

## Academic Integrity Policy

At Jamestown College, we operate in an atmosphere of mutual trust between and among instructors and students. Sometimes this trust is violated through the intentional or accidental misrepresentation of facts, ideas, or data by members of the academic community. Such misrepresentations are violations of the Academic Integrity Policy. There are three main types of violations: **cheating, inappropriate collaboration, and plagiarism.**

**Cheating** involves the misrepresentation of knowledge or experience. For example, if students use unauthorized materials during an examination (for instance, by using crib sheets, looking at other students' exams, obtaining the questions in advance, and so on) they are falsely representing themselves as having recalled material or reasoned correctly, when, in fact, they did not. If students fake the data in a laboratory experiment, they are falsely suggesting that they acquired information in accordance with prescribed procedures.

**Inappropriate collaboration** involves presenting academic work as one's independent effort when it includes significant elements of the work of others. When important ideas or actual phrasings in an academic work belong to an unnamed colleague, misrepresentation has occurred. It is dishonest for one student to write some or all of another student's paper or presentation. It is equally wrong for one student to develop key ideas for a project that is represented as the work of another. Inappropriate collaboration is a violation for which both or all parties will be held accountable.

**Plagiarism** involves both theft and cheating. When someone appropriates, for use in formal course work, the wording, phrasing, or ideas of another, and either accidentally or intentionally fails to acknowledge the debt, it is considered theft. Plagiarism is also cheating in that one is creating a false impression about one's own intelligence, ability, and achievement. If students are unsure about what constitutes plagiarism, they should seek help from their instructors and refer to appropriate handbooks.

### Disciplinary Process

It is the responsibility of every member of the Jamestown College community to maintain the integrity of the grading system; anyone with knowledge of violations of

the Academic Integrity Policy must report this information to a faculty member, a member of the college staff or administration, or the Vice President/Dean of Academic Affairs.

All cases of academic dishonesty must be reported to the Vice President/Dean of Academic Affairs, who will maintain records on each student who has committed a violation of the policy.

Students who violate the Academic Integrity Policy of Jamestown College will be subject to disciplinary action.

A course instructor who suspects a violation of the Academic Integrity Policy should inform the student or student of his/her suspicion and present him/her with the evidence, allowing the student an opportunity for rebuttal.

Upon determination of a violation, the course instructor will decide the penalty to be imposed. Depending upon the severity of the infraction, this may involve a requirement to complete the assignment again, failing the student for the assignment, or failing the student for the course.

If a dispute arises between a course instructor and a student about whether a violation has been committed, it is referred to the Vice President/Dean of Academic Affairs for resolution. If the Vice President/Dean of Academic Affairs determines that no question exists, the appeal process is terminated. If any question remains, the Dean may refer it to the Executive Committee of the Faculty Senate for a hearing. The decision of the Executive Committee of the Faculty Senate about the commission of an offense will be final in all such cases.

If a student involved in a violation of the Academic Integrity Policy is not enrolled in a particular instructor's course, as in a case of inappropriate collaboration, the instructor should inform the Vice President/Dean of Academic Affairs of the case for appropriate disciplinary action.

In the case of multiple violations of the Academic Integrity Policy by a student, the Vice President/Dean of Academic Affairs may impose additional sanctions, which may include academic warning, academic probation, academic suspension, or expulsion. If any question remains, the Dean may refer it to the Executive Committee of the Faculty Senate for a hearing. The decision of the Executive Committee of the Faculty Senate will be final in all such cases.