

February 2012

Dear Extension School Student:

I am writing to clarify the standards of academic conduct in our community, which may differ from those at other schools, in other countries, and in business and professional fields. I also want you to know about several resources that are available to help you with your academic writing.

**All work submitted to meet course requirements, whether a draft or a final version of a paper, project, take-home exam, computer program, oral presentation, or other work, must be your own words and ideas, or the source must be clearly acknowledged.** Copying material from public websites such as Wikipedia or other online sources is plagiarism, unless the source is properly cited and quotation marks are used. In addition, all paraphrased material must be acknowledged completely. The penalties for plagiarism are serious and can include required withdrawal from a course (with no refund) and the suspension of registration privileges for a term, a year, or indefinitely, with appropriate notations on your official transcript.

The Harvard Extension School Administrative Board reviews all alleged breaches of academic integrity such as plagiarism, improper use of sources, cheating, unapproved collaboration, duplicate assignments, and abuse of computer networks. Take a moment to read through the [Student Responsibilities](#) section of our website to understand the rules governing academic integrity and the consequences of breaking these rules.

There are several resources available to help students understand the proper use of sources and methods of citation, including [The Harvard Guide to Using Sources](#). Consulting this guide will help you learn to use sources to support your arguments and write better papers as well as to avoid possible run-ins with the Administrative Board.

The [Career and Academic Resource Center](#) offers services to support your writing and the responsible use of sources. At their site, you'll find two 15-minute [online tutorials](#) based on real examples of student writing. The tutorials test your knowledge of academic integrity by uncovering the most common misunderstandings students have about the rules of proper citation. Upon completion, you will know more about how to integrate sources responsibly into your writing. The tutorials are anonymous open-learning tools. You should take them now, early in the term, and feel free to re-take them as many times as you wish.

Through the [Extension School Writing Center](#), you can schedule up to seven appointments per semester with a writing tutor (on campus or at a distance) to gain feedback on your writing generally and guidance on the proper use of sources.

If you have questions about this message, please call me at 617-495-1765 or send e-mail to [neugebor@fas.harvard.edu](mailto:neugebor@fas.harvard.edu), or you can contact Assistant Dean of Students, Shirley Greene, at 617-998-8557 and [shirley\\_greene@harvard.edu](mailto:shirley_greene@harvard.edu).

On behalf of the Extension School, I extend best wishes for a rewarding semester.

Sincerely,

Robert Neugeboren  
Dean of Students