

Overview of Academic Integrity at Ball State

How do I act with academic integrity?

To have academic integrity means that you are honest, trustworthy, and responsible in your educational endeavors.

REMIND YOURSELF

You are seeking an education to learn and practice the skills that will prepare you for your future goals.

You will feel more fulfilled if you earn your grades through hard work and your own effort.

CHECK THE SYLLABUS

Check the syllabus and ask the instructor if you're unsure whether something would be considered academic dishonesty, including:

- using AI tools to assist with assignments
- working with another student on the assignment

PLAN AHEAD

Plan ahead and work on assignments in increments to avoid feeling overwhelmed.

High workloads can drive students to take shortcuts and act in ways that violate academic integrity.

AVOID ACCIDENTAL PLAGIARISM

Avoid accidental plagiarism by knowing when citations are needed and how to properly cite sources.

- Visit the [Vice Provost for Academic Affairs website](#) for resources on identify plagiarism, why it's a problem, and how to summarize and paraphrase appropriately.
- Complete [Indiana University plagiarism tutorials and tests](#).
- Make in-person or virtual appointments at the Writing Center or the Learning Center to learn tools and strategies for citing sources responsibly.

STAY IN COMMUNICATION

Communicate with your instructors, especially if you are struggling with completing assignments and are tempted to engage in academic misconduct.

- It's NEVER too late in the semester to reach out to your instructor.
- They may have support or flexibility to offer you.
- It is better to submit assignments late (if allowed) than to behave unethically.

SEEK SUPPORT AND RESOURCES

- [Counseling Center](#) – offers individual appointments and resources for a range of topics including mental health conditions, grief and loss, healthy relationships, time management, and stress management.
- [Learning Center](#) – offers academic support and resources, tutoring appointments, strategies to help with time management and study skills.
- [Academic Advisor](#) – offers help navigating your registration options, including incompletes and withdrawals, in the event you're unable to finish a course or semester.

Academic Ethics Policy



GET TO KNOW THE POLICY

Familiarize yourself with the [Student Academic Ethics Policy](#) and review the resources on the [Academic Integrity webpage](#).

Academic Integrity Webpage



Avoiding Academic Dishonesty at Ball State

IS IT ACADEMIC DISHONESTY? FIRST, ASK YOURSELF:

1. Did instructor of the course specifically authorize me to engage with the assignment in this way?
If no or you're unsure whether something could be considered academic dishonesty, check with the instructor.
2. Does this action give me or someone else an unfair academic advantage?
If yes, it could be considered academic dishonesty.
3. If I submitted work based on someone else's ideas (person or AI), did I represent it as my original ideas or words?
If yes, it could be considered academic dishonesty.

Examples of Academic Dishonesty

UNFAIR ACADEMIC ADVANTAGE - CHEATING

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books).
- Copying from another person's work or allowing another person to copy your work
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.)
- Taking a quiz or exam in the place of another person or allowing another person to take a test in your place.
- Requesting re-grading on exam or assignment after you've made changes without authorization from the instructor.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Sending photos of exam questions or answers to other students or using photos of exams received from other students.
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working on individual assignments or exams with others without permission from the instructor
- Requesting answers from another student or paying another person to do your coursework for you.
- Knowingly helping someone cheat or otherwise participating in another person's academic dishonesty.

SOMETHING OTHER THAN MY OWN EFFORTS OR MY OWN IDEAS - PLAGIARISM

- Submitting an assignment wholly or partly created by another person as your original work.
- Using another person's words, ideas, or images without an effort to properly acknowledge the source.
- Knowingly permitting another person to submit your work as if it were their own.

FALSIFYING ACADEMIC RECORDS

- Forging documentation or falsely claiming to have completed work during an internship, field assignment, clinical, or class group assignment.
- Knowingly destroying or altering another student's work in written form, digital files, artwork, or other format.
- Forging or altering academic records, including grades, graded work, permissions, recommendation letters, and other official documents.
- Intentionally using fake or falsified information and citations in your academic work without an instructor's authorization.
- Participating in research misconduct including fabricating data, obtaining data unethically, manipulating experiments or research procedures, misappropriating research funds, and misrepresenting authorship on a publication or presentation.