

- Academic conduct: Students must conduct themselves in accordance with the BU [Academic Conduct Code](#), and in accord with the professional ethical conduct expected of members of the Engineering Profession (c.f. Ethics section in National Council of Examiners for Engineering and Surveying (NCEES) FE Supplied-Reference Manual, available on our course website.)

Academic Conduct:

All students are required to review the [BU Academic Conduct Code](#).

The following rules will be observed for assignments in ME305 during Fall Semester 2019:

- **In class quizzes and exams:** These are to be completed individually, with no communication *whatsoever* with any other living creature, except for the proctor for purposes of question clarification only. During the quiz or exam, students are not permitted to consult any materials other than those provided by the instructor with the quiz or exam sheets. Electronic calculators without networking capability are permitted.
- **Work done outside of class:** Students are permitted and encouraged to discuss problems, solutions, methodologies, and approaches with others. The only stipulations are:
 - Everything written down must be originally authored (drawn, computed, etc.) by the student getting credit for the work, *or clearly and unambiguously credited otherwise*.
 - All sources used must be appropriately referenced.

For example, with her permission, you may look at Jane Doe’s analysis of lab data to see how it was done. Then you must put her work aside and without further reference to it, perform your own analysis through your own cognition. Then you should write next to those lab results, “Consulted with Jane Doe to create figure 3,” to indicate that you referred to Jane Doe’s work in preparing your own.

You may copy text, figures or formulas verbatim provided that their source is given. If you use a formula from a textbook, reference the textbook. If you use data from a web site, reference the web site. If you use text or figures from a web site, clearly indicate the web site *and* the fact that you’re quoting or paraphrasing from that source. When in doubt, cite your source and you won’t go wrong.

Students will not be penalized, in general, for using outside sources, as long as they are cited. **Indeed, students are expected and encouraged to learn to make effective use of outside sources to work efficiently.** You would appear much smarter if you were to use a formula from chapter 10 and reference the text, than if, in an effort to avoid referencing the text, you were to try to rederive all the results in chapters 1-9 leading to the desired formula of chapter 10. Again, the only stipulation is that sources be cited.

Exceptional cases are, of course, excepted. For example, it would *not* be a violation of the conduct code if you were to copy Jane Doe’s entire lab report (again with her permission) and note prominently on the top of the report: “This report was copied in its entirety from Jane Doe with her permission.” While this behavior would not bring charges of academic misconduct, it would not bring much academic credit, either.

Academic Misconduct:

Academic misconduct is conduct in violation of the conduct code, and/or other unethical conduct. I will report to the COE Academic Conduct Committee any action that I believe constitutes misconduct.

Some examples of misconduct are listed below. (The following was copied from the CAS Conduct Code website (<http://www.bu.edu/cas/undergraduate/conductcode.html>) on 3 September 2004.)

The following list contains examples of academic misconduct, and is not intended to be complete. Note that, although the examples refer to written assignments and exams, the same rules apply to assignments and exams that are administered or presented orally or by some other non-written means. (Adapted from Academic Dishonesty among College Students, S. Maramark and M. B. Maline, US Dept. of Education report no. OR-93-3082, August 1993.)

- Copying from another student's exam or assignment.
- Allowing another student to copy from your exam or assignment
- Allowing another student to see your exam or to see part or all of your assignment before you hand it in, unless authorized by the instructor
- Collaborating on assignments or take-home exams when instructions (or the syllabus) call for independent work
- Providing or receiving answers to an exam using a system of signals or other means of communication with another student
- Bringing unauthorized materials to an exam without placing them where they cannot be used during the exam
- Altering the answers to, or otherwise tampering with, exams or assignments after they have been handed in, without the consent of the instructor
- Taking an exam or completing part or all of an assignment for another student
- Having another person take an exam for you or complete part or all of one or more of your assignments
- Hiring a ghostwriter to write part or all of an assignment
- Submitting all or part of a purchased term paper as your own
- Using course materials, including lecture notes and excerpts from textbooks, in written assignments without proper citation

- Using paraphrased materials in a written assignment without proper citation of the source
- Downloading text, drawings, images, and other materials from the Internet and using these in written assignments without proper citation of the sources
- Copying material without proper citation
- Feigning illness to avoid taking an exam or handing in an assignment on time
- Submitting the same term paper for credit to more than one course without permission
- Reviewing a copy of the regularly scheduled exam prior to taking a make-up exam
- Reviewing a stolen copy of an exam prior to taking the exam
- Providing questions from a test given in one section of a course to students in another section before they have taken the test
- Receiving questions from a test given in one section of a course from another student in another section before you have taken the test
- Altering or forging an official document

I have read all four pages of this document and understand its contents.

Name (printed):

Signed:

Dated: