

Academic Integrity Contract

1. Princeton University and the Woodrow Wilson School insist that all students are honest in all their academic work. We do not tolerate cheating on examinations or plagiarism in papers or other academic work.
2. All forms of academic fraud, including plagiarism, multiple submissions, false citation, and data falsification, are regarded as serious violations and will be subject to disciplinary action. Plagiarism in an ungraded draft paper, whether submitted to a professor as your original work or presented to a class, seminar, or workshop, is just as serious as plagiarism in a graded exercise.
3. For graduate students, scholarly and research activity that is subject to the University's standards may go beyond the work submitted in fulfillment of an official academic requirement for the degree. Academic and research integrity is an expectation that extends to all professional activities undertaken by graduate students on or off campus. Examples of scholarly activities related to graduate students' academic or research training and development may include teaching activities, relevant internships, and submitted or published work.
4. The following points are short summaries from the University's publication, *Rights, Rules, and Responsibilities*. All students are responsible for all academic and non-academic rules in that publication.
5. All quotations in papers must be placed in quotation marks (or clearly indented beyond the regular margin) and cited with footnotes, endnotes, or in-text citations, so that readers may find the precise source of the original quotations. Any sentences or phrases that are not a student's original work must be acknowledged. Any material which is paraphrased or summarized must also be specifically acknowledged in a footnote, endnote, or in the text. A thorough rewording or rearrangement of an author's text does not relieve one of this responsibility.
6. Any ideas or facts that are borrowed should be specifically acknowledged with a footnote, endnote, or in-text citation, even if the idea or fact has been further elaborated by the student. Some ideas, facts, formulas, and other kinds of information that are widely known and considered to be in the public domain or common knowledge do not require citation. The criteria for common knowledge vary among disciplines; students in doubt should consult their course instructors.
7. All the sources that have been consulted in the preparation of an essay or report should be listed in a bibliography, unless specific guidelines (from the instructor) request that only works cited be so included. However, the mere listing of a source in a bibliography shall not be considered a proper acknowledgment for specific use of that source within the essay or report; a footnote, endnote, or in-text citation must also appear after the information or quotation from that source. Neither shall the use of a footnote at the end of a sentence or paragraph in which only minor word changes have been made from the original source be

considered proper acknowledgment. The extent of indebtedness to the author must be made clear.

8. The requirement to acknowledge sources is not limited to printed material such as books or journal articles. Information from all electronic sources, including newspapers, journals, documents, blogs, speeches, videos, and unpublished papers must also be cited. Citations should be as informative as those for printed sources, and should also include web addresses and the date accessed.
9. Students may not submit the same written work or similar pieces of work to satisfy the academic requirements of more than one course without the advance written permission of both instructors.
10. When a faculty member or a student suspects a student of any form of academic dishonesty, he or she should immediately inform the Faculty Chair of the MPA Program or the Associate Dean for Graduate Education, who will then inform the Graduate School's Associate Dean for Academic Affairs. After proper investigation, cases of academic dishonesty are resolved by the Dean of the Graduate School, who is advised by the Subcommittee on Student Life and Discipline.
11. The only adequate defense for a student accused of an academic violation is that the work in question does not, in fact, constitute a violation. Neither a defense that the student was ignorant of the regulations concerning academic violations nor a defense that the student was under pressure at the time the violation was committed is considered an adequate defense.
12. The range of penalties available includes (a) suspension, (b) suspension with conditions, (c) expulsion, (d) withholding of degree, or (e) withdrawal of a degree already conferred.
13. This section is a short summary from the University's publication, *Rights, Rules, and Responsibilities*, which is available on-line at <http://www.princeton.edu/pub/rrr/>. Students are encouraged to read carefully the entire publication, which gives examples of plagiarism and which outlines the entire disciplinary process.

I have read and understood the implications of these rules.

Signature

Date

PRINT NAME HERE

**Please return the signed copy of this contract to the Graduate Program Office no later than
Friday, September 14, 2018**