



Rollins College
Rollins Honor – Honor Rollins
Elements of Academic Dishonesty Offense

1. **PLAGIARISM.** Offering the words, facts, or ideas of another person as your own in any academic exercise.

Elements: “offering”
 “words, facts, or ideas”
 “another person”
 “as your own”
 “in any academic exercise”

2. **CHEATING.** Using or attempting to use unauthorized materials, information, or study aids in an academic exercise. This includes sharing knowledge of previously administered or current tests. The keeping of tests, papers, and other assignments belonging to former students is prohibited. Use of external assistance (e.g., books, notes, calculators, conversations with others) in completing an “in class” or “take home” examination, unless specifically authorized by the instructor, is prohibited.

Elements: “using or attempting to use”
 “unauthorized”
 “materials, information, or study aids”
 “in an academic exercise”

3. **UNAUTHORIZED COLLABORATION.** Collaboration, without specific authorization by the instructor, on homework assignments, lab reports, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit.

Elements: “collaboration”
 “without specific authorization by the instructor”
 “homework assignments, lab reports, exam preparations, research projects, take home exams, essays, or other work for which you will receive academic credit”

4. **SUBMISSION OF WORK PREPARED FOR ANOTHER COURSE.** Turning in the same work, in whole or in part, to two or more instructors, without the consent of the instructors in both courses.

Elements: “turning in the same work”
 “in whole or in part”
 “to two or more instructors”
 “without consent of the instructors in both courses”

5. **FABRICATION.** Misrepresenting, mishandling, or falsifying information in an academic exercise. For example, creating false information for a bibliography, inventing data for a laboratory assignment, or representing a quotation from a secondary source (such as a book review or a textbook) as if it were a primary source.

Elements: “misrepresenting, mishandling, or falsifying information”
 “in an academic exercise”

6. **FACILITATING ACADEMIC DISHONESTY.** Helping another student commit an act of academic dishonesty.

Elements: “helping another student”
 “commit an act of academic dishonesty”

7. **VIOLATION OF TESTING CONDITIONS.** Looking at other students’ answers, allowing other students to look at your test, and working past allotted time are just a few examples where test conditions may be considered to be violated.

Elements: “violation”
 “testing conditions”

8. **LYING.** Lying is the making of a statement that one knows to be false with the intent to deceive. It includes actions such as (a) lying to faculty, administrators, or staff (b) falsifying any college document or record by mutilation, addition, deletion or forgery (c) lying to a member of the Honor Council or judicial affairs officer.

Elements: “making of a statement”
 “one knows to be false”
 “with the intent to deceive”

9. **FAILURE TO REPORT AN HONOR CODE VIOLATION.** Failure to report occurs when a student has knowledge of or is witness to an act in violation of the Academic Honor Code and does not report it within five class days.

Elements: “student has knowledge of”
 “is witness to an act in violation of the Code”
 “does not report”
 “within five class days”