

East Central University ***Policy on Academic Integrity***

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and misrepresentations are incompatible with the fundamental activity of East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the *Policy on Academic Integrity*.

Definition of Academic Misconduct

In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. These actions include, but are not limited to:

Cheating: Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes but is not limited to:

- copying the answers of another student on any examination or assignment
- using a textbook, notes or other aids during an examination without the permission of the professor
- tampering with experimental data to obtain 'desired' results
- obtaining copies of examinations by any unauthorized means
- receiving or giving unauthorized help on assignments or examinations
- accessing computer systems or computer files without authorization
- stealing a problem solution from a professor or another student
- presenting product of a collaborative effort as one's individual work unless explicitly approved by an instructor. (**Note:** professors shall grade course group assignments according to criteria outlined in the syllabus)

Plagiarism: Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for what is called "common knowledge", any information taken from another source must be documented in the student's work. When a student interprets another's ideas, credit must be given by an in-text reference. When a student uses an exact copy of another's work, it must be delineated by use of quotation marks or indentation and referenced with the source. Plagiarism includes but is not limited to:

- copying and/or presenting words, images or thoughts of others as one's own work
- representing any information down-loaded from the **Internet** as one's own.
- copying content in work without providing appropriate quotation marks or documentation
- copying words with minor changes even if the source is given
- expressing another's ideas as one's own
- reusing papers or presentations from a file of any previously written papers
- submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor

- submitting assignments that were completed by another person
- allowing another student to submit one's work as their own

Misrepresentation or Falsification: Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to:

- changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
- providing false information or omitting pertinent information on applications, records or other documents
- tampering with or destroying the work of others
- creating results for experiments not done (“dry labbing”)

Disciplinary Procedure: Any faculty, staff member, or other student, may identify and report a violation of the *Policy on Academic Integrity*. The student and the faculty member must meet to confirm or disallow the reported violation. If the violation is verified, the exact disciplinary procedure and grade penalty is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken individually or in combination include but are not limited to the following:

- scheduling a conference between the student and professor
- reporting the incident to the department chair and/or school dean
- requiring that the assignment be re-done
- reducing the grade for the assignment in question
- reducing the grade for the course in which the violation occurred
- receiving a failing grade for the course
- forced withdrawal from the course or major
- expulsion from the University
- reporting the violation to the Student Conduct Committee
- reporting the violation to the office of the Vice President for Academic Affairs
- a record of the violation(s) may be maintained in the office of the Vice President for Academic Affairs for a period not to exceed five years from the time of the incident.

Student Recourse to Accusations of Violations of the Policy On Academic Integrity

Students may appeal faculty actions in accord with the procedure defined for grade appeals. The appeal should be presented to the Department Chair and, if unsatisfactorily resolved, then to the School Dean. Administrative action beyond that level, if any, may be appealed to Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs may be reviewed by the President, upon request of the student. The President's decision shall be final.