

## **Promoting Academic Integrity: Steps Instructors can take to Prevent Cheating and Plagiarism**

### **Best Practices for Handling Cases of Academic Misconduct**

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- Become familiar with the Academic Integrity Code to understand the policy and its procedures,
- Include the following new statement about the Academic Integrity Code in all course syllabi:

#### **Academic Integrity Code**

Students in this course are required to adhere to Pace University's Academic Integrity Code. The

Student Handbook. Students are responsible for understanding and adhering to the Code, with the Code, and programs, and courses in which they are

- Raise awareness about the new policy and clearly communicate expectations of academic honesty at the beginning of each course and before each exam,
- For course assignments, give specific written instructions about acceptable use of sources, documentation styles, collaboration with other students, and guidelines that will help students understand the standards and expectations of academic honesty in your courses,
- Direct students to the web pages of the Pace Library that offer information about different documentation styles and how to avoid plagiarism: <http://libguides.pace.edu/c.php?g=63872&p=410843>
- Use Turnitin to deter and detect plagiarism in students writing assignments,
- If you suspect that a student has committed plagiarism in a writing assignment, use the internet and the library to check sources cited by the student and to find sources that are not adequately cited,
- Require that students print out and attach to their papers all internet sources that they use to carry out research and complete their writing assignments,
- Reduce students' anxiety about exams by clarifying the general content and format of each exam in advance,
- For exams, course instructors have found that the following practices reduce student cheating:
  - develop new exams each semester,
  - if possible, seat students at least one seat apart in the exam room,
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- if part of an exam is open book or involves collaborative work, require that students use a different booklet for each part of the exam,
- if a student leaves the exam room to use the bathroom, require that he/she use a new exam