

## **Academic Integrity Policy**

**Approval:** Board of Trustees

**Policy Type:** College

**Policy Owner:** Dean of Student Success

### **Revision History**

**Approval Date:**

**Modified:**

**Next Review:** August 2019

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### **1. Purpose**

Kentucky Wesleyan College is a moral community with ethical convictions. As such, academic integrity is essential to the collegial pursuit of truth and knowledge, and gives the College community credibility. The principles of academic integrity demand the commitment of all persons of the College. Academic dishonesty is viewed at the College as a serious offense and will not be tolerated. Academic integrity policies apply to all Kentucky Wesleyan College programs and degrees.

### **2. Definition**

Academic dishonesty usually refers to forms of cheating which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Dishonesty in work, whether it is in quizzes, laboratory work, term papers, examinations, or other work, and regardless of the learning environment or modality of instruction, is regarded as a serious offense and may result in failure in the course and dismissal from the College. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty is any act of cheating, fabrication, plagiarism, abuse of resources, forgery of academic documents, dissimulation, or sabotage, and any act of aiding and abetting academic dishonesty. The College assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply:

- Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating are (but not limited to): copying homework, copying someone else's test, using an unauthorized "cheat sheet," or unauthorized electronic devices, the student's e-mail account in order to gain outside assistance with the completion of assignments, taking of tests, or accessing unauthorized information.
- Fabrication is the falsification or invention of any information or citation in any academic exercise such as (but not limited to): making up a source, giving an incorrect citation, or misquoting a source.
- Plagiarism is the representation of the words and ideas of another as one's own in any academic exercise. Plagiarism includes failing to give a citation for using work from another person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.
- Dissimulation is the disguising or altering of one's own actions so as to deceive another about the real nature of one's actions concerning an academic exercise. Examples include: fabricating excuses for such things as missing classes, postponing tests, handing in late papers, turning in a paper for one class that was originally written for another class (when original work is requested), unauthorized collaboration when individual work is expected, sharing of passwords or account information to allow anyone other than the original Kentucky Wesleyan student to log-in to a Kentucky Wesleyan resource or otherwise impersonate the student while accessing such sites as the Student Portal.
- Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes (but not limited to): hiding library materials, removing non-circulating material from the library, hiding or stealing another person's textbook, notes or software, failure to return library materials when requested by the library and defacing library materials.
- Forgery of academic documents is the unauthorized changing or construction of any academic document such as, but not limited to the following: changing transcripts, changing grade books, changing grades on papers which have been returned, forging signatures, etc. Other examples include: completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.
- Sabotage is the damaging or impeding of the academic work of another student. Sabotage includes (but not limited to): ruining another student's lab work, moving pointers or microscope slides during a laboratory practical exam, or destroying another student's term paper.
- Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

### **3. Policy**

Conduct review at Kentucky Wesleyan College follows the fundamental values approach, and is intended to educate students and protect community values. The judicial review system focuses on the growth and development of individual students by encouraging self-discipline and responsibility and by fostering a respect for the rights and privileges of others. Faculty, staff, students and college administration play important roles in creating a community where academic integrity is valued and promptly addressing any academic integrity violations that might occur.

The College expects the highest standards of integrity from all students in the performance of academic assignments and research. Moreover, the College requires the cooperation of its students in creating a College-wide environment (inclusive of on-campus, hybrid, and online learning environments) that is conducive to everyone's learning.

Creating this conducive environment includes but is not limited to:

- arriving and departing class on time;
- attending class regularly;
- being prepared for class work and class discussion;
- participating in discussions in a way that does not discriminate against or harass peers or professors, and that respects the free inquiry of others;
- refraining from disruptive behavior (e.g., inappropriate talking, noises from electronic devices, coming and going during class, sleeping during class, wearing hoodies or wearing headphones or earbuds);
- refraining from attending class under the influence of alcohol or illegal substances;
- adhering to specific classroom standards set forth by the professor;
- adhering to specific online behavior standards set forth by the professor and the College Student Code of Conduct.

### **4. Procedures**

#### **Faculty Role**

Faculty members have the right and responsibility to impose course-related sanctions for violations of academic integrity that occur in a course they teach, as stated in the course syllabus (e.g., failure of an assignment or test, failure of the course).

1. When a faculty member perceives that a violation of academic integrity has occurred, the faculty member is encouraged to communicate with the student first about the violation and, if appropriate, assign a sanction.
2. When the faculty member imposes the course sanction, the faculty member must report the action to the Office of Academic Affairs in order to emphasize the seriousness of the violation and the College's commitment to academic integrity. An Academic Integrity Incident Report, which can be obtained from Office of Academic Affairs, will be used.
3. The Academic Integrity Incident Report must be filed before final grade in the class is assigned.

4. The faculty member has the right to rescind the violation if new evidence is presented prior to the Academic Affairs sanction being imposed.
5. A grade may be changed, or an awarded degree revoked if serious violation of academic integrity policy is discovered.
6. When the faculty member meets with the student to discuss a perceived violation, the student may present evidence in his or her defense, including testimony from another member of the College community. If it is determined that a violation has occurred, the course sanction will be imposed.

### **Administration's Role**

When the Office of Academic Affairs receives an Academic Integrity Incident Report, their Academic Affairs Administrative Assistant determines if the violation is a first, second, or subsequent offense. They will then notify the Dean of Student Success.

**First Violation – Appeal of the Charge:** In the case of first Academic Integrity violation, the student may appeal the faculty member's decision to the Associate Dean of the College who will make a final determination and inform the Office of Academic Affairs and the student of the decision. If the appeal is denied then the Dean of Student Success will begin the process listed below for the first violation.

**First Violation:** In the case of first violations, the Academic Affairs Administrative Assistant will inform the Dean of Student Success who will notify the student of the violation and provide the process for either attendance at an in-person Academic Integrity Workshop, enrollment in an online module, or for an appeal to the charges. A transcript hold will be placed on the student portal. Attendance in the Academic Integrity Workshop (online or in person) includes writing a final reflection essay on the topic of integrity. The Academic Integrity Workshop will be conducted by the Dean of Student Success or an Academic Integrity Workshop Facilitator. The essay will be due to the workshop facilitator ten working days after the student attends the Academic Integrity Workshop or completes the online module. If the student does not complete the final reflection essay by the assigned date, the violation will move to the second violation phase. If the student does not attend the Academic Integrity Workshop, a hold will remain on the student's transcript until the academic integrity violation has been resolved. Appeals for violations must be filed prior to attending an Academic Integrity Workshop or beginning an online module.

**Second Violation - Appeal of the Charge:** In the case of second Academic Integrity violation, the student may appeal the faculty member's decision to the Associate Dean of the College who will make a final determination and inform the Office of Academic Affairs and the student of the decision. If the appeal is denied then the Dean of Student Success will begin the process listed below for the second violation.

**Second violation:** In the case of a second violation, the Academic Affairs Administrative Assistant will inform the Dean of Student Success who will convene the Academic Integrity Review Board (AIRB). The AIRB is comprised of three faculty and staff members, who will consider the circumstances of both violations and impose an appropriate sanction that may be more than that imposed by the instructor. The Board will meet within five working days after notification of the violation. A transcript hold will be placed on the student portal. The Chair of the AIRB will communicate the sanction(s) to the student and the

VPAA in writing within five working days following the hearing. The transcript hold will be released following the completion of the second violation process.

**Appeal of the Sanction for a Second Violation:** If the student feels the sanction imposed by the Academic Integrity Review Board is unfair, they may appeal the decision to the Dean of Student Success who will make a final determination.

**Third Violation - Appeal of the Charge:** In the case of a third Academic Integrity violation, the student may appeal the faculty member's decision to the Associate Dean of the College who will make a final determination and inform the Office of Academic Affairs and the student of the decision. If the appeal is denied then the Dean of Student Success will begin the process listed below for the third violation.

**Third violation:** In the case of a third Academic Integrity violation, the Academic Affairs Administrative Assistant will notify the student and inform the Dean of Student Success who will convene an Academic Integrity Review Board. A transcript hold will be placed on the student portal. The Academic Integrity Review Board, will consider the circumstances of all violations and impose an appropriate sanction that may be more than that imposed by the instructor. The Chair of the AIRB will communicate the sanction(s) to the student and the VPAA in writing within five working days following the hearing. The transcript hold will be released following the completion of the third violation process.

**Appeal of the sanction for the third violation:** If the student feels the sanction imposed by the Academic Integrity Review Board is unfair, they may appeal the decision to the Vice President of Academic Affairs who will make a final determination.

College administration will track repeat violations. Responsibility for ensuring standards of academic honesty rests with the entire College community; therefore, violations may be documented by any of its members.