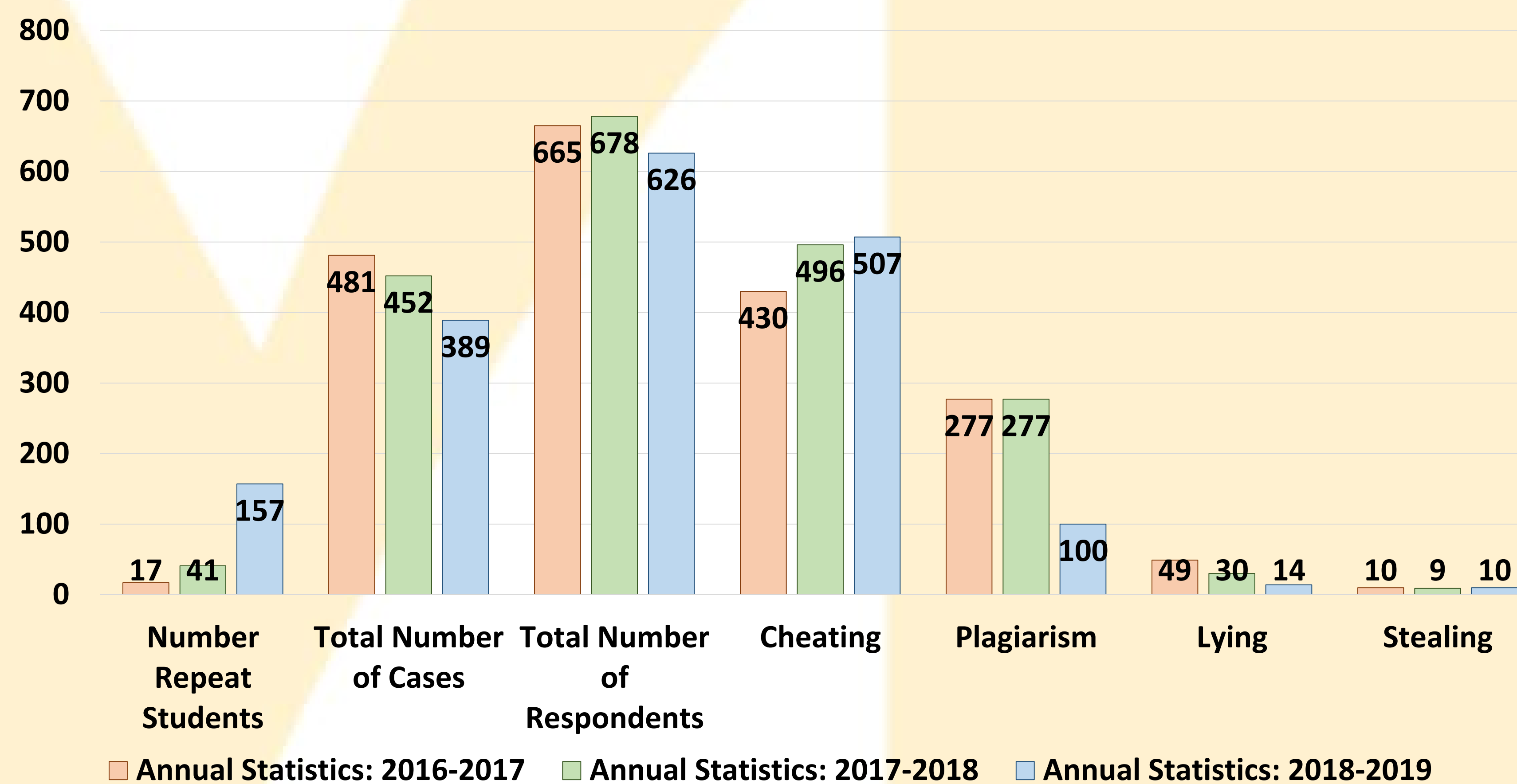


Best Practices



- Consider allowing collaborative assignments. Many of the referrals received by our office are related to unauthorized collaboration, but research shows that students learn better when allowed to work collaboratively. Develop group contracts to track who is responsible for which part of a group assignment.
- Provide student access to Safe Assign to double check their citations and quotations prior to submitting an assignment for grading.
- Have an Honor Code statement on each assignment/exam that students must sign prior to beginning the assignment/exam.
- Consider an experiential assessment as opposed to a test or exam. This can take the place of a project that builds on itself as the semester proceeds, culminating in a final deliverable/presentation at the end of the semester.
- Provide clear instructions and/or expectations on your syllabus and assignments. Be very specific about what is allowed and what is not allowed (collaborative efforts, specific calculator types, etc.). If the penalty for violating in the Honor Code in your course is a Grade of F in the course, students should be aware of this consequence.

Annual Statistics



More detailed statistics available upon request by contacting oai@gmu.edu

If you are uncertain about sending a referral, feel free to contact us at 703-993-6209 and consult.

HONOR CODE STATEMENT

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University Community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this Honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

What to Avoid



- Try not to reuse the same assignments and exams from semester to semester. Students share, even when instructed not to.
- Do not attempt to negotiate an integrity outcome with the student. This presents an unbalanced approach to integrity at Mason. We have a centralized process that allows for equity.
- Try to avoid assignments/exams that rely on rote memorization.
- Make sure you are grading assignments in a timely manner. Failing to do so can inadvertently result in a student repeating a behavior that rises to the level of an academic integrity violation. However, because the initial incident was not reported, they have not been given an opportunity to learn or rectify their behavior to avoid repeat incidents.
- Avoid using unsecured physical drop off locations for assignments. Use Blackboard or email for students to submit assignments.
- Do not make assumptions around student knowledge. Some faculty think students cannot have knowledge on a particular subject if it isn't taught in their course. Or faculty may think a non-native English speaker cannot produce well written essays. The fact is students may have knowledge and skills learned in other courses or at other schools, and some non-native English students write much better than they speak.
- Some faculty members assume students are aware of the various citation styles and formats. It is better to review expectations with regards to citation styles.

Tips for Reporting



- All cases of suspected dishonesty must be reported to the Office of Academic Integrity. Forms and instructions can be found at oai.gmu.edu.
- When submitting a referral provide a detailed explanation of the incident. Make sure you complete *both* the referral and sanction recommendation forms completely. This includes completing the 2nd and 3rd referral sections of the sanction form.
- Remember the burden of proof rests on the referring party. Make sure you provide as many supplemental documents as possible and that these documents are easy for the committee to understand/interpret. This can include, safe assign reports, photos, links to a plagiarized source, the student's original assignment/exam/paper, etc.