Introduction

Molloy College is dedicated to the ideals of truth and academic excellence. As such, every member of the community shares in the responsibility for protecting the academic integrity of this institution. The commitment to academic honor reaffirms the high ethical standards fundamental to the mission of Molloy. By signing the honor pledge as a part of your application process, students take personal responsibility to uphold the standards of truth and free inquiry, while sharing in the common commitment to protect these standards and the value of a Molloy degree.

Academic Honor Pledge

As a member of Molloy College, Catholic and Dominican in tradition, I dedicate myself to the ideals of truth, scholarship and justice. I pledge to demonstrate personal and academic integrity in all matters. I promise to be honest and accountable for my actions and to uphold the honor system, to better myself and those around me. I will refrain from any form of academic dishonesty or deception.

Procedure

All persons concerned should first make every effort to resolve the matter through informal consultation with Mary Jane Reilly, Associate Dean for Academic Services, to reach an acceptable solution short of the use of formal procedure. In the event that there is no resolution, formal proceedings may be initiated provided a written charge against the student is filed with Dean Reilly.

Upon the filing of such a written charge, the Associate Dean for Academic Services gives written notification to the student of the charges and the general nature of the evidence to support these charges.

The student has 14 days after receipt of the formal notification to answer the charges in writing. She/he may choose to:

• not initiate a formal procedure and accept the discipline of the Associate Dean for Academic Services.
• waive his/her defense at the hearing before a Judicial Committee.
• appear before a Judicial Committee.
• withdraw from the College.

For further information or assistance, please contact:
Mary Jane Reilly, B.S., M.A., M.S.
Associate Dean for Academic Services
Kellenberg Hall, Room 119
(516) 323-3024
Email: mreilly@molloy.edu

Molloy College, an independent, Catholic College, rooted in the Dominican tradition of study, spirituality, service and community, is committed to academic excellence with respect for each person.

Through transformative education, Molloy promotes a lifelong search for truth and the development of ethical leadership.
Students, please be aware that these are academic integrity infractions:

**Plagiarism**
- Using words or ideas, orally or in a paper, obtained in books, articles, the Internet, interviews, radio or TV programs, without appropriate citation
- Presenting someone else's words or ideas as one's own in a paper or exam without acknowledgement
- Incorporating published passages into a paper without quotation marks or footnotes
- Quoting word for word from a source, including another student's work, without using quotation marks, a citation, or a reference
- Handing in another's paper or project as one's own, or reusing your own paper from another course without prior approval of the instructor.

**Academic Dishonesty**
- Falsifying class attendance for oneself or another student
- Sharing a take-home assignment, case write-up, lab report, or care plan with another without expressed permission from the instructor
- Giving one's project and/or homework to another to be submitted
- Talking during an examination

**Academic Dishonesty (continued)**
- Planning with one or more students to commit a violation of academic integrity
- Altering, stealing, forging, or destroying academic work of other students, library materials, or academic records, including transcripts, course registration cards, course syllabi, or test/course grades
- Intentionally missing an examination or assignment deadline to gain an unfair advantage
- Giving someone answers to exam questions during an exam
- Looking at another student's paper during an exam
- Giving or selling a term paper work to another student to submit as his/her own
- Using notes, text, electronics or other aids during an exam without authorization
- Copying another student's homework
- Working together on a take-home test or homework when specifically prohibited by the instructor
- Submitting the same assignment in more than one course without prior approval from the instructor

**Fabrication**
- Making up the data for a research paper or lab report
- Falsifying the results of a lab experiment or survey
- Having another person do one's assignment, course project, or lab experiment
- Listing someone as co-author of a paper, assignment, or project who did not contribute
- Deliberately falsifying any written or oral statement

**Students’ Responsibility to Know**
- Students are responsible for knowing the policies regarding cheating, plagiarism, facilitating academic dishonesty, and fabrication, as well as the penalties for such behavior. Failure of an individual instructor to remind the student as to what constitutes cheating and plagiarism does not relieve the student of responsibility.

Any student, faculty member or administrator may report academic integrity infractions on an Official Complaint Form to Dean Reilly.