



Policy on Academic Honesty

In addition to learning the **English language**, students are here to learn **academic standards for higher education**, including academic honesty.

To summarize Xavier’s academic honesty policy, on tests, homework, papers, and speeches:

1. **Students will do their own, independent work.**
2. **When outside sources are used, students will cite sources according to program rules.**

When to cite sources

- When you use a **chart, graph, photo** or **text** from another source.
- When you use **paraphrased ideas** from another source **that are not common knowledge**.
- When you use **direct quotations**. “ Exact words ”
- When you use **statistics** from another source.

How to Cite Sources: Presentations

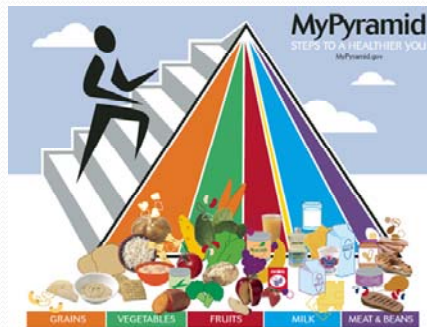
As You are Speaking:

- “According to the USDA, only a small part of our diet should come from oils or fat.”

Or

“**Information from the USDA recommends** that people eat more vegetables and grains than meat.”

Ideas, Graphs & Photo Credits



Source: USDA www.mypyramid.gov

How to Cite Sources: Writing

- **Journalistic-style citations: Levels 1, 2, 3**

*The United States Department of Agriculture **recommends** that people do some form of physical activity each day, in addition to watching what they eat.*

(Students use a reporting phrase: says that, states that, found that, reported, etc.)

- **Formal documentation style: Level 4 and beyond**

The new USDA food pyramid also has guidelines for physical activity: 30 minutes a day for adults, and 60 minutes a day for children (Vail 6).

Works Cited

Vail, Kathleen. "New Food for Thought from USDA." *American School Board Journal* 193.1 (Jan. 2006): 6-6. Academic Search Complete. EBSCO. Xavier University Library, Cincinnati, OH. 16 Apr. 2008 <<http://search.ebscohost.com>>.

Tools That Can Help Students

- **Models provided by your teachers** (All levels)
- **“xu.tutor”** (All levels)
Information fluency exercises on the library website
- **Turnitin.com** (Levels 3 & 4)
- **Documentation manuals** (Level 4)
MLA, APA and others

Xavier Academic Honesty Policy

The pursuit of truth demands high standards of personal honesty. Academic and professional life requires a trust based upon integrity of the written and spoken word. Accordingly, violations of certain standards of ethical behavior will not be tolerated at Xavier University.

These include theft, cheating, plagiarism, unauthorized assistance in assignments and tests, unauthorized copying of computer software, the falsification of results and material submitted in reports or admission and registration documents, and the falsification of any academic record including letters of recommendation.

All work submitted for academic evaluation must be the student's own. Certainly, the activities of other scholars will influence all students. However, the direct and unattributed use of another's efforts is prohibited as is the use of any work untruthfully submitted as one's own.

Penalties for violations of this policy may include one or more of the following: a zero for that assignment or test, an "F" in the course, and expulsion from the University. The dean of the college in which the student is enrolled is to be informed in writing of all such incidents, though the teacher has full authority to assign the grade for the assignment, test, or course. If disputes of interpretation arise, the student, faculty member, and chair should attempt to resolve the difficulty. If this is unsatisfactory, the dean will rule in the matter. As a final appeal, the academic vice president will call a committee of tenured faculty for the purpose of making a final determination.

Undergraduate Academic Policies and Regulations. Office of the Registrar, Xavier University (2000, October 12)

Retrieved from http://www.xu.edu/registrar/ugrd_policies.html

Actions taken

for violation of program policy

Unintentional Plagiarism

Student is warned and can re-do the assignment if the teacher agrees.

Intentional Plagiarism

- 1st offense: Student is warned and can re-do the assignment with a grade reduction.
- 2nd offense: Student receives a failing grade for the assignment.

Xavier University Academic Policy governs any further issues.

Remember:

Language-Learning Takes Time!

- We respect good, hard work even when it is not perfect.
- Never plagiarize or copy others' words because you want your English to be "better."
- Honest mistakes are your best teachers!