**WWU Department of Communication Studies Academic Honor Code¹**

**What is an Honor Code?**

An Honor Code is a set of guidelines which are designed to set out acceptable behaviors for members of a particular group, association, or profession. It can also increase confidence in an organization by showing outsiders that members of the organization are committed to following basic ethical guidelines in the course of doing their work. Smith, S.E., and Bronwyn Harris. *WiseGeek. Conjecture*, 24 Oct. 2012. Web. 19 Feb. 2013.

**Academic Integrity**

The Department of Communication Studies endeavors to represent the community of Western Washington University and Bellingham, WA. Therefore, the Communication Department expects academic integrity from students, faculty and staff alike. Integrity embodies academic honesty, but also personal and social honesty as well. The purpose of maintaining personal integrity is to foster the appreciation of fairness and the value of authentic learning. It is the responsibility of the individual to uphold integrity despite hardship, social alienation or other circumstances over the course of their academic career at WWU and beyond.

**Forbidden Conduct**

The Communication Department upholds standards of Western’s Academic Honesty Policy and Procedure and Student Rights and Responsibilities Code, available in the University Academic Policies. If there is ever a time that you are unaware of whether or not you are plagiarizing, seek information from the *Plagiarism Policies & Guidelines: www.libguides.wwu.edu/plagiarism* which is also located in your Student Handbook.

**Purpose**

The purpose of our Academic Honor Code is to have a common set of expectations regarding how students will conduct themselves in the Communication Department. Placing the highest priority on academic honesty is important to protect the reputation of students, faculty, staff, and the community of Western Washington University.

**Preamble**

The goal of the Communication Department is to instruct communication studies that nurture inclusive civil discourse, critical thinking, and cooperative solutions in a diverse global community. In the field of communication, it is especially crucial to exert honesty, responsibility, and integrity. In order to ensure that the Western Washington University Department of Communication Studies maintains this standard to the best of its ability, students must comply with the following honor code.

**Responsibility of Student**

Being a communication scholar requires specific responsibilities. Communication students should always strive to look beyond campus, to be an active member of community and improve the communication environment by putting theories and concepts into practice. It is our duty to value diversity and encourage participation of everyone. Students are responsible for respecting and valuing the work of themselves and others, taking an ethical approach to your education and expecting the same from your peers. The Communication Department strives to ensure fairness, honesty, and equity to uphold the academic integrity of Western Washington University.

*For future information, go to Appendix D and Academic Integrity Website ([http://www.wwu.edu/integrity](http://www.wwu.edu/integrity))*

**Academic Dishonesty**

Academic honesty infractions (academic dishonesty) include the general categories of cheating, collusion, falsification, and plagiarism. Examples of student actions commonly considered academic honesty infractions include, but are not limited to, the following²:

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¹ Developed by students, faculty endorsed with department’s approval
² Referenced from the 2012-2013 Catalog Appendix D, with additions developed by Dr. Roger Anderson
Directions: Please read the following, initial each section, and sign to confirm personal understanding and compliance of policies surrounding academic dishonesty.

Examples

• Giving unauthorized information to another student or receiving unauthorized information from another student during a test or when working on an assignment.

• Obtaining or providing, without authorization, questions or answers for an assignment or answers to test questions prior to the test.

• Using unauthorized sources for answers during any assignment or test.

• Taking part in or arranging for another person to complete an assignment or take a test in place of another.

• Giving or receiving answers by use of signals or e-transmissions before or during a test.

• Purposefully looking at another student’s exam with apparent intent to use the other student’s answers to improve one’s own performance on the exam.

• Retaining, using, or circulating exam materials which were to be turned in.

• Altering answers on a scored test and submitting it for a higher grade.

• Fabricating research data, thereby misrepresenting the actual results.

• Collaborating with others in an assignment without instructor approval.

• Not crediting participants for their part in a group project or claiming credit for work not done on a group project.

• Stealing class assignments or portions of class assignments, including electronic files, and submitting them as one’s own.

• Depriving access by other students to library materials or other resources by stealing, defacing, destroying, or concealing the resources.

• Deliberately interfering with or obstructing another student’s work.

• Deliberately altering and/or falsifying another student’s work.

• Falsifying information on academic records and documents or forging signatures on these documents.

• Falsifying the rationale for requesting a postponement of an exam or assignment due date.

• Plagiarism, which is presenting as one’s own, in whole or part, the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgement. Examples include, but are not limited to:

  1. Using another person’s written or spoken words without complete and proper citation.
  2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
  4. Submitting a paper purchased from a term-paper service.
  5. Paraphrasing (imitating someone else’s argument using other words) without acknowledging the source.
  6. Claiming credit for someone else’s artistic work, such as drawing, script, musical composition or arrangement.
  7. Using someone else’s lab report as a source of data or results.
  8. Using one’s own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
  9. Submitting results of a machine translation program as one’s own work.

Student Signature: ___________________________________________________