



OFFICE OF RIGHTS,
COMPLIANCE AND ACCOUNTABILITY

University of Alaska Fairbanks

STUDENT RESOURCES

Avoiding Academic Misconduct

Academic misconduct, commonly referred to as “cheating,” undermines learning and threatens the university responsibility to certify student progress and educational achievement.

Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities. Examples include, but are not limited to:

- presenting as their own the ideas or works of others without proper citation of sources;
- utilizing devices not authorized by the faculty member;
- using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- providing assistance without the faculty member’s permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
- acting as a substitute or utilizing a substitute;
- deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- fabricating or misrepresenting data;
- possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- altering grade records of their own or another student’s work;
- offering a monetary payment or other remuneration in exchange for a grade; or
- violating the ethical guidelines or professional standards of a given program.

These violations can have serious consequences, even if the misconduct was unintentional.

Read [Board of Regents Policy Chapter 09.02 – Student Rights and Responsibilities](#) for the policy, process, and possible outcomes.

Academic Integrity Tips

Here are some categorized tips and suggestions to help you avoid academic misconduct in your classes:

- Awareness:
 - Read your course syllabi. Familiarize yourself with your instructors' expectations for each class and assignment. For example, when is working together on an assignment allowed, if ever? Know where the line is to avoid mistakes.
 - Follow all direction from your instructors on how class should function. If you are ever unsure, ask them for clarification.
 - Get help if you think you might need it. The [UAF Writing Center](#) offers free support.
- Communication:
 - Ask your instructors and TAs for any clarification you need; don't rely on your peers. Your classmates might not have the right information.
 - Use caution with group messaging apps. They can be helpful studying resources, but it is easy to cross the line into academic misconduct. It is your responsibility to monitor what is going on in any group chats you are in. If you are concerned prohibited material is being shared (ex. exam answers), remove yourself from the group/chat and let your instructor know of your concerns. If you are unsure what is prohibited, ask your instructor.
 - Don't copy or distribute course material unless you have explicit permission.
- Classwork and Exams:
 - Assume all work is to be done individually unless otherwise stated by your instructor or other assignment instructions.
 - Check your work. Give yourself enough time to thoroughly review each assignment and be sure to credit the sources of any borrowed material properly, using the citation style specified by your instructor.
 - If an assessment requires exam security software, follow all instructions for its use. Try the software in advance to avoid issues.
 - During an exam or timed assignment, presume you should have no notes or other resources available to you unless other instructions are given. If you are unsure, ask your instructor.
 - Ensure all work is yours and is original to you.
 - Perceived "shortcuts" for an exam or assignment are often forms of academic misconduct.

Be Proactive

One of the best ways to avoid academic misconduct is to manage your time and study habits.

If You Are Suspected of a Violation

The student conduct process prioritizes due process. You will receive instructions from your instructor or Student Conduct staff. Keep any documents, emails, chats, or other evidence that could help you if you believe the suspicion is in error. Student Conduct staff will offer to meet with you to hear your side and review the evidence. They will also explain the conduct process and your rights.