

ACADEMIC INTEGRITY POLICY

A. Introduction

Academic integrity refers to a code of values that support and direct the educational process. This code is based on legal, ethical, and educational concerns. Education in large part consists of the acquisition and demonstration of knowledge according to acceptable standards. Students must be familiar with these standards and will be held accountable for their use. Not being familiar with these standards is not an excuse for their breach. The following are examples of plagiarism and other unethical academic behaviors:

B. Violations

1. Plagiarism: “the appropriation (the use) of another’s intellectual property as your own; using the words or ideas of another without giving credit to that person,” according to Judith Arnold, Carol Poston, Katie Witek.

- a. Failure to Acknowledge the Source(s) with citations

Examples include, but are not limited to the following:

- Key words, unique expressions, phrases, sentences, or paragraphs without the use of quotations
- Significant ideas
- Quoted , paraphrased, or summarized material
- Another person’s data, evidence, or critical method
- Misrepresenting or fabricating academic work
- Using false or misleading citations or sources
- Submission of internet material or purchased papers as one’s own

- b. Unauthorized use

Examples include, but are not limited to the following:

- The unauthorized use of copyright material (e.g., software)

2. Cheating

Examples include, but are not limited to the following:

- Giving or receiving unauthorized information before, during, or after an examination
- The unauthorized use of notes, books, or other aids during an examination

- Looking at another student's exam before, during, or after the exam

3. Multiple Submission

Examples include, but are not limited to the following:

- Submitting material for credit more than once, without permission from the instructor(s)

4. Sabotage and Theft

Examples include, but are not limited to the following:

- Damaging academic equipment or materials
- Theft or sabotage of another person's academic work or material

5. Unauthorized Collaboration

Examples include, but are not limited to the following:

- Working with others on a project intended to be completed individually

6. Falsification of Course-Related Assessment Documents

C. Penalties for violation of Academic Integrity

A faculty member who has evidence (or reason to believe) that a student has violated the academic integrity policy must notify the student of the infraction and penalty. A faculty member, at his or her discretion, may impose any one or a combination of the following penalties for plagiarism or cheating:

- Warning without further penalty
- Requiring reworking of the paper/assignment
- Lowering the grade of the paper/assignment
- Giving a failing grade for the paper/assignment
- Giving a failing grade on the examination
- Lowering the course grade by one full grade or more
- Giving a failing grade in the course

Other violations identified in the policy are subject to similar penalties.

The faculty member is responsible for keeping documentation on academic integrity violations in his/her courses. A permanent college record is made of a violation whose penalty is giving a failing grade in the course. Notification of course failure due to academic dishonesty will be forwarded to the student and the appropriate

academic dean. This notification will also be forwarded to the Office of the Provost and Vice President for Academic Affairs. A third violation reported to the Office of the Provost and Vice President for Academic Affairs will result in suspension from the College for one calendar year. If another violation occurs after the student has returned to college, the student will be permanently suspended from the College.

D. Student Appeals Process for Academic Integrity

The student may initiate the following appeals process, which must be completed by the end of the next semester:

1. The student will meet with the faculty member to discuss the decision within ten school days of the notification of the infraction.
2. If a resolution to the issue cannot be found, the student may request a meeting with the faculty member and the appropriate dean
3. If necessary, the matter will be forwarded in writing by the student, within ten school days of meeting with the faculty member and dean, to the Grievance Committee¹ through the Office of the Provost and Vice President for Academic Affairs for a hearing of all parties concerned. The Grievance Committee will make a decision/recommendation in writing within ten days of the hearing that will be forwarded to the Provost and Vice President for Academic Affairs.
4. The Provost and Vice President for Academic Affairs will make a final decision and notify all parties in writing of that decision within three school days.

All persons involved will maintain confidentiality at all times. The Records of the Grievance Committee shall be maintained by the College.

Works Cited

Community Rights and Responsibilities. Albany: State University of New York at Albany, 1998.

¹The Grievance Committee will consist of three faculty and two students. The student members will be appointed by the SGA. Two of the faculty members will be elected by the faculty and one appointed by the Provost and Vice President for Academic Affairs. The chair of the committee will be a faculty member. Terms for faculty members will be three years, but initial appointments will be one each for 1, 2, and 3 years. In the event that a faculty member is personally involved with a case being appealed, the Provost and Vice President for Academic Affairs shall appoint an alternate faculty member to participate in hearing that appeal. In the event that a student member is personally involved in a case being heard, the SGA shall appoint an alternate student member for that particular case.