

## ACADEMIC HONESTY

The Michigan State University policies on the integrity of scholarship and grades are found in the following:

- (1) All University Policy on Integrity of Scholarship and Grades
- (2) General Student Regulation 1.00
- (3) MSU Ordinance 17 on Examinations
- (4) Academic Freedom for Students at Michigan State University

These documents can be located on the following MSU website:

[www.msu.edu/unit/ombud/academic-integrity/index.html](http://www.msu.edu/unit/ombud/academic-integrity/index.html)

The College of Human Medicine supports these policies and the additional policies and procedures described in the Medical Students' Rights and Responsibilities (MSRR) document:

[www.humanmedicine.msu.edu/current/documents/MSRRandAddendum.pdf](http://www.humanmedicine.msu.edu/current/documents/MSRRandAddendum.pdf)

### Student Responsibilities

Students are expected to maintain stated standards of academic honesty. Students share the responsibility with the faculty for maintaining an environment that supports academic honesty and discourages cheating and other unprofessional behaviors. Therefore, students are expected to:

1. Develop personal practices that prevent suspicion of academic dishonesty such as avoiding sitting near friends in exams or avoiding wandering eyes
2. Submit assignments and evaluations that are original work, representing a synthesis and integration of source material which is written in the student's own words
3. Report instances of academic dishonesty to appropriate faculty and administrators. This is an important responsibility of students. Faculty and administrators are unable to take appropriate action unless students are willing to take the initiative to report unprofessional behavior and to name the individuals involved. This is a first but necessary step in becoming a professional and learning to monitor one's peers
4. Name individuals involved in academic dishonesty
5. Participate as a witness at judicial hearings in alleged cases of academic dishonesty
6. Avoid generating accusations of academic dishonesty and unprofessional behavior that cannot be substantiated
7. Instances of academic dishonesty during clerkships and other Block III courses will have academic consequences and may also be handled as a disciplinary matter, depending on the circumstances and severity. The disciplinary process is outlined in the MSRR document, under Disciplinary Hearings

### Faculty and Administrator Responsibilities

Faculty are responsible for creating a classroom and testing environment that discourages cheating, confronts suspected violators and insures fair treatment of all students. The College and University administrators also share the responsibility for developing an environment that discourages academic dishonesty. Accordingly, administrators are expected to:

1. Pursue and follow-up accusations of academic dishonesty in a timely fashion

2. Implement departmental, College and University procedures to investigate accusations of student academic dishonesty (see MSRR document)
3. Hear appeals and render a judgment
4. Notify the Provost and Ombudsman of decisions

**Each course exam in the preclinical curriculum will include an Academic Honesty statement on its paper or electronic cover. This must be signed/acknowledged in order for the examination to be graded.**

### **Unprofessional Behavior and Academic Dishonesty**

Following is a list of behaviors that are considered academically dishonest or unprofessional in the College of Human Medicine clinical program. The list is not exhaustive, but contains examples of the most obvious and egregious instances of unprofessional behavior and academic dishonesty.

1. Behavior which diminishes or threatens patient safety and welfare
2. Falsifying clinical records (e.g., noting that a physical exam had been performed when it had not been performed)
3. Fabrication of written records (e.g., “making up” data on clerkship written records)
4. Unexcused absences in clinics, hospitals and other clerkship obligations
5. Falsifying reasons for excused absences from clerkships or examinations
6. Presenting or publishing data (including electronically) from a collaborative research project without the principal investigator’s permission
7. Plagiarism, defined as representing as one’s own, the ideas, writings, or other intellectual properties of others, including other students
8. Treating faculty, peers, nurses, other health care professionals, staff of academic centers and other institutions with lack of respect and courtesy
9. Taking an examination for someone else or preparing and submitting an assignment for someone else
10. Receiving, retaining, and/or using materials obtained in a manner that is defined as academically dishonest
11. Failing to report observed instances of academic dishonesty or other unprofessional behavior
12. Removing or acquiring an examination during preparation, typing, duplication, storage or after administration including licensing examination
13. Continuing to answer test items beyond the prescribed exam time line
14. Leaving the examination room without permission
15. Taking examinations at times other than the one to which you have been assigned in order to obtain more preparation time
16. Collaboration on assignments when expressly prohibited in the course or clerkship handbook

17. Bribing University faculty or staff to improve scores or grades in any way
18. Copying answers from another student's examination
19. Taking a scribe sheet or other form of prepared answers or notes into an exam
20. Having someone take an examination or prepare an assignment in one's stead
21. Systematically memorizing questions from secured exams and collating them for personal use or use of fellow students
22. Using signals or otherwise communicating during examinations to share answers with other students