Academic Integrity & Academic Dishonesty – Undergraduate Students

I. POLICY:

To preserve academic integrity, Adams State University does not tolerate academic dishonesty (misconduct). Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State University. Students and faculty at Adams State University value academic honesty as a virtue essential to the academic process. Cheating, plagiarism, unauthorized possession or disposition of academic materials, or the falsification or fabrication of one’s academic work is not tolerated.

In the event an instructor discovers that a student has intentionally violated the academic integrity provision of the ASU General Catalog and ASU Student Handbook, the instructor may assign a failing grade for the assignment or course. If a failing grade is assigned on an assignment or for the course, the instructor will provide supporting documentation to the Vice President for Academic Affairs. The VPAA 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 VPAA will forward the case to the VPSA for action according to the procedures outlined in section IV. E. below.

II. PURPOSE:

The purpose of this policy is to specify the procedures for addressing and reporting violations of academic integrity. Additionally this policy defines academic dishonesty and the consequences resulting from violation of the policy.

III. DEFINITIONS:

A. Academic Dishonesty: Engaging in misconduct pertaining to coursework, assignments, tests, etc. as outlined in section IV below.

B. Academic Integrity: Practicing intolerance for academic dishonesty and any related activities.

C. Vice President for Academic Affairs (VPAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.

D. Vice President for Student Affairs (VPSA): The individual responsible for issuing disciplinary sanctions in accordance with the Student Code of Conduct.
E. **Department Chair (DC):** The ASU faculty member who acts as the administrative head of an academic program.

F. **Grade Appeal:** Requesting that a grade assigned for an assignment or course be re-evaluated, with the hope of improving it; must first be addressed with the instructor. If the issue is not resolved at that level the student may appeal to the relevant department chair.

G. **Plagiarism:** Appropriating or passing off as one’s own work the writings, ideas, etc. of another, i.e., copying without giving credit due, forgery, literary theft, or expropriation of some other’s work.

IV. **PROCEDURES:**

A. Academic dishonesty is regarded as an offense, which is disciplinary in nature although its control is essential to the academic enterprise. The list that follows includes examples, although not all-inclusive, of academic dishonesty:

- Copying from another student’s exam
- Purchase of term papers turned in as one’s own
- “Padding” items on a bibliography
- Feigned illness to avoid an exam
- Submission of same term paper to another class without permission
- Study of a copy of an exam prior to taking a make-up exam
- Providing another student answers during an exam
- Use of notes or book during the exam when prohibited
- Turning in a “dry lab” without doing the experiment
- Sabotage of someone else’s work (on disk, in lab, etc.)
- Collaboration on homework or take-home exams when instruction called for independent work
- Providing test questions to student(s) in another section of the class
- Sharing of answers during an exam by using a system of signals
- Plagiarism: appropriating or passing off as one’s own work the writings, ideas, etc. of another, i.e., copying without giving credit due, forgery, literary theft, or expropriation of some other’s work
- Writing a term paper(s) for another student
- Alteration or forging of official university document
- Submission of tutor or other resource work assignments as one’s own
- Violation of copyright(s)
- Cheating on exams, papers, assignments, etc.
- Purchasing or requesting the service of completing course requirements from a third party source.
- Utilization of unapproved electronic devices during testing (ie. Cell phones, tablets, media players, etc.)
- Attempting to coerce or conspire with a proctor to disregard test proctoring procedures.
- Coercing a third party to complete an exam on one’s own or another’s behalf.
- Providing false information on registration, exam request forms, and to online proctoring services in an attempt to bypass test administration policies and procedures.

B. Cases of academic dishonesty will be handled by the instructor based on the academic dishonesty policy described above. The instructor may, at his or her discretion, assign a grade of F for the course, test, paper, or other assignment involved for the course. Grades assigned by an instructor are academic, not disciplinary, in nature.

C. A student wishing to appeal a grade assignment should follow the grade appeals procedure.

D. All cases of academic dishonesty are to be reported to the VPAA, who will keep a confidential file concerning the case. In instances where a student has violated academic integrity on more than one occasion the file will reflect all additional instances.

E. Upon notification of academic dishonesty the VPAA will forward the case to the VPSA, who will write a letter to the student specifying the action that will be taken. The following guidelines will be used:
• 1 reported instance of academic dishonesty will result in a warning letter
• 2 reported instances of academic dishonesty will result in probation
• 3 reported instances of academic dishonesty will result in a misconduct hearing for suspension or expulsion. The misconduct hearing will follow all procedures specified in the ASU Student Handbook.

V. RESPONSIBILITY:

A. It is the student’s responsibility to practice academic integrity and avoid any form of academic dishonesty.

B. It is the instructor’s responsibility to handle any cases of academic dishonesty appropriately and report any cases of plagiarism to the VPAA.

C. It is the VPAA’s responsibility to forward the case to the VPSA.

D. The VPSA will notify the student of any actions resulting from his/her academic dishonesty using the guidelines in IV.E. above.

VI. AUTHORITY:

ASC General Catalog, 2006-2007
ASC Student Handbook

VII. HISTORY:

October 2, 2006
Revised July 12, 2012
Revised October 9, 2013
Revised June 2, 2015; Approved by Cabinet 09/17, 2015

VIII. ATTACHMENTS: