

Academic Integrity Violations and Recommended Sanctions

Violation	Examples	Procedure	Penalty for 1st Offense
Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise	Includes: <ul style="list-style-type: none"> • copying from another student's work during an exam • using notes or other impermissible resources during an exam • plans to copy from another student during an exam 	Instructor contacts the Coordinator and completes a violation report the recommended sanction.	Minimum: Redo the assignment or retake the exam or failure of the assignment or failure of the exam Maximum: Failure of the course
Plagiarism: Representing the work of another as one's own in any academic exercise	Includes misrepresentation caused by failure to document acknowledged sources accurately, thoroughly, and appropriately	Instructor meets with student to discuss incident. The Instructor notifies Coordinator to send a <i>Warning Letter</i> to student. The instructor determines the academic penalty to be applied to the student's assignment.	The Coordinator meets with student and assigns the student to complete Academic Integrity Tutorial. A copy of the Warning Letter is kept on file. Conduct resulting in a subsequent warning letter constitutes an academic integrity violation.
	Continued misrepresentation in using acknowledged sources	The Instructor contacts the Coordinator and completes a violation report with a recommended sanction.	Minimum: Redo the assignment with grade penalty Maximum: Failure for the course
	Use of unacknowledged sources: use of information or phrasing from any source not cited or included in the bibliography & references by the student	Instructor contacts the Coordinator and completes a violation report with the recommended sanction.	Minimum: Redo the assignment with grade penalty Maximum: Failure for the course
	Submitting as one's own work done by, copied from, or purchased from another: includes work done by anyone other than the student	Instructor contacts the Coordinator and completes a violation report with the recommended sanction.	Minimum: Failure of the assignment Maximum: Failure of the course
Falsification: Falsifying or inventing information	Provides false information: <ul style="list-style-type: none"> • in an official document • in an academic exercise or • to avoid an academic exercise 	Instructor contacts the Coordinator and completes a violation report with the recommended sanction.	Minimum: Failure of the assignment/exam or course Maximum: Suspension
Facilitating Academic Dishonesty: <ul style="list-style-type: none"> • Soliciting the assistance of another to commit an act of academic dishonesty; • Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. 	Includes: <ul style="list-style-type: none"> • providing answers to an exam • asking another student to write a paper 	Instructor contacts the Coordinator and completes a violation report.	Student who benefits from assistance: Failure of the course and suspension Student(s) who provided assistance: Suspension

All proven 2nd violations of the Academic Integrity Policy result in failure of the course and suspension for the following semester. These decisions must be approved by the Vice President for Academic Affairs. Any Academic Integrity violation occurring after suspension will result in failure of the course and expulsion. 5/4/2009