

# Academic Integrity Policy

This policy clarifies College expectations for ethical student behavior relative to course participation and requirements. It also provides definitions, outlines due process rights, and details sanction levels for those found in violation of these expectations.

Actions that may violate the College's Academic Integrity Policy include but are not limited to the following:

- Intentionally presenting inaccurate information and/or forging documents
- Altering or inventing results, data, or conclusions for any assignment
- Altering or making up information or quotations that are passed off as authentic for any assignment
- Forging College personnel's signature or information on any academic document
- Plagiarism
  - Presenting the work of another as one's own (i.e., not citing a source)
  - Using ideas from any source without providing proper citation of the source
  - Excluding a source or misrepresenting a source leading to an improper citation
  - Copying or presenting material word for word from any source without using quotation marks and/or the proper citation of the source
  - Copying and/or altering a few words from a source in order to avoid exact quotation, without providing the proper citation of the source
  - Rewording (i.e., paraphrasing) an idea found in a source without providing proper citation of the source
  - Submitting the same paper or assignment to fulfill separate course requirements, in either the same or different courses
  - Submitting a previously graded paper, assignment, or speech to a different instructor
- Cheating
  - Copying answers from another person or submitting another person's work as one's own
  - Collaborating on any assignment that is intended to be completed individually
  - Submitting as one's own any course assignment created by someone else
  - Using any unauthorized resources while completing an exam, quiz, or assignment
    - Unauthorized resources include (but are not limited to):
      - Notes
      - Electronic devices and applications
      - Solutions manuals
      - Cliff's Notes®, Chegg Study, and other solution publications
      - Anything not permitted by the instructor or proctor
  - Stealing (or having in one's possession without permission) any exams, materials, or property belonging to faculty, staff, or another student
  - Receiving the answers to exam questions or other assignments from an unauthorized source
  - Having another person take a class and/or an assignment for the enrolled student
  - Facilitating academic dishonesty (i.e., helping or attempting to help another to commit a dishonest academic act) including giving another student answers to assignments
  - Doing another student's assignment (excluding collaborative learning assignments or joint assignments approved by the instructor)
    - Some examples may include (but are not limited to):
      - Completing a student's assignment
      - Writing (or re-writing) a major portion of a student's assignment

## Due Process

Students are guaranteed the right of due process if they are accused of violating this Academic Integrity Policy.

### **Possible Sanctions for Violating the Academic Integrity Policy**

Students who are found to violate the Academic Integrity Policy may be sanctioned in one or more of the following manners:

- Required education relating to academic integrity
- Assigned a grade of "F" for the class where the infraction occurred and expulsion from that class for the remainder of the semester
- Assigned a grade of "F" for the class where the infraction occurred and expulsion with a grade of "W" from all other classes for the remainder of the semester
- Suspended from the Honors College
- Suspended from the College
- Permanent expulsion from the College
- Ineligible for academic amnesty, academic forgiveness, debt forgiveness, or graduation with honors
- A notation of the violation of the Academic Integrity Policy on the student's official transcripts