

Memo Writing for College Students

To: All Students

From: Dr. Laura Chen, Dean of Student Affairs

Date: February 5, 2025

Subject: Reminder of Academic Integrity Policies

Dear Students,

As we continue through this academic year, I want to remind everyone of our college's commitment to upholding the highest standards of academic integrity. It's important that all work submitted reflects your own effort and understanding, as these values are central to our educational philosophy and your personal development.

Key Points of Our Academic Integrity Policy:

1. **Plagiarism:** Submitting someone else's work as your own, whether it be from a fellow student, published author, or internet resource, without proper citation is considered plagiarism. This also includes paraphrasing ideas that are not originally yours without giving due credit.
2. **Cheating:** During exams, any communication between students, use of unauthorized materials (notes, apps, websites), or copying another student's work is strictly prohibited.
3. **Fabrication:** Falsifying data, sources, or information for assignments or research is unacceptable and will be dealt with severely.
4. **Collaboration:** While group work is encouraged in designated assignments, unauthorized collaboration on individual tasks is considered a violation of our academic integrity policies.

Consequences of Violating the Policy:

Violations can result in severe penalties, ranging from failing the assignment or course to more serious disciplinary actions like suspension or expulsion, depending on the severity and frequency of the offenses.

Resources and Support:

We understand that academic work can be challenging. If you find yourself struggling, please seek assistance from our tutoring centers, your professors, or the academic advising office. It is always better to seek help rather than resort to dishonest practices.

Conclusion:

Let's continue to foster a culture of honesty and excellence. Upholding academic integrity not only supports a fair learning environment for everyone but also prepares you for professional ethics in your future careers.

Thank you for your attention to this important aspect of your academic journey and for striving to maintain the integrity of our academic community.

Attachments: Detailed Academic Integrity Policy Document, Contact Information for Academic Support Services