

# Academic Integrity and Misconduct Guideline

## Department of Information Science

### College of Information

### University of North Texas

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## I. Purpose of Policy

As students of the UNT Department of Information Science (DIS) are future information professionals, students are members of the academic community, and have a responsibility to conduct themselves with the highest ethical standards. These qualities are also vital to the profession: see for example these codes of ethics formulated by professional associations:

- American Library Association: <https://www.ala.org/tools/ethics>
- Association for College and Research Libraries: [https://rbms.info/standards/code\\_of\\_ethics/](https://rbms.info/standards/code_of_ethics/)
- Association of Library Collections and Technical Services: <https://alair.ala.org/bitstream/handle/11213/16716/Cataloguing%20Code%20of%20Ethics.pdf>
- Association for Computing Machinery: <https://www.acm.org/code-of-ethics>
- International Federation of Library Associations and Institutions: <https://www.ifla.org/publications/ifla-code-of-ethics-for-librarians-and-other-information-workers-full-version/>
- Medical Library Association: <https://www.mlanet.org/page/code-of-ethics>
- Society of American Archivists: [https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics#code\\_of\\_ethics](https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics#code_of_ethics)

The Department of Information Science (DIS) expects all students to demonstrate both academic rigor and academic integrity. DIS complies with all UNT policies and procedures as set by the UNT Office of Academic Integrity. The purpose of this policy is to inform DIS students of their responsibilities regarding the University of North Texas (UNT) Code of Student Conduct and Discipline and the procedures enforced by DIS for cases of misconduct. The DIS Academic Misconduct and Integrity Policy is derived mainly from the UNT policies [06.003 Student Academic Integrity](#) and [07.012 Code of Student Conduct](#). Some text from the two UNT policies is cited in this policy.

## II. Student Responsibility

Enrollment in any Department of Information Science course (course prefix INFO or DTSC) is considered implicit acceptance of all DIS and UNT student policies. It is the responsibility of the student to understand and adhere to these policies.

As stated in policy **07.012**, students and student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity and values of the University community (p. 1, “Policy statement”).

As defined in policy **06.003**, academic misconduct is the “the intentional or unintentional action by a student to engage in behavior in the academic setting including, but not limited to: cheating, fabrication, facilitating academic misconduct, forgery, plagiarism, and sabotage” (p. 1, “Definitions”).

While individual DIS faculty may, at their own discretion, elaborate on academic misconduct and integrity materials to further clarify the concepts, it is not a requirement of faculty in their course content to discuss or demonstrate the academic integrity and misconduct concepts to students. The absence of discussion in class does not absolve the student of their responsibilities.

The student is solely responsible for obtaining all published materials and updates from the Office of Academic Integrity (<https://vpaa.unt.edu/ss/integrity>), which is part of Student Success (<https://vpaa.unt.edu/ss>) in the Office of the Provost (<https://vpaa.unt.edu/>). Each student should study the materials relating to the code of conduct and become familiar with other rules and guidelines which have bearing on student behavior and responsibilities.

Prior to enrollment in their first DIS course or as part of their application to a DIS program, all new students are required to sign a form (Appendix B in this policy document) acknowledging that they understand and will follow the DIS and UNT academic integrity and misconduct policies.

## III. Categories of Academic Misconduct and Examples

“Misconduct” is defined as behavior that violates the standards put forth in Section IX of UNT policy 07.012 (p. 4). In addition, Academic Misconduct and Integrity go hand in hand with the UNT “Rights of Students” found on the Dean of Students website (<https://studentaffairs.unt.edu/dean-of-students/conduct/rights-of-students>).

Each UNT student is entitled to certain rights associated with higher education institutions, including the right to pursue an education without undue interference. This

means a student has the right to a class free from disruptions as well as the responsibility to not disrupt class.

**Free of Disruptions:** Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/learning process.

**Responsibility:** Students may not disrupt class or any other University process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

As regards academic misconduct and academic integrity UNT policy 06.003 Student Academic Integrity defines 6 categories, including but not limited to cheating and plagiarism.

According to UNT policy 06.003, the term "cheating" includes, but is not limited to:

- a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
- b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- c. the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the university;
- d. any other act designed to give a student an unfair advantage.

According to UNT policy 06.003 the term "plagiarism" includes, but is not limited to:

- a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement;
- b. the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

Some examples of **cheating** include:

- Possession of or observation of examinations or solutions to examinations prior to the exam.
- Asking or paying someone else to do one's assignment.
- Performing work or taking an examination/test/quiz for another student.

- Knowingly providing your work to another student so they may copy some or all of it.
- Co-developing term papers and projects (except those officially designated by instructor as a team project or a team paper): e.g., you and one or more other student(s) write an individual paper or report together, and then each of you change parts to reflect your own work.

NOTE: These examples are by no means exhaustive and include future methods that could fall under these categories.

Some examples of **plagiarism** include:

- Using any part of other student(s)'s (past or present) work – without changes or paraphrased – in your work.
- Using any part of published works (e.g., textbooks, journal articles, conference proceedings papers, works made available in a digital repository, etc.) explicit reference: both in the in-text citations and in the end-of text bibliography.
- Using any part of instructor's course materials – without changes or paraphrased – if you do not provide explicit reference: both in the in-text citations and in the end-of text bibliography.
- Copying and pasting passages from websites into your paper without attribution: both in the in-text citations and in the end-of text bibliography Dual submission of your paper or project to more than one course, or resubmission of a paper or project to a different class or exam or ePortfolio without express permission from the instructor(s).

NOTE: These examples are by no means exhaustive and include future methods that could fall under these categories.

Students should take note of the following:

- Plagiarism does not have to be verbatim.
- Plagiarism does not have to be intentional.
- There is no statute of limitations on discovering and addressing plagiarism.

Many excellent resources about plagiarism and how to avoid it are available (see Appendix A in this policy document).

In addition to plagiarism and cheating examples above, the following are examples of some (not all) acts that violate academic ethics:

- Threatening another student, faculty, or staff member about an academic action or sanction
- Knowingly furnishing false information.
- Any alteration, forgery, or falsification of official record data or research
- Bribery
- Knowingly aiding, either directly or indirectly, other persons in committing dishonest acts.

Violations of academic ethics tarnish the reputation of all students, the department, the college, and the university, and will be treated with the utmost seriousness.

### **Basic Tips on Avoiding Claims of Academic Dishonesty**

- Clarify with your instructor the amount of collaboration that is allowed in the class, especially on homework, projects, and papers.
- Always inform your instructor when you are considering submitting a paper or project in their class that overlaps with your other paper or project submitted in another course.
- Do not share your current or prior assignments, papers, projects with other students or with any online “research services”.
- Do not purchase research papers, notes or projects from individuals, companies or “research services”.
- Protect your computer login identification and passwords and do not leave:
  - your work on an unattended computer
  - print copies of your work in a classroom or computer lab.
- When preparing any paper or report, use quotation marks and full in-text citations whenever you are citing or using the ideas of others. Do not include a source in your bibliography (reference list) if you have not directly used it in this paper or report.
- Meet with UNT librarian (e.g., at the Discovery Park library) and examine online materials posted on UNT Libraries website to get advice on sound research methods, how to cite papers, avoid plagiarism, etc.
- Keep all drafts of your work electronically (in the files separate from the file containing the final version) or on paper to be able to demonstrate the work is yours if/when needed.

## IV. Disciplinary Procedures and Appeal

To address problems of academic integrity, DIS has zero tolerance for violations of the DIS Academic Integrity and Misconduct Policy.

The DIS Academic Integrity and Misconduct Policy applies to any work submitted for DIS courses or degree requirements, including graduate and undergraduate organized and special problems courses, practicums, the Capstone Experience (End of Program Exam, ePortfolio), PhD program qualifying exam submissions, dissertation proposals and dissertation theses.

DIS instructors will not accept students' claims that they were unaware of DIS and/or UNT policies, including definitions of forms of academic misconduct.

DIS will retain students' signed statements acknowledging their understanding of the DIS Academic Integrity and Misconduct Policy.

DIS instructors will follow UNT regulations for reporting suspected violations to UNT, imposing academic sanctions, and recording sanctions for confirmed violations. An academic sanction is a penalty imposed on a student for academic misconduct. Sanctions may range from a verbal warning and educational assignment to assignment fail, course grade reduction by one letter grade and course failure, to probation/suspension, and expulsion from university/revocation of academic degrees.

Per UNT Policy 06.003, the course instructor retains the right to determine specific sanctions for their course and to set additional policies and procedures that do not conflict with DIS or UNT policies.

The disciplinary procedures related to cheating and/or plagiarism by DIS students in the Capstone Experience: ePortfolio or End of Program exam are determined as follows:

- For issues of student academic misconduct in the ePortfolio, the DIS Capstone Committee that administers the ePortfolio review acts as an equivalent of an instructor in the course. For issues of student academic misconduct in the End of Program Exam, the DIS Capstone Committee that administers the End of Program Exam acts as an equivalent of an instructor in the course.
- If a student commits a confirmed by the DIS Capstone Committee as a whole act of cheating or plagiarism in the ePortfolio, the academic sanctions include:
  - A. failing the student ePortfolio final submission with the student retaining the right to complete this program requirement next semester (for a total of no more than 2 attempts at the ePortfolio final submission), AND

**B.** “educational assignment” as defined by UNT Student Academic Integrity Policy 06.003: addition of the requirement to write and submit the essay on the personal understanding of plagiarism and/or cheating (with student's own examples) that will be checked for originality with the help of Turn-It-In and/or other tools.

- If a student commits a confirmed by the DIS Capstone Committee as a whole act of cheating or plagiarism in one or more of the exam essays, the academic penalty constitutes failing the exam with the student retaining the right to retake the exam next semester (for a total of no more than 2 attempts at the End of Program exam).

Students have the right to **appeal** the sanctions related to academic misconduct by following the procedure outlined in the UNT Student Academic Integrity Policy 06.003. Appeals are reviewed by the DIS department chair in consultations with the DIS Student Affairs Committee. According to UNT Student Academic Integrity Policy 06.003, DIS department chair’s decision on the appeal is final.

## Appendix A

### Academic Integrity and Misconduct Policy

Department of Information Science

University of North Texas

### Resources Related to Plagiarism

Students are strongly encouraged to review the following resources to increase their understanding of plagiarism and how to avoid it. These resources provide general information only. The UNT Academic Integrity Policy 06.003 and the UNT Code of Student Conduct and Discipline are the authoritative policy statements for all students enrolling in DIS courses.

Plagiarism: What It is and How to Recognize and Avoid It: <https://wts.indiana.edu/writing-guides/plagiarism.html>

Plagiarism and the Web: <http://www.wiu.edu/users/mfbhl/wiu/plagiarism.htm>

Scribbr.com: <https://www.scribbr.com/category/plagiarism/>

Yale Poorvu Center for Teaching and Learning:  
<https://poorvucenter.yale.edu/undergraduates/using-sources/understanding-and-avoiding-plagiarism/what-plagiarism>

University of North Carolina Chapel Hill: <https://writingcenter.unc.edu/tips-and-tools/plagiarism/>

University of North Texas Plagiarism Resources:

Department of Information Science Fall 2021 Open House – Preventing Academic Integrity (Zoom Recording): <https://informationscience.unt.edu/is-open-house-content-pw>

Academic Integrity Office - Office of the Provost – Student Success:  
<https://vpaa.unt.edu/ss/integrity>

UNT Academic Integrity Officer [Dr. Karen Weiller-Abels](#)

*Please help us add resources to this list! Just email your professor and ask him/her to forward your suggestion to the DIS Chair Office.*

**Appendix B**  
**University of North Texas**  
**College of Information**  
**Department of Information Science**

**Student Acknowledgement of Academic Integrity and Misconduct Policy**

I have received and examined the Department of Information Science (DIS) Academic Integrity and Misconduct Policy.

I understand that:

- DIS adheres to the University of North Texas (UNT) Code of Student Conduct and UNT Academic Integrity Policy.
- The DIS Academic Integrity and Misconduct Policy applies to any work submitted for DIS course or degree requirements, including the End of Program Exam and ePortfolio, qualifying examination, dissertation proposal and dissertation thesis.

I understand the:

- Definitions of misconduct in the policy, specifically definitions of cheating and plagiarism.
- Disciplinary procedures for misconduct at DIS and at UNT.

I understand that:

- It is my individual responsibility to conform to the DIS Academic Integrity and Misconduct Policy.
- I must sign this form in order to be allowed to enroll in any DIS courses.
- This signed form will be placed in my student file and will apply to all courses and program requirements until the completion of the program.

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_