

## 2502 – Academic Integrity

Academic Integrity is scholarship based on honesty, trust, respect, responsibility, fairness, and courage. Barton Community College pledges to uphold these core values of integrity in all aspects of instruction. Students will be the original authors of submitted work and properly acknowledge outside sources and another's work or ideas. These core values are integral parts of academic success that directly translate to expectations and values in students' future careers.

In support of these core values, modeled after those established in *The Fundamental Values of Academic Integrity 2nd ed.* (Fishman, 2013), Barton provides the following definitions:

### Honesty

- Barton advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. The student is the original author of submitted work and properly acknowledges outside sources, and another's work or ideas.

### Trust

- Barton fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. The student produces their best work to ensure trust is preserved.

### Respect

- Barton recognizes the participatory nature of the learning process and respects a wide range of opinions and ideas. The student shows respect by attending class prepared to participate, which includes listening to classmates' and instructors' opinions, while working to the highest level of their competence.

### Responsibility

- Barton upholds personal responsibility in the face of wrongdoing. The student upholds personal responsibility in the face of wrongdoing.

### Fairness

- Barton fosters an environment of fairness and consistency by establishing clear standards, practices, and procedures and expects cooperation in the interaction of students, faculty, and administrators. The student acts in the spirit of fairness of all established standards, practices, and procedures and will take the initiative to seek out further information when unsure of said standards, practices, and procedures.

### Courage

- Barton supports its expectations, standards, and practices with action. The student acts courageously despite the concern of repercussions and in accordance with personal and institutional values.

### Honor Code

In all aspects undertaken by students, faculty, staff and all other stakeholders of Barton Community College, the following pledge applies: *On my honor, I am acting with integrity, upholding personal and institutional values in academics, and will not tolerate the academic dishonesty of others.*

## Academic Integrity Violations

Violations can be categorized as **Basic** or **Capital**. Basic violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity or the Student Code of Conduct. As such, these cases shall be considered on the totality of the evidence and primarily as academic offenses. All violations of the Academic Integrity Policy will be evaluated based on the Preponderance of Evidence Standard.

Integrity violations discovered after the completion of coursework will be reviewed and addressed per the College's Grade and Degree Revocation Procedure (#2505).

### Basic Violations of Academic Integrity

- Plagiarism: the use of outside sources without proper citations or documentation:
  - Submission of another's ideas or work that are not one's own, including artificial resources or AI-generated content, while giving the impression it was student's work.
  - Neglecting to add source documentation, accidentally or intentionally
- Self-Plagiarism: resubmission of one's own work without instructor's consent:
  - Submission of full or partial assignments, and
  - Assignments submitted in previous or current classes
- Use of prohibited or unauthorized resources on coursework as determined by the instructor:
  - Consultation of textbooks, library materials, notes, online resources
  - Use of technological resources such as calculators, translators, media devices
  - Use of solutions manuals or "homework help" sites
  - Use of assignment-generating technologies, including generative AI
  - Use of tutoring services not endorsed by the College
- The possession of questions or answers for any assignment or examination
- Collaboration on or collusion to complete assigned coursework when group work is not permitted or encouraged
- Use of hidden notes and resources during exams
- Copying another's assignment or exam
- Altering a graded activity

### Related Academic Sanctions (Basic Violation)

Individual faculty members may elect to address episodes of basic academic integrity violations on a case-by-case basis. Specific sanctions, including ~~not limited to~~ the following, may be applied and can be assigned in any combination or order:

- Verbal Warning/~~No~~ grade-related action
- Assignment of educational activity or programming
- 0/F on the assignment/quiz/examination with **or without** the possibility of makeup
- ~~0/F on the assignment/quiz/examination without the possibility of makeup~~
- Reduction of final course grade
- F in the course
- Prohibition from future enrollment in classes taught by **the same course** ~~that~~ instructor
- Designation of XF\* grade
- Recommendation for administrative academic sanction(s)

## Capital Violations of Academic Integrity

- Repeated acts of Basic violations
- Bribing or offering, receiving, or soliciting anything of value for the completion of coursework, including contract cheating
- Fraudulent completion of coursework in any form including but not limited to:
  - another person's standing in for a registered student
  - employing another person or entity to complete coursework in place of the registered student
  - the submission of fraudulent identification at any point during registration or course-taking process
- Acts committed in conjunction with violations of the Student Code of Conduct:
  - Changing or altering final grades or other official educational records
  - Any combination of obtaining, possessing, and/or distributing coursework. May include the use of:
    - Cameras, phones, or other forms of technology to capture images of previously or not-yet administered exams
    - Hard copies, digital copies, social media, group or individual text messaging
  - Gaining unauthorized access into a building, office, or computer system for the purpose of obtaining any course related information or examination

## Related Academic Sanctions (Capital Violations)

Capital sanctions will be determined by the Vice President of Instruction in consultation with instructional administration, and shall include the original academic sanction(s) as assigned by the instructor and may include, but are not limited to, the following:

- Course sSpecific eEnrollment pProhibition;
- Formal rReprimand;
- ~~Probationary Status;~~
- Designation of XF\* grade
- Suspension (of one semester or more);
- Reduction **or retraction** of college-awarded scholarship;
- ~~Retraction of college-awarded scholarship;~~
- Suspension from participation in activities which represent the College;
- ~~Requirement of community service hours;~~ **Requirement of participation with Barton's Academic Development Center**
- ~~Denial of graduation application;~~
- Expulsion
- Any other reasonable actions as deemed appropriate by academic administration

## Faculty Rights and Responsibilities

As an academic matter, faculty retain all rights of grade assignment and related academic sanctions as it correlates with the College's policies and procedures. Adjustments to grades in response to academic sanctions will be discussed with the appropriate faculty member.

Faculty are encouraged to discuss integrity violations with their supervisor and are required to ~~At a minimum, faculty must inform the respective student(s) of the violation and related sanction(s). Faculty are encouraged to discuss any sanctions with their supervisor.~~ Students have an opportunity to address basic violations using the College's Student Problem Resolution procedure.

~~Basic Violations of academic integrity do not require the application of due process rights as guaranteed by the 14th Amendment of the Constitution. At a minimum, faculty must inform the respective student(s) of the violation and related sanction. Faculty are encouraged to discuss any sanctions with their supervisor.~~

If a faculty member chooses to impose academic integrity sanctions on the student, the faculty member must report this action using the form (Academic Integrity Violation Reporting Form). The student's privacy is protected by FERPA, and this form is confidential. Information gathered on this form will only be shared with other faculty members if there is an educational need to know as determined by the Vice President of Instruction.

If the faculty ~~awards~~ chooses to impose an XF in conjunction with the academic integrity sanction, they are required to complete a second reporting form with required signatures. The XF form may be obtained from the Office of Instruction. All XF sanctions will be reviewed by the administration.

If the faculty believes a Capital Violation has been committed, they are required to consult with the appropriate Dean or Director. Once a violation is considered a Capital Violation, all procedural steps and student communication will be completed by Barton administration in alignment with the Student Code of Conduct procedure (2611) as outlined below.

## Student Rights & Notices

Students have the right to privacy and to protect their personal information. Barton Community College acts in accordance with the federally mandated laws concerning Family Education Rights and Privacy Act (FERPA), which protects the confidentiality of student information.

[Procedure 2605 – Student Privacy Rights \(Family Education Rights and Privacy Act \[FERPA\]\)](#)

For Basic Violations of academic integrity, students are entitled to request a review by following the [Problem Resolution Procedure](#). The results of this review will be final.

For Capital Violations of academic integrity (as defined above), students are entitled to (1) written notice of the charges which may result in academic sanctions and (2) an opportunity to respond to said charges as outlined in [Procedure 2611 – Student Code of Conduct](#).

Students who are suspended or expelled due to academic integrity violations are not eligible for a tuition, fee or housing refund for the term during which the sanction occurred.

Barton defines an XF grade as Failure [resulting from an academic integrity](#) as a result of a violation of Academic Integrity. If a student receives an XF grade in a course, they may retake the course in most instances to improve their academic standing. The XF will remain on the student's transcript; however, the grade earned from retaking the course will be calculated into the student's GPA.

The College strongly encourages students to report academic integrity violations to Barton faculty or staff. A student who discloses a policy violation in good faith is excused from non-educational sanctions for Academic Integrity Policy violations which occurred during the approximate time of the reported offense.

## Student Code of Conduct Procedure (2511):

To ensure all students have an opportunity to defend themselves in the face of charges of conduct violations, Barton utilizes a defined conduct process. This process provides for student awareness and ensures that Barton follows established protocol in addressing capital violations to the Academic Integrity Policy.

Whenever a complaint is made against any student for a Capital Violation, the Vice President of Instruction or such other person as may be designated by the President shall investigate the allegations as soon as possible. The Vice President of Instruction or designee is authorized to take any interim action necessary to maintain the integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

**Notice of Charges:** The student shall be given written notice of the complaint and charges against the student within five (5) College business days of receipt of the complaint. Notice is considered given based on the date an email is sent from a Barton representative's Barton-issued email account to the student's Barton email address. This email may be sent through Barton's conduct software.

Students are expected to respond to the notice within the timeframe identified in the notice (generally within 48 hours). This response typically results in the scheduling of a conduct meeting. The conduct meeting is an opportunity for the student to present evidence and offer additional information that may not have been available as part of the Incident Report.

In addition to the immediate response to the notice, the student shall have five (5) College business days after receipt of the notice to respond in writing to the charges, should the student wish to provide a written statement. If it was necessary to mail notice to the student, the student shall have seven (7) College business days after the date of mailing to respond in writing to the charges.

If a student is under the age of eighteen (18) years, a copy of the notice may be sent to the parents or guardian of the student.

Student failure to respond to the notice within the timeline identified in the notice may result in the conduct process continuing without the student's participation. In this case, Administrative Adjudication will be based on the Incident Report, evidence gathered during the investigative process, and/or information other individuals provide during the investigation.

**Disciplinary Action:** The Vice President or designee shall, as soon as possible after the investigation, render a decision that may include dismissal of the complaint or a finding of responsibility.

If the Vice President or other designee finds that the student has violated college policy, rules, or regulations associated with academic integrity, disciplinary action shall be taken. The Vice President or other designee shall impose sanctions as the Vice President or other designee determines is warranted taking into consideration the seriousness of the offense. The Vice President or designee will be guided by capital sanctions appearing in this procedure (above) and/or established precedence in determining sanctions. The Vice President or designee has the discretion to adjust sanctions based on exceptional circumstances which may include a bar against readmission to the College.

### **Appeal Procedure:**

**Right of Appeal:** Any decision of the Vice President of Instruction or designee may be appealed by the accused or the complainant within five (5) College business days of the receipt of the decision. Such appeals shall be in writing and shall be delivered to the President of the College. A student who fails to file a written notice of appeal in the President's Office, within the times specified waives the right to appeal.

Standards of Appeal: An appeal shall be conducted for one or more of the following purposes:

- To determine whether the original process was conducted in conformity with prescribed procedures. This gives the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity Policy was violated and gives the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy occurred.
- To determine whether the sanction imposed was appropriate given the violation of the Academic Integrity Policy that occurred.
- To consider new evidence sufficient to alter a decision that was not introduced in the original conduct process.

If the President or designee determines in their sole discretion that the written appeal fails to meet the Standards for Appeal (noted above), the President or designee will inform the student in writing. If the written appeal submission fails to meet the Standards for Appeal, the matter is concluded, and no further action will be taken. If the President or designee determines that the request meets the Standards for Appeal, the President or designee will notify the student in writing and will refer the matter to the Appeals Committee Facilitator for action.

Status Pending Appeal: Any disciplinary action imposed shall remain in effect during the appeals procedure, unless otherwise directed by the President of the College.

Composition of Appeals Committee: The President of the College shall name an Appeals Committee Facilitator to conduct a formal Appeals Hearings to review the charges and imposed sanctions. The Appeals Committee shall be formed from a pool of faculty and staff, selected by the Facilitator and approved by the President, who have agreed to serve as needed for appeals. Each committee shall consist of six (6) members including three faculty members and three staff members. At any hearing before the committee, at least four (4) members shall be present to constitute a quorum to transact the business of the committee. Any member of such committee directly involved in the outcome of a hearing, or who believes they have a conflict of interest rendering them to be perceived as being incapable of providing an impartial decision, shall disqualify themselves from the hearing and the Appeals Committee Facilitator shall appoint a replacement.

Appeals Committee Training: Upon selection to the committee pool and prior to each scheduled hearing, the Appeals Committee Facilitator will provide brief training for the committee members.

Hearing: The Appeals Committee shall set a hearing as soon as possible after the hearing has been approved. Notice of the time, date, and place of the hearing shall be given to all parties in writing no less than three (3) College business days prior to the hearing.

It is the hope of the College that disciplinary matters will be handled by members of the College community, and legal counsel will not ordinarily be present to represent the College. However, if the appealing student is to have an attorney present (which will be at the student's expense) at any hearing, the student must notify the President's Office not later than forty-eight (48) hours before the scheduled time of the hearing, in which event, the College may, in its discretion, be represented by counsel.

A student failing to appear before the Appeals Committee at the designated time, shall forfeit any right to appeal or seek further relief of the decision.

Proceedings before the Appeals Committee shall be recorded electronically or via written minutes. Recordings and communications related to the disciplinary procedure and resulting actions shall not be considered a public record as that term is defined by the Kansas Open Records Act.

Decision: Upon the conclusion of the hearing, the Appeals Committee, by majority vote, shall decide whether the student has violated the Academic Integrity Policy and whether the sanction imposed fits the nature of the violation. The Appeals Committee may uphold, modify, or completely reverse the original decision as appropriate. In all appeals, any modification of the original sanctions may not result in more severe discipline for the accused student.

A written summary of the findings must be provided, and should the decision be modified, it should be in accordance with one or more of the Standards of Appeal delineated in this procedure. The Appeals Committee shall render its decision in writing within three (3) College business days of the conclusion of the hearing. The findings of the Appeals Committee shall be forwarded to the President.

Notification of Decision: The President's Office shall inform the student in writing of the Appeals Committee's decision within three (3) College business days of the receipt of the Appeals Committee's decision. Notice of the decision shall be served utilizing Barton's conduct software, from a Barton representative's Barton-issued email account to the student's Barton issued email account, in person, by certified mail, or by regular mail.

The findings of the Appeals Committee shall be final.

**Contact(s):** Vice President of Instruction

**Related Form(s):** [Academic Integrity Flowchart](#); [Academic Integrity Violation Reporting Form \(AIVRF\)](#); XF Form

**Relevant Policy or Procedure(s):** [1501-Academic Integrity, Quality and Rigor](#); [1610-Code of Conduct](#); [2503-Academic Clemency](#); [2611-Student Code of Conduct](#); [2615-Problem Resolution \(Students\)](#); <https://docs.bartonccc.edu/procedures/2505-graderevocation.pdf>

**Approved by:** President

**Date:** 3/26/02

**Revision(s):** 1/14/08; 2/23/09; 5/25/17 (minor revision); 11/27/17; 3/23/20; 10/22/20 (minor revision); 8/17/21 (minor revision); 9/15/22 (minor revision); 8/22/23 (minor revision); 6/11/24 (minor revision)