

ASFA Honor Code

Violations of this code include attempts to be dishonest or deceptive in the performance of academic work in or out of the classroom, or unauthorized collaboration with another student or students. Violations include, but are not limited to:

- A. Cheating on an examination.** Any attempt by a student to alter their performance on an examination in violation of that examination's stated or commonly understood ground rules is considered cheating. During a test, no student may use, give, or receive any assistance or information not given in the examination or by the teacher. It is expressly forbidden to discuss the content of an examination with students who have not yet taken the test.
- B. Plagiarism.** Representing the work of another as one's own. Plagiarism includes but is not limited to the following: copying the answers of another student on an examination, essay or homework assignment, copying or restating the work or ideas of another person or persons in any oral or written work (printed or electronic) without citing the appropriate source, and collaborating with someone else on an academic assignment without acknowledging his or her contribution. Plagiarism can consist of acts of *commission* - taking the words or ideas of another - or *omission* - failing to acknowledge/document/credit the source or creator of words or ideas.
- C. Knowingly allowing another student to represent your work as his or her own.** This includes providing a digital or paper copy of your essay, classwork, or homework answers to another student without the explicit permission of the instructor. Under no circumstances are you to share or copy another student's work without the express permission of the teacher.
- D. Unauthorized communication during examinations.** Any unauthorized communication may be considered evidence of cheating. Please see the ASFA Student Handbook regarding use of personal communication devices.
- E. Violation of the rules governing group work.** Unless the teacher otherwise specifically provides instructions to the contrary, the following rules apply to teamwork: 1. No group member shall intentionally restrict or inhibit another group member's access to group meetings, or other group activities w/o the express authorization of the instructor. 2. All group members shall be held responsible for the content of all group work submitted for evaluation as if each group member had individually submitted the entire work product of their group as their own work.
- F. Failure to follow assignment instructions.** Failure to follow instructions does not exempt a student from punishment for academic dishonesty.