

**UNLV FINANCE DEPARTMENT
ACADEMIC DISHONESTY/MISCONDUCT POLICY**

Academic integrity and ethical behavior are cornerstones of a high quality educational environment and the Finance Department fully embraces the University policy of accepting no form of academic dishonesty. In accordance with this policy, the Department has adopted a “zero tolerance policy” for any acts of cheating, plagiarism, or other forms of academic dishonesty/misconduct. Under this policy any student found to have committed an act that violates our academic standards of performance will automatically be given a grade of “F” for the course in which the act was discovered and will not be allowed to retake the course for a period of one year. If the student drops the class subsequent to the discovery of an act of academic dishonesty/misconduct, the student will not be allowed to take the course dropped for two years. A record of all acts of academic dishonesty will be kept in the Finance Department. An individual with a second violation of our academic standards will not be allowed to take any finance course from our Department for two years and will not be allowed to major in Finance at UNLV.

All faculty are required to identify any known acts of academic dishonesty to the Department and the University. The Department is responsible for the enforcement of the above policy. The disciplinary system described does not distinguish based on the type of act nor the type of assignment in which such act occurred. Any act that violates our academic standards, no matter how large or small, will receive the above stated disciplinary action. For this reason, it is critical that every student have a clear understanding of what is considered academic misconduct. The University of Indiana’s Code of Ethics provides a listing of examples of academic dishonesty. Although this list is not all-inclusive it provides additional guidance to students and identifies several major categories of academic misconduct. This list is attached and should be reviewed by all students. Any student that is not clear as to any aspect of our academic standards is responsible for discussing this with their faculty prior to the completion of any assignment or examination. Students may appeal a finding of academic dishonesty/misconduct to the Department Chair and then through the University appeals process.

In order to ensure that every student understands the Finance Department's Policy on Academic Dishonesty/Misconduct, each student must sign the statement below and return it to the instructor of this class prior to the release of any grades on assigned materials or exams.

STUDENT STATEMENT: I have read the above statement and understand the Finance Department’s Policy on Academic Dishonesty/Misconduct. I understand that it is my responsibility to comply with the academic standards of the Department and that any act of academic dishonesty/misconduct will result in the disciplinary action described above.

COURSE _____
NAME (Printed) _____

STUDENT SIGNATURE _____

INDIANA UNIVERSITY: CODE OF ETHICS, PART 3, SEC A

PART III: STUDENT MISCONDUCT

A. Academic Misconduct

Academic misconduct includes, but is not limited to, the following:

1. Cheating.

A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:

- A. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
- B. A student must not use another person as a substitute in the taking of an examination or quiz.
- C. A student must not steal examinations or other course materials.
- D. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
- E. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
- F. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
- G. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
- H. A student must not alter a grade or score in any way.

2. Fabrication.

A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. Plagiarism.

A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:

- A. Quotes another person's actual words, either oral or written;

- B. Paraphrases another person's words, either oral or written;
- C. Uses another person's idea, opinion, or theory; or
- D. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. Interference.

- A. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
- B. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

5. Violation of Course Rules.

A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

6. Facilitating Academic Dishonesty.

A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct.