

Adrian College Academic Integrity Policy

Consistent with Adrian College's mission statement and based on principles of integrity and honesty, Adrian College seeks to develop students who are scholars capable of working independently. This includes the ability to analyze, organize, express and synthesize information in an original fashion. Any student who engages in behaviors that violate academic integrity and honesty can face disciplinary proceedings that may involve dismissal from Adrian College.

Faculty members who suspect dishonesty in their classes have several options. The first is to notify the student(s) of suspected dishonesty, meet with the students, and if a violation is determined, impose appropriate academic penalties available to the faculty member (e.g., reduced or failing grade for project or class). The faculty member should also file a note about the incident in the student's file in the Student Affairs office for reference if the student is found in a similar situation at a later point. The faculty member may also refer the matter to the Student Affairs office for action in addition to or in lieu of taking action in the classroom. Contact the Associate Dean for Student Affairs at x3142 for more information.

Expectations for Academic Honesty

1. No student shall intentionally or inadvertently present others' ideas as his/her own.
2. No student shall give or receive assistance on course assignments beyond the guidelines established by the professor.
3. No student shall violate the ethical standards as established by the professor including, professional association of the discipline or other sanctioning bodies such as the state or federal government.
4. No student shall falsify, fabricate or distort data through omission.
5. No student shall engage in conduct that destroys another person's work or hinders another in her/his academic endeavors.
6. No student shall forge a signature of a faculty, staff member or student.
7. No student shall misrepresent his/her personal accomplishments or misrepresent information on his/her Adrian College career.

Definitions of Academic Dishonesty

1. Academic dishonesty includes attempts to present as one's own work, that which is not.
2. Academic dishonesty includes attempts to help others in efforts to present as their own work, that which is not.
3. Academic dishonesty includes attempts to prevent others from receiving their academic credit.

Examples of Academic Dishonesty

(This list is not exhaustive and may be modified to reflect specific course requirements by a professor)

1. Academic dishonesty includes any behaviors that would affect another's work or materials necessary to complete such work. For example, withholding reference materials, destroying or tampering with computer files, laboratory, studio work, library resources or research projects.

2. Academic dishonesty includes submission of work that the student knows to be inaccurate. For example, a lab report in which data has been adjusted or falsified.
 3. Academic dishonesty includes providing examinations, papers or other academic work to fellow students when the assignment has not been produced by the student turning it in. For example, using sorority or fraternity files.
 4. Academic dishonesty includes submission as one's own, work that has been produced by another. For example, using another student's speech from last year.
 5. Academic dishonesty includes copying or using unauthorized materials or equipment for exams, performances, rehearsals or class assignments. For example, using "cheat sheets" in exams.
 6. Academic dishonesty includes submission of a paper purchased from the Internet or other commercial sources.
 7. Academic dishonesty includes turning in the same paper for two classes without permission of both professors.
 8. Note: Seeking assistance from appropriate sources such as, professors, a tutor or an assistant in the College Writing Center or Math Department is **NOT** academically dishonest.
 9. Academic dishonesty includes plagiarism.
- a. **Plagiarize**-to steal and pass off (the ideas or words of another) as one's own; use (a created production) without crediting the source ~ vi : to commit literary theft; present as new and original an idea or product derived from an existing source. Mish, F. (Ed.), et.al. (1988). Webster's New Collegiate Dictionary (9th ed.). (p. 898). Springfield, MA: Merriman
- b. Types of Plagiarism:
1. Direct or intentional plagiarism is taking the exact words of an author without giving due credit.

Acceptable: "To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them" (Good & Brophy, 1991, p. 257).

Unacceptable: To the extent that behavior problems occur in the classroom, teachers should question the students and conduct systematic observations of them.
 2. Indirect or unintentional plagiarism occurs "when paraphrasing someone's words or ideas without changing the sentence structure or only occasionally changing a word or phrase" (Storey, 1999).
 3. Inadvertent plagiarism is failure to provide appropriate citations or failure to include quotation marks and thus indicates sloppy scholarship. Inadvertent plagiarism is not acceptable, even with the statement, "I didn't know."
- c. How to avoid plagiarism
1. Give a complete acknowledgement of sources and include a bibliography of all sources used. The bibliography must be prepared in a standard style (e.g., APA, MLA).
 2. Use quotation marks to indicate a direct use of someone's work.
 3. Acknowledge the author when using his/her ideas.
 4. Take careful notes, indicating the source of the information or idea.