

IHCC Policy 3.6.1 Academic Integrity

Part 1. Policy Statement.

Academic integrity is one of the most important values in higher education. This principle requires that each student's work represents his or her own personal efforts and that the student acknowledges the intellectual contributions of others. The foundation for this principle is student academic honesty.

IHCC students are expected to honor the requirements of the Academic Integrity Policy. The following are some examples of unacceptable academic practices that will be viewed as policy violations.

Part 2. Definitions.

Types of Academic Dishonesty

Plagiarism: Using the words and/or ideas of another author without proper acknowledgement so they appear to be your work. This includes quoting, paraphrasing, or copying of part or all of another's work without acknowledging the source.

Cheating: Using, or attempting to use, unauthorized materials in any academic exercise or having someone else do your required work: e.g., unauthorized use of electronic devices, cheat sheets or copying from another's paper, test, and/or homework.

Fabrication: Inventing or falsifying information: for instance, making up data for a required lab experience or research project that was not done or was done incorrectly.

Enabling Academic Dishonesty: Assisting another in committing an act of academic dishonesty.

Deception or Misrepresentation: Lying about or misrepresenting your academic work or academic records.

Multiple Submission: Submitting work without an instructor's permission as if it is new work, even though it has already been used in another class.

Part 3. Policy Implementation

Notification: In each class students will be notified about that class' process regarding academic dishonesty. That notification is most often stated in the class syllabus and may contain definitions of academic dishonesty, required documentation style, a reference to the college's Academic Integrity Policy and the Student Code of Conduct, and a statement of consequences in the class for any infraction.

Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. notification of the charge,
2. presentation of the evidence supporting the charge, 3. an opportunity to respond, 4. notification of the consequences, and 5. information about the appeal process.

Consequences: There is a range of options available to instructors for dealing with cases of academic dishonesty. Consequences for a student in a particular class may include, but are not limited to, failing the course, having a course grade lowered, having an assignment grade lowered or stricken, completing an additional assignment or redoing it, receiving a warning, removal from the course, expulsion from the

college, and/or having the charge dropped.

Documentation: A written summary identifying the specific allegation of academic dishonesty, the consequences, and the documentation to support the charge will be provided to the student. Copies will be kept by the instructor and sent to the Dean of Students.

Institutional Response

Information sent to the Dean of Students will be used to maintain the repository of academic dishonesty cases. All instructors shall report cases of suspected academic dishonesty which are deemed intentional or subject to sanction by the instructor. The Dean will identify any ongoing patterns of academic dishonesty and will consider whether an institutional response to a Student Code of Conduct violation is warranted. If such a determination is made, the Dean of Students will initiate the College's formal disciplinary process as described in the Student Code of Conduct.

Related Documents:

- College catalog

Responsible Administrator: Vice President of Academic Affairs

Policy History

Date of Adoption: NA

Last Revision date: 10/13/2016

Date most recent policy revisions go into effect: 01/09/2017

Date and subject of revisions:

10/13/2016 - Policy Committee Review Fall 2015 through Fall 2016. Academic Council review 10/15/2015, 12/10/2015, 2/4/2016, 4/28/2016, 10/6/2016. Faculty Shared Governance notification 3/22/2016. Comment period September 1-15, 2016. In part 2, Cheating, language was added to include unauthorized use of electronic devices. In part 3, Consequences, language was added to include removal from the course and expulsion from the college. In Part 3, Institutional Response, the word "master file" was changed to "the repository". Language was added to indicate "all instructors shall report" rather than "all cases shall be reported." Changed to new policy template.

12/1/2002 - Review date, details not available