Deterring Dishonesty in Coursework
(Cheating, Plagiarism, Unauthorized Collaboration)

Before enrolling in a course, students must understand how to avoid plagiarism. The following resource is available for guidance with this matter: http://www.nicholls.edu/library/student-portal/#PLAGIARISM.

Records of academic dishonesty will be maintained in the Office of Academic Affairs. If a student is recorded as a multiple offender (more than one listing in the data file) of the academic dishonest policy, the student will be brought before the Academic Affairs Integrity committee for review as per Section 5.46 of the *Code of Student Conduct.*

Below are some tips from faculty on how to reduce academic dishonesty in an online classroom.

- Have students sign course-level contracts to acknowledge academic integrity policies and procedures (Example listed below)
- Write a short honor code and place it within the quizzes/exams as a non-graded question
- Assign multiple assessments throughout the course in lieu of exams that require proctoring
- Provide various assessment instruments for students including: discussion forums, group projects, case studies, project based assignments, open-book exams, and class participation
- Use teamwork/group work learning strategies to increase peer accountability (the Wiki activity can be used to allow students to work on projects before turning in the completed assignment)
- Developing unique assignments each semester and not repeating assignments in courses on a frequent basis
- Use of assignments with scaffolded completion of activities to have students show work processes
- Set a low point value for multiple choice exams – this will reduce pressure to cheat since exams do not represent a large percentage of their grade
- Clearly state the level and type of collaboration allowed in courses
- Include ethical decision-making units in all courses and for all disciplines
- Provide opportunities for student reflection about project processes (forums)
- Select the smallest time frame possible for the students to complete an exam —an example often used is 45 seconds per multiple choice question
- Enable a small "log-in period" to the exam – this limits a student who has completed the exam from telling other students what was covered
- Display "one question per page" to reduce multiple copying in exams and quizzes
- Shuffle test questions, question answers, and select random questions
- Do not allow multiple attempts on exams
- Under Review options, only check off "Marks" so students can't view and copy correct answers after taking a test
- Use TurnItIn plagiarism activity for all student papers

- Proctor exams through use of live proctors or ProctorU (forms available on nicholls.edu/distance)
- If exams are proctored, designate an exam password and submit it to testing/proctoring center or ProctorU (do not provide students with the password)
- View the activity report of when and for how long your students access your site (click on their name under Participants to view this)
- Report any academic dishonesty through proper channels to deter repeat offenders

Nicholls Online Honor Code

By enrolling in a *Nicholls Online* course, I agree that I will:

- Complete all assignments, exams and other assessment activities with my own work and only my own work (unless otherwise permitted by instructor). I will not submit the work of any other person.
- Maintain only one user account and not allow anyone else to use my username and/or password.
- Not engage in any activity that would dishonestly improve my results, or improve or hurt the results of others.
- Not post answers to problems, assignments or exams that are being used to assess student performance.
- Follow all codes of student conduct as specified in the published *Code of Student Conduct.*
    - *http://www.nicholls.edu/documents/student_life/code_of_conduct.pdf*