

# Academic Integrity Policy

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®, Clegg 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