2502 – Academic Integrity

Summary This document defines the principles of Academic Integrity as detailed in the values statement below[1]. It contains, by reference, the expectations, rights and responsibilities, sanctions, and related processes essential to maintain the standards academic integrity within the College.

Purposes Barton Community College is an academic community with integrity. Therefore, the college is committed to upholding the following values: *honesty, trust, fairness, respect, and responsibility.*
As an academic community of integrity Barton's faculty and staff

- advance the quest for truth and knowledge by requiring intellectual and personal *honesty* in learning, teaching, research, and service.
- foster a climate of mutual *trust*, encourage the free exchange of ideas, and enable all to reach their highest potential.
- establish clear standards, practices, and procedures and expect *fairness* in the interaction of students, faculty, and administrators.
- recognize the participatory nature of the learning process and honors and *respect* a wide range of opinions and ideas.
- uphold personal *responsibility* and depend upon action in the face of wrongdoing.

Honor Code
On all course work, assignments, or examinations undertaken by students at Barton, the following pledge is implied by virtue of enrollment:

On my honor as a student, I have neither given nor received unauthorized aid on this assignment.

<u>"Basic" Violations of Academic Integrity</u>

Basic **v**iolations of academic integrity shall include, but are not limited to, the following activities:

- Consultation of textbooks, library materials, or notes in examination where such materials are not to be used during the test;
- Use of "crib sheets" or other hidden notes in such an examination;
- Looking at another student's test paper to copy strategies or answers or allowing another to do so;
- Possessing a confederate supply of questions or answers for any assignment or examination;
- Deliberate falsification of any graded activity;
- Collaboration with others except where such collaboration is permitted or encouraged;
- Submission of previously-graded work for a new assignment (without instructor's consent);
- Use (either in part or whole) of documents obtained from internet sources designed to encourage dishonesty and which are not the immediate result of the student's own academic effort;
- Continuing work on an examination or assignment after the allocated time has elapsed; and/or
- Plagiarism (in any form) defined as taking of another person's intellectual work and using it as one's own.

[1]"Academic Integrity is a commitment, even in the face of adversity, to fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action." As stated in The Center for Academic Integrity handbook, "The Fundamental Values of Academic Integrity," p. 4. Des Plaines, Illinois.

Related Academic Sanctions
As the primary arbiters of academic integrity, individual faculty members may elect to address episodes of academic misconduct on a "case by case" basis. Specific sanctions include, but are not limited to, the following:

- Verbal Warning/No grade-related action;
- 0/F on the assignment/quiz/examination (with the possibility of makeup);
- 0/F on the assignment/quiz/examination (with no possibility of makeup);
- 0/F in the course with or without prohibition of future enrollment in classes taught by that instructor;
- Designation of "XF" grade with or without prohibition of future enrollment in classes taught by that instructor; and/or
- Recommendation for administrative academic sanction(s).

Remediation of XF grade
An instructor who administers an XF grade may recommend to the Vice President of Instruction and Student Services that a student, who has received an XF grade, take PHIL1612 Academic Integrity Seminar for 2 credit hours. A student who is allowed to enroll in PHIL1612 Academic Integrity Seminar may have the X of the XF grade removed from their transcript by taking and passing this course. The F will remain on the student's transcript and cannot be removed using the 2503 Academic Clemency procedure. Remediation only applies to students who have violated the policy at the Basic Violation level.

Faculty Rights and Responsibilities
As an academic matter, faculty retain all rights of grade assignment and related academic sanctions. Course grades assigned may not be altered without the consent of the appropriate faculty member. Also, 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 the faculty chooses to impose any sanctions on the student, the faculty member must report this action using the form (Academic Violation Reporting Form). This form is confidential and the information gathered will only be shared with other faculty if a student is a repeat offender. If the faculty chooses to impose and XF a form must be completed and the appropriate signatures gathered. The form is then sent to the registrar. The XF form can be obtained from the office of Instruction and Student Services.

"Capital" Violations of Academic Integrity
Violations of academic integrity are considered "capital" offenses, if they constitute documented repeat violations of the academic integrity policy, or if they are committed in conjunction with other violations of the student code of conduct. As such, these cases shall be considered on the totality of the evidence, and primarily as academic offenses. Examples of such violations include, but are not limited to, the following:

- Repeated acts of basic violations of academic integrity;
- Having a person other than the one duly registered and taking the course stand in at an examination or any other graded activity;
- Attempting to gain unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
- Changing or altering grades or other official educational records;
- Obtaining or providing to another an un-administered test or answers to an un-administered test; and/or
- Gaining unauthorized access into a building or office for the purpose of obtaining any course related information or examination.

Related Academic Sanctions
With the consensus of the Vice President of Instruction and Student Services, sanctions shall include *not less than* the original academic sanction (as may have been rendered by the instructor) and may include, but are not limited to, the following at the discretion of academic administration:

- Course Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Suspension (of one semester or more);
- Reduction of college-awarded scholarship;
- Retraction of college-awarded scholarship;
- Suspension from participation in activities which represent the College;
- Requirement of community service hours;
- Denial of graduation application;
- Expulsion; and/or
- Any other reasonable actions as deemed appropriate by academic administration.

Remediation of XF grade
Students cannot remediate capital offences.

Student Rights
For basic violations of academic integrity where the Grade Appeal procedure is not applicable, students are entitled to request a review of the faculty member's action by the Vice President of Instruction and Student Services. 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. The student may appeal using the Grade Appeal Procedure.

(Based on policy 1501; revised and approved by President on 2/23/09)