

Ivy Tech Community College of Indiana

POLICY TITLE

Academic Integrity

POLICY NUMBER

4.20

PRIMARY RESPONSIBILITY

Academic Affairs

CREATION / REVISION / EFFECTIVE DATES

Revised March 2012/Effective Summer 2012 revised September 2017/effective immediately

PURPOSE

Ivy Tech Community College recognizes academic integrity as a fundamental principle of collegial life. The credibility of the College's educational programs rests upon the foundation of student learning and integrity. Students who misrepresent their academic work violate the rights of their fellow students and undermine the faculty's authority and their ability to assess learning. The College therefore views any act of academic dishonesty as a serious offense requiring disciplinary measures, including failure for the exam or specific course work, course failure, suspension, and expulsion from the College. In addition, an act of academic dishonesty may have unforeseen effects and lead to formal processes outside the College.

ORGANIZATIONAL SCOPE OR AUDIENCE

Students and faculty

DEFINITIONS

Academic Dishonesty: Intentional acts or omission including cheating, plagiarism, misuse of college equipment, misrepresentation, fabrication or falsification of data or any behavior specifically prohibited by a faculty member

Academic Misconduct: See academic dishonesty

Academic Integrity: The moral code or ethical policy of academia including values such as avoidance of cheating or plagiarism, maintenance of academic standards, honesty and rigor in research and academic publishing

Cheating: Any attempt to give or obtain assistance in a formal academic exercise (ie., examination, paper, speech) without acknowledging the source

Plagiarism: To pass off, use, copy or take the ideas or words of another, as one's own, without crediting the source.

Sanction: A penalty, specified or in the form of moral pressure, that acts to ensure compliance or conformity

POLICY

Faculty are responsible for maintaining the academic integrity of the institution. Academic integrity is expected of all students and faculty. Violations of academic integrity include, but are not limited to, the following acts:

- **Cheating:** Unauthorized use of notes or study aids, or acquiring information from another student's papers, on an examination; or obtaining a copy of an examination or questions from an exam prior to taking the exam; or altering graded work with the intent to deceive by resubmitting it for re-evaluation; or altering or destroying grade records; or allowing another person to do one's work and then submitting as one's own; or allowing another to take an examination in one's name; or submitting identical or similar papers for credit in more than one course without obtaining prior permission from the instructors of all the courses involved.
- **Aiding Cheating or Other Acts of Academic Dishonesty:** Providing material or information to another student with the knowledge that this material or information will be used to deceive faculty in an effort to acquire higher grades.
- **Plagiarism:** Presenting within one's own work the ideas, representations, or words of another person without customary and proper acknowledgment of that person's authorship is considered plagiarism. Students who are unsure of what constitutes plagiarism should consult with their instructors. Claims of ignorance will not necessarily excuse the offense.
- **Data Misrepresentation:** Fabricating the data; or deliberately presenting in an assignment data that were not gathered in accordance with assigned guidelines or that are deliberately fabricated; or providing an inaccurate account of the method by which the data were gathered or generated.
- **Falsification of Academic Records or Documents:** Falsification of academic records or documents includes but is not limited to altering any documents affecting academic records; or forging signatures; or falsifying information of an official academic document such as a grade report, ID card, library card, or any other official College letter or communication.
- **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** Unauthorized access to computerized academic or administrative records or systems means viewing or altering the College's computer records without authorization; or copying or modifying the College's computer programs or systems without authorization; or releasing or dispensing information gained through unauthorized access; or interfering with the use or availability of

computer systems or information. Also, when college-sponsored activities are held at locations owned or managed by other institutions or organizations, the unauthorized use, viewing, copying, or altering of those institutions' computer records, systems, or program would similarly constitute a violation of academic integrity.

PROCEDURE

Procedures for addressing academic misconduct and academic integrity issues are outlined in the Code of Student Rights and Responsibilities located on MyIvy (see References below for link to document). Section III Part B – Student Disciplinary Procedures, outlines the steps to ensure due process. In situations where warranted, the Vice Chancellor for Academic Affairs may appoint a designee to act on his/her behalf.

REFERENCES

Code of Student Rights and Responsibilities

<https://www.ivytech.edu/studentcode/>

RESOURCE PERSON

Vice Chancellor for Academic Affairs

Vice Chancellor for Student Affairs