

**CIS Department Academic Honesty Statement
(very important – read carefully)**

- 1. Tarleton State University and the College of Business Administration expect our students to maintain high standards of personal and academic honesty and integrity.**
- 2. In a course of this nature, student integrity is especially critical, because the opportunities for dishonesty are more readily available and the trust level is higher. Exploiting either of these opportunities is a particularly blatant and offensive act.**
- 3. By enrolling and remaining as a participant in this course, you affirm that you will adhere to the strictest standards of academic honesty and integrity.**
- 4. You must maintain academic integrity and honesty at all times, on all course assignments: homework, projects and exams.**
- 5. You must work independently when required, and work effectively in groups when that is required. You must use only the resources and assistance permitted on a given course activity. Students should pay special attention to whether assignments are designated as ‘individual’ or ‘group’, as well as what materials, resources and help from others are permitted. If in doubt, ask your professor prior to doing the assignment.**
- 6. When you are permitted to use materials and ideas that belong to others, you must state the source of the information in APA format ([Purdue OWL, http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)). If you use outside help or materials when not allowed, you are in violation of this policy in the way of cheating. If allowed to use outside materials, but do not cite the sources of your information, you are in violation of this policy in the way of plagiarism.**
- 7. Students who assist other students in violating this policy are considered equally in violation.**
- 8. Penalties (cumulative across the university):**
 - 1.1. First offense, suspected: warning.**
 - 1.2. First offense, documentable: zero on the assignment in question & reduction of one letter grade.**
 - 1.3. Second offense: failing grade in, AND dismissal from, the course.**
 - 1.4. Third offense: recommendation to be withdrawn from the university.**