



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-03-02	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Academic Responsibilities: Academic Integrity	
RELATED POLICIES:   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

## Academic Integrity – Undergraduate Students

### I. POLICY:

In the event an instructor discovers that a student has intentionally violated the academic integrity provision of the ASC General Catalog and ASC Student Handbook, the instructor may assign a failing grade for the assignment or course. If a failing grade is assigned, the instructor will provide supporting documentation to the Associate Provost for Academic Affairs. The APAA will create a confidential file concerning the matter. In the unfortunate event that a student has violated the academic integrity policy on more than one occasion, the file will reflect all additional episodes. The APAA may determine that action is warranted beyond the instructor level.

### II. PURPOSE:

The purpose of this policy is to specify the procedures for addressing and reporting violations of academic integrity.

### III. DEFINITIONS:

- A. Academic Integrity: Practicing intolerance for academic dishonesty and any related activities.
- B. Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

### IV. PROCEDURES:

- A. The instructor will identify any instances of violation of academic integrity and meet with the student to verify the nature of the violation.
- B. The instructor will determine whether a failing grade for either the assignment or course is warranted. This determination should be based on policy as stated under 'academic dishonesty' in the ASC General Catalog, the ASC Student Handbook and/or any departmental or instructor policies stated in the course syllabus.
- C. The instructor will provide supporting documentation to the Associate Provost for Academic Affairs.
- D. The APAA will create a confidential file concerning the matter or add to an existing file if the student has violated the academic integrity provision more than once.
- E. The APAA will determine if action is warranted beyond the instructor level.

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V. RESPONSIBILITY:

- A. The student is responsible for acting in compliance with the academic integrity provisions of the ASC General Catalog and Student Handbook or accepting the consequences for violation thereof.
- B. The instructor is responsible for stating any additional departmental or course policies regarding violation of academic integrity in their course syllabus and providing each student with a copy.
- C. The instructor is responsible for determining any consequences for violations of academic integrity.
- D. The instructor is responsible for providing supporting documentation to the APAA.
- E. The APAA is responsible for maintaining a confidential file for each violator and monitoring violators for multiple offenses.
- F. The APAA is responsible for determining if action beyond the instructor level is warranted.

VI. AUTHORITY:

ASC General Catalog, 2006-2007  
ASC Student Handbook

VII. HISTORY:

August 8, 2007

VIII. ATTACHMENTS: