International Student Guide to Academic Success

Office of Student Conduct
Iowa State University
International Student Guide to Academic Success
Your success at Iowa State University is important. Beliefs about academic honesty and integrity in the United States may be different from the beliefs in your home country. Iowa State University has specific expectations and rules about academic honesty and integrity. Knowing and understanding the expectations and rules, can assist you in being a better student.

This brochure contains the expectations and rules about academic misconduct written in the Iowa State Student Code of Conduct and Course Catalog. Additionally, read the syllabus for your class because it will give you more expectations and rules to follow for that class.

This brochure explains forms of academic dishonesty and lists the possible consequences for academic misconduct. It tells you what steps to take to be a good student. It has a list of academic resources that can help you with your classes.

Forms of Academic Dishonesty
The following information is taken from the Iowa State University Student Code of Conduct and Disciplinary Procedures and Iowa State University Course Catalog.

What is “Academic Dishonesty?”
Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as their own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts; or plagiarism.

Academic Resources

Academic Success Center
Academic coaching, workshops, supplemental instruction, & tutoring
https://www.asc.dso.iastate.edu/
Location: Hixon-Lied Student Success Center
Phone: 515-294-6624
Email: success@iastate.edu

Writing and Media Center
Assistance with all forms of communication at any stage of the composition process, including essay and paper review, & speeches and presentations.
https://www.wmc.dso.iastate.edu/
Location: Three locations, check website for hours at each location
Phone: 515-294-5411
writectr@iastate.edu

Other Resources

International Students and Scholars Office
https://www.isso.iastate.edu/
Location: Memorial Union
Phone: 515-294-8263
Email: isso@iastate.edu

Dean of Students Office
https://www.dso.iastate.edu/
Location: Student Services Building
Phone: 515-294-1020
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Suggestions for Academic Success

US Education System Belief: It is more important that a student learn the subject material by completing academic work on their own, than it is for the student to get the correct answer from another student.*

- Go to each class every day that the class meets.
- Read the syllabus and understand your professor’s expectations.
- Manage your time and activities by scheduling time to prepare for class and study.
- Prepare for class sessions by completing the assigned textbook chapters and homework.
- DO NOT copy the work of others.
- DO NOT allow anyone else to copy your work.
- DO NOT agree to take a quiz or exam for another student or have another student take a quiz or exam for you.

US Education System Belief: It is respectful for a student to share opinions and ask questions during classroom discussions and with the instructor during office hours.*

- DO go see your instructor during office hours if you do not understand course material or have questions about an assignment.
- DO utilize resource centers and tutoring.
- DO ask your instructor for sample exam questions so you can see how exam questions will be structured.
- DO ask questions when you are unsure.

US Education System Belief: It is considered stealing if a student does not appropriately cite sources of information that they use in writing papers.*

- Correctly cite any information from books, journals or other scholarly resources used in papers, reports, projects and presentations.
- Be sure to use quotation marks AND citations.
- Utilize resources like the Writing and Media Center to check your use of citations and quotations.

What is “Obtaining Unauthorized Information?”

Obtaining unauthorized information occurs when a student uses information that was obtained dishonestly. Unauthorized information leads to the improper evaluation of a student’s knowledge about the course content.

Examples of obtaining unauthorized information include, but are not limited to:

- Copying graded homework assignments from another student.
- Working with another student on a take-home test or homework when not specifically permitted to do so by the instructor.
- Looking at your notes or other written work during an examination when not specifically permitted to do so.

What is “Tendering Information?”

Tendering information occurs when students give or sell their work to another person who plans to submit it as his or her own work.

Examples of tendering information include but are not limited to:

- Giving work to another student to be copied.
- Giving someone answers to exam questions during the exam.
- Taking an exam and discussing its contents with students who will be taking the same exam.
- Giving or selling a term paper to another student.

What is “Misrepresentation?”

Students misrepresent their work by handing in the work of someone else.

Examples of obtaining unauthorized information include, but are not limited to:

- Purchasing a paper from a term paper service.
- Reproducing another person's paper (even with modifications) and submitting it as their own.
- Having another student do their computer program or having someone else take their exam.

What is “Plagiarism?”
Plagiarism is unacknowledged use of the information, ideas, or phrasing of other writers. Plagiarism occurs when a person does not credit the sources from which they borrow ideas, whether these ideas are reproduced exactly or summarized. The method of documentation will differ depending on whether the sources are written, oral, or visual. Ethically, communicators are responsible for providing accurate, detailed information about their sources. Practically, audiences need this information to comprehend and evaluate a message's content.

Examples of plagiarism include, but are not limited to:
- Submitting part or all of the paper that you wrote for one class as the paper for another class without the permission of the instructor
- Using ideas or information from journals, books or on-line resources without correctly citing the source
- Not using quotation marks to cite specific text taken from the source and used in a paper
- Submitting a research paper that you did not write

What is “Research Misconduct?”
The research misconduct policy prohibits research misconduct, which is fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or in reporting research results.

Examples of tendering information include, but are not limited to:
- Making up data or results and recording or reporting them
- Manipulating research materials, equipment, or processes
- Omitting data or results such that the research is not accurately represented in the research record.

What are “Other” types of academic dishonesty?
Students are responsible for adhering to expectations in course syllabi and for following directions given by faculty and instructors related to assignments and exams.

Examples of other types of academic dishonesty include, but are not limited to:
- Collaborating with other students on an assignment or exam when the syllabus or faculty prohibits these interactions
- Use of translation software or program when prohibited
- A group member does not contribute to the assignment but turns in the project/assignment as if they did.

Consequences for Academic Misconduct
Students found responsible for academic misconduct may have any of the following sanctions imposed by the Office of Student Conduct (Dean of Student’s Office):
- Educational assignment
- Disciplinary Reprimand
- Conduct Probation
- Deferred Suspension
- Suspension
- Expulsion

Additionally, students could face academic repercussions including but not limited to:
- The professor may reduce grade on the assignment or exam
- The professor may assign a zero on the assignment or exam
- The professor may reduce the student’s final grade for the course
- The professor may assign an “F” for the final grade for the course