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.

Responsiblity

- 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 as a Cougar, I am acting with integrity in academics. I am acting per personal and institutional values and refraining from any form of academic dishonesty, and I will not tolerate the academic dishonesty of others.

Reference

Fishman, T. (Ed.). (2013). *The Fundamental Values of Academic Integrity* (2nd ed.). Retrieved January 6, 2019, from https://academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf

Violations of Academic Integrity 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.

Basic Violations of Academic Integrity

- Plagiarism: the use of outside sources without proper citations or documentation:
  - Submission of another's ideas or work while giving the impression that 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
  - Use of tutoring services not endorsed by the College (insert link)
- 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 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 that instructor
- Designation of XF* grade
- Recommendation for administrative academic sanction(s)

***Barton defines an XF grade as *Failure as a result of a violation of Academic Integrity*.**

Acting with integrity takes courage. Identifying and reporting violations of academic integrity is integral to maintaining a culture of integrity. Barton recognizes that students who have participated in or witnessed their peers participating in academic misconduct may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report academic integrity violations to institutional officials. A bystander acting in good faith, or a reporting individual acting in good faith, who discloses a policy violation will not be subject to the College's non-educational sanctions for Academic Integrity Policy violations occurring at or near the time of the reported offense.

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 conjunctions 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 Specific Enrollment Prohibition;
- Formal Reprimand;
- Probationary Status;
- Designation of XF* grade
- 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
- Any other reasonable actions as deemed appropriate by academic administration.

***Barton defines an XF grade as *Failure as a result of a violation of Academic Integrity*.**

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.

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 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 chooses to impose an XF in conjunction with the academic integrity sanction, they are required to complete a second 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.

Student Rights

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.

Contact(s): Vice President of Instruction

Related Form(s): Academic Integrity Flowchart; Academic Integrity Violation Reporting Form (AIVRF); XF Form

References: Fishman, T. (Ed.). (2013). *The Fundamental Values of Academic Integrity* (2nd ed.). Retrieved January 6, 2019, from https://academicintegrity.org/wp-content/uploads/2017/12/Fundamental-Values-2014.pdf

Relevant Policy or Procedure(s): Policy 1501 – Academic Integrity, Quality, and Rigor; 1610 – Code of Conduct; 2503 – Academic Clemency; 2611 – Student Code of Conduct; 2615 – Problem Resolution (Students)

Approved by: President

Date: 3/26/02

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