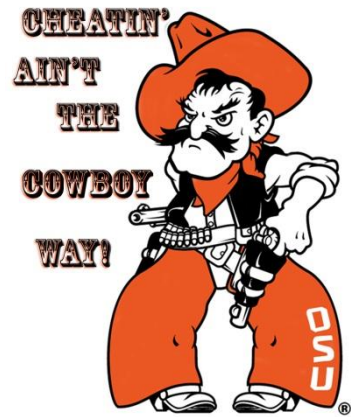


ACADEMIC INTEGRITY: Be sure that you have read and understand this policy as the penalties for violations of Academic Integrity can be very serious. We follow the **OSU policies** on Academic Integrity (<http://academicintegrity.okstate.edu/>) and the **Cheating & Plagiarism section (pp.G4 – G7) of your lab manual** (French, D. 2014. *Investigating Biology: A Laboratory Resource Manual 2014 Edition*). A “first” offense (in this course or any other course during your time at OSU) will result in either a Level 1 (a “0” for the assignment) or Level 2 (an “F!” for the course) sanction as described in the OSU Academic Integrity Policy. A second violation (in this course or any other course during your time at OSU) may be upgraded to the next sanction level. Any violations beyond a Level 2 sanction (**F!**) can result in suspension. **ALL violations and sanctions become a part of a permanent record!** In addition to the policies described in the above sources, some examples of violations of Academic Integrity more specific to this course include, but are not limited to, the following:



- Using information from **ANY** source without properly **paraphrasing** (writing in your own words) **and citing**.
- You may not use, as part of your groups’ report, any part of a lab report not produced by your group in the current semester. This is considered **unauthorized collaboration and plagiarism**.
- While you may talk with your group members about planning form or pre-lab materials, your planning form and pre-lab answers should represent your personal work in the current semester. Obtaining answers, providing answers, or allowing others to obtain answers, from either present or past works or people or having someone fill in your forms for you, is considered **unauthorized collaboration and cheating**. This includes copying your own work from previous semesters (multiple submissions).
- **To avoid** the violation of **unauthorized collaboration** with currently enrolled students on planning forms, you must write the name and section number of your collaborators on your planning form; excessively similar answers may result in reduced credit.
- Identically written (or highly similar) answers (e.g. identical hypotheses) are also considered **cheating**, although some similarity will be acceptable if it is clear to the Teaching Assistant that in all other ways the work is representative of each individual student.
- Possessing lab materials (including lab manuals, lab reports, planning forms, pre-lab exercise answers) from prior semesters or from other students or the use of photocopied planning forms is considered **unauthorized collaboration**.
- Using information exclusively found in prior editions of the laboratory manual is unacceptable. If such materials appear in a lab report or planning form, it will be considered **unauthorized collaboration**.
- Submitting in-class exercises with the names of members not present in class is considered **cheating** by all group members whose names appear on the exercise. Each member of a group must write his/her own name on materials submitted by the group.
- Possessing a student response pad (“clicker”) other than the one assigned to you is considered **unauthorized collaboration and cheating**.
- Misidentifying the exam version (star or no star) by indicating the incorrect version on the form or placing it in the alternate group for grading is considered **cheating**.
- Possessing a form of the exam during the examination period that is inconsistent with the assigned distribution of exams as indicated during the examination period is considered **unauthorized collaboration and cheating** by all affected individuals.
- Access to any electronic devices (for example cell phone, PDA, calculator, portable multimedia devices such as an iPod, electronic dictionaries) during an exam without explicit prior permission is considered **cheating**. All such devices must be turned off and out of sight or reach.
- Students who take a conflict exam may not possess a list of their answers, have copies of their exams, or communicate any information about the exam to other students, until after the normally scheduled exam is completed. To do so is considered **unauthorized collaboration and cheating**.

Cowboy Values:  **Honesty**  **Trust**  **Respect**  **Fairness**  **Responsibility** 