



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-03-01	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Academic Responsibilities: Academic Dishonesty	
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Academic Dishonesty – Undergraduate Students

I. POLICY:

Adams State College, to preserve academic integrity, does not tolerate academic dishonesty (misconduct). Academic dishonesty is considered a serious offense, and any student found in violation may face reprimand, a lowered or failing grade(s), and/or probation or suspension from the course, academic major, or college. Every student is required to practice and adhere to the principle of ACADEMIC INTEGRITY while undertaking studies at Adams State College.

II. PURPOSE:

The purpose of this policy is to define academic dishonesty and the consequences resulting from violation of the policy.

III. DEFINITIONS:

- A. Academic Dishonesty: Engaging in misconduct pertaining to coursework, assignments, tests, etc. as outlined in section IV below.
- B. Academic Integrity: Practicing intolerance for academic dishonesty and any related activities.
- C. Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- D. Department Chair (DC): The ASC faculty member who acts as the administrative head of an academic program.
- E. Grade Appeal: Requesting that a grade assigned for an assignment or course be re-evaluated, with the hope of improving it; must first be addressed with the instructor, followed by the department chair if necessary, then the APAA if necessary.
- F. Plagiarism: Appropriating or passing off as one's own work the writings, ideas, etc. of another, i.e., copying without giving credit due, forgery, literary theft, or expropriation of some other's work.

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IV. PROCEDURES:

- A. Academic dishonesty is regarded as an offense, which is disciplinary in nature although its control is essential to the academic enterprise. The list that follows includes examples, although not all-inclusive, of academic dishonesty:
- Copying from another student's exam
 - Purchase of term papers turned in as one's own
 - "Padding" items on a bibliography
 - Feigned illness to avoid an exam
 - Submission of same term paper to another class without permission
 - Study of a copy of an exam prior to taking a make-up exam
 - Providing another student answers during an exam
 - Use of notes or book during the exam when prohibited
 - Turning in a "dry lab" without doing the experiment
 - Sabotage of someone else's work (on disk, in lab, etc.)
 - Collaboration on homework or take-home exams when instruction called for independent work
 - Providing test questions to student(s) in another section of the class
 - Sharing of answers during an exam by using a system of signals
 - Plagiarism: appropriating or passing off as one's own work the writings, ideas, etc. of another, i.e., copying without giving credit due, forgery, literary theft, or expropriation of some other's work
 - Writing a term paper(s) for another student
 - Alteration or forging of official college document
 - Submission of tutor or other resource work assignments as one's own
 - Violation of copyright(s)
 - Cheating on exams, papers, assignments, etc.
- B. Cases of academic dishonesty will be handled by the instructor based on the academic dishonesty policy described above. The instructor may, at his or her discretion, assign a grade of F for the course, test, paper, or other assignment involved for the course. Grades assigned by an instructor are academic, not disciplinary, in nature.
- C. A student wishing to appeal a grade assignment should follow the grade appeals procedure.
- D. All cases of plagiarism are to be reported to the APAA, who will keep a confidential file concerning the case. In instances where a student has violated academic integrity on more than one occasion the file will reflect all additional instances. The APAA will determine if action is warranted beyond the instructor level.

V. RESPONSIBILITY:

- A. It is the student's responsibility to practice academic integrity and avoid any form of academic dishonesty.
- B. It is the instructor's responsibility to handle any cases of academic dishonesty appropriately and report any cases of plagiarism to the APAA.
- C. It is the APAA's responsibility to determine if action is warranted beyond the instructor level.

VI. AUTHORITY:

ASC General Catalog, 2006-2007
ASC Student Handbook

VII. HISTORY:

VIII. ATTACHMENTS: