

## **SUGGESTIONS TO DISCOURAGE ACADEMIC DISHONESTY**

The University continually seeks to promote and maintain the highest possible standards of academic honesty on the part of its students. Instructors are an integral part of this process and must deal proactively with issues of academic dishonesty.

1. Instructors should distribute the University's handout on academic dishonesty at the beginning of every course and remind students wherever appropriate of their academic obligations.
2. Instructors should avoid, wherever possible, using the same or substantially similar assignments, tests, or exams as in previous years.
3. Exams should be appropriately invigilated to discourage misconduct.
4. Instructors should establish clear expectations and guidelines of acceptable and non-acceptable conduct for graded assignments and in particular when assignments involve collaboration or group work.
5. Instructors should advise students that plagiarism often begins with sloppy research methodology. Sources should always be documented and acknowledged. There is no reason why a submitted draft of a paper should contain plagiarism any more than a final paper.
6. Where practicable, if instructors return exams or assignments to students for review and the option for re-grading, instructors may make photocopies to prevent illicit alteration by the student.