

UNDERSTANDING ACADEMIC HONESTY *PRACTICE* - ADVICE TO KEEP IN MIND NO MATTER WHAT AT THE UNIVERSITY OF ROCHESTER GENERALLY

- Academic honesty rules exist on *three levels: all of AS&E [level 1], course(s) you take [level 2], specific assignments or exams you have in those courses [level 3].*
- *READ your syllabi and course materials early and often. ASK for clarification before you think you need to: course instructors first; Honesty Liaison second.*
- *You can be held responsible even if you didn't know you were violating academic honesty policy rules at the time. It is **essential** to read the policy carefully / often.*
- *You always have options (turning in assignments late, turning in without certain aspects or parts; not turning in at all, etc). These may not be pleasant to consider or deal with .. but, academic dishonesty is always WORSE / your WORST option.*
- *When it comes to practicing academic honesty, it's not just understanding WHAT to do - it's also knowing HOW to do it. Set yourself up for success ... and, practice!*

FOR ONLINE TEACHING / LEARNING SPECIFICALLY

- *Posting / distributing / otherwise sharing course materials created by instructors without permission is **never** allowed* (this includes screenshots of Zoom / Blackboard pages, etc).
- Similarly, sharing of UR user IDs / login information is **never** permitted. Even if what you're considering sharing happens to be a non-UR ID / login, sharing this is still a really risky idea.
- **Not all help is created equal.** If you have to subscribe / pay extra for something (some kind of learning 'resource'), chances are it's predatory. **Don't.** There are lots of official places to go / resources for support – CETL, Writing & Speaking Center, instructors / TAs – use them!!
- Expectations for group work / collaboration, what counts as authorized vs. unauthorized materials, what counts as authorized vs. unauthorized use of materials, etc may vary from course to course and from assignment to assignment (*remember the *three levels* ...).
- Please ... NEVER assume. Instead, rely on official sources and written communication for information about what is considered acceptable. If something isn't clear to you ... ASK.

FURTHER RESOURCES FOR PRACTICE

– WHAT CHALLENGES MIGHT YOU FACE AS A STUDENT

DEFINITIONS / REMINDERS / GUIDELINES

According to the College's policy, **academic honesty** means, in part: "... acting with truthfulness and sincerity in carrying out all aspects of our individual collaborative work, maintaining ownership over our work, and acknowledging debt to the work of others."

If you are considering whether to do something that may violate AH policy, ask:

- *IS THIS TRUE?*
- *IS THIS FAIR?*

*If you cannot clearly and confidentially answer **yes** to both questions – yes, it is true (accurately represents your contributions); yes, it is fair (does not place me at an undue advantage over others in the same class) – then do something else!*

*Focus on helping friends using a 'No, but ...' strategy, have courage to prioritize integrity, & remember – you **always** have options:*

- *Asking for additional time*
- *Turning in partial assignments*
- *Not turning in assignments at all*
- *S/F, drop, withdraw (before doing something that violates AH policy)*

Use scenarios below as discussion points / conversation starters, to think about 1) situations you might face as a student here at Rochester and 2) how to handle them:

- **Scenario #1:** Your instructor allows limited collaboration on homework assignments and encourages study groups but still expects you to do your own work. You and some friends discuss a problem, and end up working through it together. Portions of your final work are identical, but that should be OK because most of the work is yours. *Could you be reported for violating academic honesty rules? What can / should you do instead?*
- **Scenario #2:** Imagine you just finished taking a computer science class, and you want to create a Github profile to showcase all the great coding work you have done (that you hope will qualify you for more internships and / or fellowship support). Some of this work started out as your class project, and you know that the AS&E academic honesty policy prohibits unauthorized sharing of materials (especially if created / partly created by your instructors, and if you have not obtained their permission to do so in writing). *How can you (1) honor the honesty policy and (2) find an appropriate way to share your work? Is that even possible? [HINT: it is].*

For more information, refer to [Quiz 1](#) and [Quiz 2](#) on our website.

ACADEMIC HONESTY SYSTEM RESOURCES – WHO TO GO TO FOR WHAT / HONESTY LIAISON vs. HONESTY BOARD

For a more complete list of academic honesty system resources and staff, see [About / Contact Us pages](#) on the academic honesty website

... the **Academic Honesty Liaison** is the best first point of contact for confidential advising on:

- How the academic honesty process works / what to expect
- What the policy says about your responsibility as a student
- What the policy says about your instructors' responsibilities
- How to draft case file, hearing, and / or appeals statements
- How to educate & protect yourself from future accusations
- Should I sign / accept an instructor resolution with penalty form or a warning letter if my instructor has offered one?

The Liaison works with / remains separate from the Board ... can explain/cannot impact timing or outcomes of Board process.

Academic Honesty Liaison
(585) 276-8334, [email](#)

... the **Board on Academic Honesty** is a good first point of contact for question about:

- When your hearing date will be scheduled / how hearings work
- Who / how you can make an appointment to see your case file
- How to submit a written response for inclusion in your case file
- When your case is adjudicated / when the outcome is available
- How to complete a tutorial / get the C-hold on your transcript released
- When / how instructors know to replace an 'N' grade on your transcript
- You have witnessed an act of academic dishonesty and want to report it

Secretary to the Board on Academic Honesty (585) 276-3350, [email](#)

SAFETY & WELL-BEING RESOURCES –

WHO TO GO TO FOR WHAT / FULLY CONFIDENTIAL vs. LIMITED SHARING

Resources that are fully confidential

University Counseling Center. UCC provides a broad range of services to students who pay the mandatory student health fee: time-limited individual and / or couples therapy, group therapy, medication management, 24 hour crisis services, consultation. USS therapists are licensed professionals and professionals-in-training from various mental health discipline

Counseling Center, UHS Building, 738 Library Road, (585) 275 - 3113

Interfaith Chapel. You do not have to be part of a religious/spiritual community on campus to see one of the chaplains. We are very willing/able to counsel students of no faith or different faith with no expectation or pressure to become affiliated in any way with a faith tradition. You may call to make an appointment, or come to the Chapel from 10 to 6 (often later) to find chaplains to speak with.

The Rev. Dr. C. Denise Yarbrough, Director, Religious and Spiritual Life, (585) 275 – 8422, [email](#)

SAFETY & WELL-BEING RESOURCES – WHO TO GO TO FOR WHAT / LIMITED SHARING vs. FULLY CONFIDENTIAL

Resources where limited information may be shared (not 100% confidential)

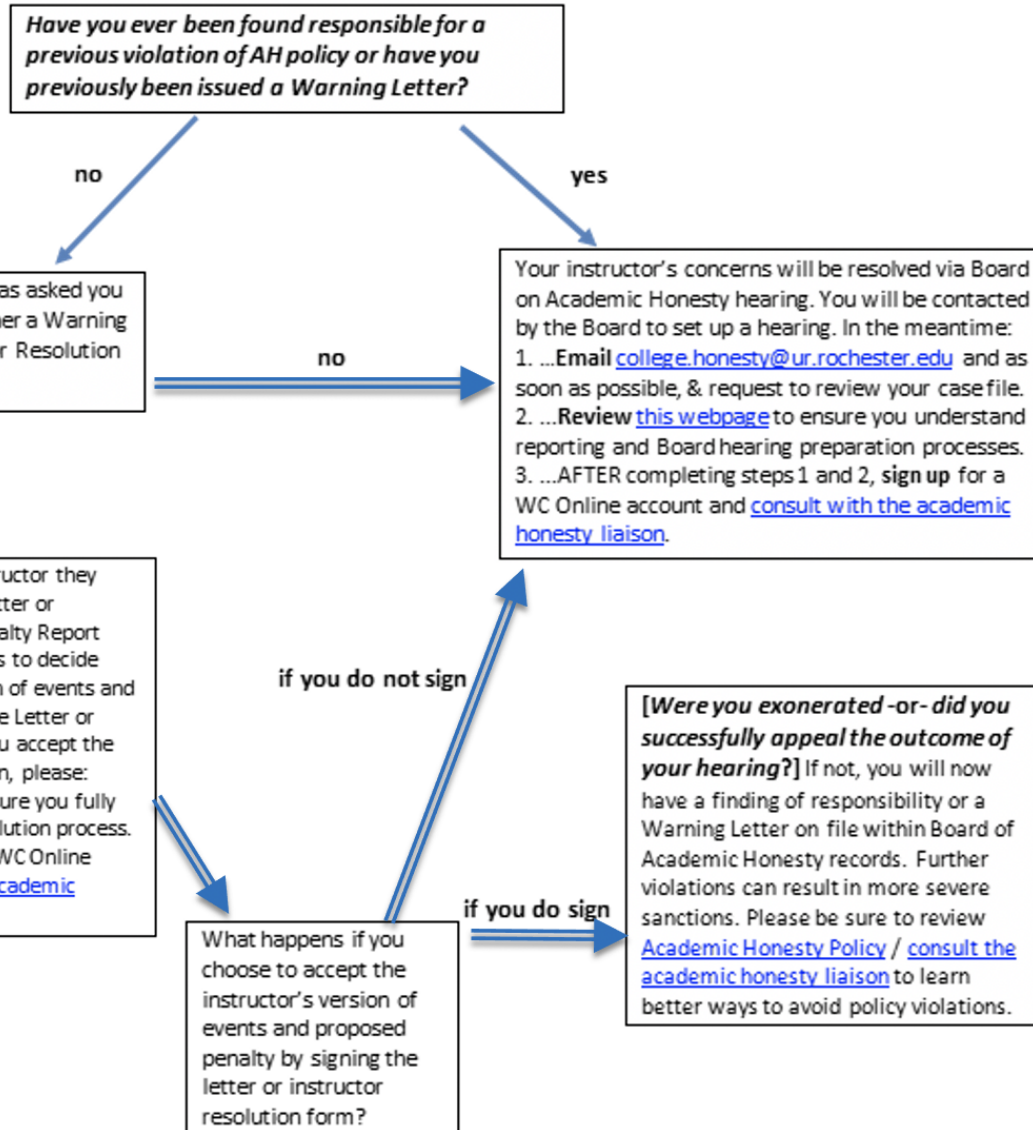
The Care Network. Through CARE, you can ask for help even if you are not sure what you need or what resources are available. We share information with other CARE members only if there is a need for multi-layered support from the campus community. We care about your success and will help you get connected.

CARE, (585) 275 – 4085, [email](#)

Public Safety. If you are considered harming yourself or other or experience a loss of contact with reality, **Public Safety** can connect you with immediate [mental health crisis services and any needed transportation](#). Call: (585) 275 - 3333

****If student's primary campus is a different University division (e.g., ESM dual degree, Simon, Warner), the suspected honesty violation will be processed using the procedure of that division. Most cases involving AS&E graduate students fall under AS&E honesty policy, except in cases where grad students engage in dishonesty during sponsored research. Contact the [dean of graduate studies](#) to start the AH reporting process.*

UNDERSTANDING THE ACADEMIC HONESTY PROCESS – WHAT HAPPENS IF / WHEN A STUDENT GETS REPORTED?



Understanding the Academic Honesty Process (what happens if/when you are reported). **Question one: have you ever been found responsible for a previous violation of AH policy or have you previously been issued a Warning Letter?** If yes, your instructor's concerns will be resolved via Board on Academic Honesty hearing. You will be contacted by the Board to set up a hearing. In the meantime: 1. [Email](#) and as soon as possible, & request to review your case file, 2. Review [this webpage](#) to ensure you understand reporting and Board hearing preparation processes, 3. AFTER completing steps 1 and 2, sign up for a WC Online account and [consult with the academic honesty liaison](#). If no then answer question two. **Question two: has your instructor asked you to meet and sign either a Warning Letter or an Instructor Resolution With Penalty report?** If yes, when you meet with your instructor they should go over the Warning Letter or Instructor Resolution With Penalty Report with you, and give you 48 hours to decide whether to accept their version of events and proposed penalty by signing the Letter or Report. Before you decide if you accept the instructor's proposed resolution, please: 1. Review [this webpage](#) to ensure you fully understand the instructor resolution process, 2. AFTER step 1, sign up for a WC Online account and [consult with the academic honesty liaison](#). If no, see answer yes to question one. **Question three: what happens if you choose to accept the instructor's version of events and proposed penalty by signing the letter or instructor resolution form?** If you do not sign, see answer for question one. If you do sign, [Were you exonerated -or- did you successfully appeal the outcome of your hearing?] If not, you will now have a finding of responsibility or a Warning Letter on file within Board of Academic Honesty records. Further violations can result in more severe sanctions. Please be sure to review [Academic Honesty Policy](#) / [consult the academic honesty liaison](#) to learn better ways to avoid policy violations.

TO MAKE AN APPOINTMENT WITH THE ACADEMIC HONESTY LIAISON, WHETHER YOU HAVE / HAVEN'T BEEN REPORTED, *HERE'S WHERE TO GO & HOW TO DO IT:*



Academic Honesty

WELCOME, HONESTY ▾						
Feb. 3 - Feb. 9, 2021 Honesty Liaison, Sp2 ▾						
◀ PREVIOUS WEEK CURRENT WEEK NEXT WEEK ▶ 📅						
🔍 📄 📧 📧 HELP?						
Feb. 3: Wednesday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Greer Murphy (Staff / Liaison) 📧 ONLINE ONLY	[Greyed out]					[Greyed out]
Feb. 4: Thursday	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm
Greer Murphy (Staff / Liaison) 📧 ONLINE ONLY	[Greyed out]	[Red]	[Greyed out]	[Red]	[Greyed out]	

STEP ONE Visit the [Honesty Liaison scheduling site](http://mywco.com/honesty): <http://mywco.com/honesty>.

STEP TWO Click register for account; Enter your name, email & contact info. Plus more details as requested.

STEP THREE 'Honesty Liaison' calendar: Pick a time that works for you & click to reserve appointment.

STEP FOUR Enter any appointment-specific details (attach documents if needed), reserve time on calendar.

STEP FIVE Well done! Go back to the schedule honesty site on the day of your appointment to meet with the Honesty Liaison.

Remember! You can also check the academic honesty website – [Academic Honesty site](http://rochester.edu/college/honesty) – for information & assistance: rochester.edu/college/honesty.