Submission of the same assignment for more than one course without prior approval of all the instructors involved.
- Collaborating on an exam or assignment with any other person without prior approval from the instructor.

- Taking an exam for another person or having someone take an exam for you.

Check your course syllabus for more guidance about your assignments and assessments, such as quizzes and exams. You may see rules such as these:

OK: Listening to lectures with another student.

OK: Studying together for the midterm.

OK: Using review questions or test banks provided by your instructor to study for an exam.

Not OK: Working together simultaneously with another student when doing the homework. *Please note that in some cases, instructors may encourage students to work together on specific homework assignments or projects. Unless it is specifically stated in the course syllabus, working together with another student on the homework or assignment is strictly prohibited.*

Not OK: Discussing the answers to the questions while taking a mid-term, exam, quiz or final.

Not OK: Obtaining the questions and answers to an exam from a student who took the exam previously.

Not OK: Using electronic devices, the internet, or texting questions to another person to obtain answers to exam questions.

Not OK: Writing notes on your hand, in your blank blue book or on any surface prior to the exam.

Not OK: Using or distributing an unauthorized test bank for any reason.

Plagiarism

Plagiarism is defined as use of intellectual material produced by another person without acknowledging its source. Examples include but are not limited to:

- Copying of entire passages from works of others into your homework, essay, term paper, or dissertation without proper citation.
- Use of the views, opinions, or insights of another without proper citation.
- Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without proper citation.

Check your course syllabus for more guidance about your research assignments. You may see rules such as these:

OK: Researching the web or Googling a topic for a written assignment or discussion question.

Not OK: Copying or paraphrasing text from a website without citing the source.

Other Forms of Academic Misconduct

Other examples of academic misconduct include but are not limited to:

- False Information and Representation including Fabrication or Alteration of Information



- Theft or Damage of Intellectual Property
- Unauthorized Sale, Distribution, Website Posting, or Publishing of Course Materials
- Alteration of University Documents
- Disturbances in the classroom that create an unfair academic advantage for oneself or disadvantage for another member of the academic community

For additional examples of academic misconduct, please refer to the [UC Berkeley Extension Code of Student Conduct](http://extension.berkeley.edu/info/studentconduct.pdf) (<http://extension.berkeley.edu/info/studentconduct.pdf>). Please note that this list in the Appendix is not exhaustive.

Other Non-Academic Violations of the Code of Student Conduct

Please note that Academic Misconduct (violation 102.01) is only one of **TWENTY-SEVEN (27)** violations of the [UC Berkeley Extension Code of Student Conduct](http://extension.berkeley.edu/info/studentconduct.pdf) (<http://extension.berkeley.edu/info/studentconduct.pdf>). All academic and non-academic violations that are cited in the Code are grounds for discipline. Students are responsible for informing themselves about their rights and responsibilities with respect to the Code and cannot reasonably claim innocence of violations of the Code on the grounds of ignorance.

Test Yourself: Can You Recognize Plagiarism?

How would you answer these questions?

"I'm just *paraphrasing*, not quoting. Do I need to cite a source?"

"I wrote this paper for another class; can I use it in this class, too?"

You'd be surprised by how many ways plagiarism can sneak into your work if you are not careful. [Take the plagiarism test](https://www.indiana.edu/~istd/plagiarism_test.html) from Indiana University's School of Education; it's an eye opener! (https://www.indiana.edu/~istd/plagiarism_test.html)

Tips for Avoiding Plagiarism

How'd you do? Even if you got a good score, you'll probably appreciate these pointers:

1. **Learn how to cite your sources:** Your professor may let you know whether to use the citation guidelines of the Modern Language Association (MLA) or the American Psychological Association (APA). The Purdue Online Writing Lab has produced easy-to-use guides for the following styles:
 - [MLA Style](http://owl.english.purdue.edu/owl/resource/747/01/) (<http://owl.english.purdue.edu/owl/resource/747/01/>)
 - [APA Style](http://owl.english.purdue.edu/owl/resource/560/01/) (<http://owl.english.purdue.edu/owl/resource/560/01/>)

They cover Web sources as well as print and other traditional sources. It's a good idea to bookmark them.

2. **Keep track:** Keep a log of your research activities, with full citations, even printouts of your sources. You might need to retrace your steps. [Citation management software](http://www.lib.berkeley.edu/Help/citation_mgmt.html) can help you make it all easier (http://www.lib.berkeley.edu/Help/citation_mgmt.html).

3. **When online . . .**: The information you find is not "open source." You'll need to cite as you would from any other source, even if it's Wikipedia.
4. **Take this research tutorial:** UC Berkeley's Teaching Library has prepared a tutorial on [Research-Quality Web Searching](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html) to teach you best practices in your research at <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>. If you have never researched using the Web, you should read the tutorial's [Web Page Evaluation](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html) at <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Evaluate.html> and print out its [Web Page Evaluation List PDF](http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalForm_General_Barker.pdf) at http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/EvalForm_General_Barker.pdf.

Your Work Is Protected, Too!

Copyright protection, unlike patent protection, is automatic. As soon as the work is fixed in a tangible form it is protected under copyright law. You do not have to place a copyright notice on a work for it to be protected, but this is a good idea because it tells others to whom the work belongs ("Copyright Basics," 2009).

.....and So Is the Work of Your Fellow Students

The materials shared in your course, including works shared by your fellow students, are only for the use of students enrolled in your course for purposes associated with the course and may not be further disseminated. The materials of the course may be protected by copyright; any further use of this material may be in violation of federal copyright law.

For more information on copyright, see [Copyright Matters](http://www.ucop.edu/ott/faculty/crprimr.html), from the University of California's Office of Technology Transfer (<http://www.ucop.edu/ott/faculty/crprimr.html>).

Look how easy it was to create an APA-style reference list for the citations we've used on this page:

References:

Copyright Basics (2009, April 24). Retrieved from <http://www.ucop.edu/ott/faculty/crbasics.html>

Definitions & Examples of Academic Misconduct (2011, July 11) Retrieved from the UC Berkeley Extension Code of Student Conduct, Appendix II, page 29:
<http://extension.berkeley.edu/info/studentconduct.pdf>