ACADEMIC DISHONESTY
Definitions

Cheating:

- Using unauthorized notes, study aids, or information on an examination.
- Collaborating with any other person during a test or examination without authorization by the instructor.
- Altering a graded work after it has been returned, then submitting the work for re-grading.
- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor.
- Collusion, the unauthorized collaboration with another person in preparing work offered for credit.
- Purchasing term papers.

*New Jersey Public Law 1977-C-215, "The Term Paper Law," prohibits the preparation for sale and/or subsequent sale of any term paper, thesis, dissertation, essay or other assignment with the knowledge that the assignment will be submitted in whole or in part for academic credit. The law provides a $1,000 fine for any person or firm violating its provisions.*

- Retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
- Providing material, information, or other assistance to another person with knowledge that such aid could be used in any form of academic dishonesty.
- Providing false information in connection with any inquiry regarding academic integrity.
- Coercing any other person to obtain a non-administered test or examination, or to obtain information about such an examination or test.
- Substituting for another student, or permitting any other person to substitute for oneself to take a test or examination
- Altering test answers and then claiming the instructor improperly graded the test or examination
Plagiarism:

- Using another person’s words as if they were your own.
- Incorporating another author’s words into your work without acknowledging the author.
- Allowing another person to do one’s work and submitting that work under one’s own name.
- Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work.
- Falsifying or inventing any information, data or citation
- Presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

The following guidelines for written work will assist students in avoiding plagiarism:

(a) General indebtedness for background information and data must be acknowledged by inclusion of a bibliography of all works consulted;
(b) Specific indebtedness for a particular idea, or for a quotation of four or more words from another text, must be acknowledged by footnote or endnote reference to the actual source. Quotations of four words or more from a text must also be indicated by the use of quotation marks;
(c) A project work shall be considered plagiarism if it duplicates in whole or in part, without citation, the work of another person to an extent that is greater that is commonly accepted. The degree to which imitation without citation is permissible varies from discipline to discipline. Students must consult their instructors before copying another person's work.

Please be aware that information taken from web sites must be cited. Work not cited will be considered plagiarism.

For more information please go to the following web site:
http://www.montclair.edu/pages/deanstudents/regulations1.html