ACADEMIC INTEGRITY

William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, including personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty, including plagiarism, as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University’s academic standards and Christian commitment.

Academic Honor Pledge

All students at William Carey University are bound by this pledge:

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined by university policy which explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.

FORMS OF ACADEMIC DISHONESTY

Any act done to misrepresent one’s knowledge and/or ability in an attempt to gain an academic advantage is considered to be an act of academic dishonesty. This includes but is not limited to the following actions or attempted actions:

1. Cheating on examinations. (a) utilizing any materials not authorized by the instructor for assistance on an examination; (b) utilizing any information on an examination that was obtained from another individual and not authorized by the instructor; (c) allowing another individual to take an examination and presenting that work as his/her own.

2. Cheating on course assignments. (a) obtaining any form of assistance not authorized by the instructor on a class assignment; (b) submitting the same work in more than one course without the knowledge and permission of the instructors.

3. Plagiarism: (a) submitting an assignment as one’s own original work when all or part was done by another individual; (b) knowingly representing the ideas of another person as one’s own in any academic exercise.

4. Fabrication: Inventing or falsifying information used in an academic exercise.

5. Misrepresentation: (a) intentionally providing false or misleading information regarding absences in class, missed exams, late class work, or class drop dates in order to avoid the penalties associated with these actions; (b) intentionally providing false or misleading information on official university documents such as applications for admission and financial aid;

6. Unauthorized access: (a) unauthorized access to and/or alteration of any class records or documents such as grade books, class rolls, and examinations; (b) unauthorized access to and/or alteration of any official school documents such as transcripts, admissions files, and financial aid records.

7. Facilitation: Intentionally helping another individual to commit any act of academic dishonesty.
Academic Integrity Guidelines

1. These guidelines are based on the principles of redemption and growth and are intended to allow students to learn from their mistakes, master the expectations of academic integrity, and accept responsibility for their own actions.

2. It is the position of the trustees of William Carey University that emphasis should be placed on the prevention of breaches of academic integrity.

3. Faculty should require students in their classes to utilize available technology (Turn-It-In) to detect possible plagiarism before turning in major assignments.

4. Please note that the definition of plagiarism includes, “knowingly [emphasis added] representing the ideas of another person as one’s own.” Students are responsible for learning to correctly give credit for others’ work. Faculty should differentiate between incorrectly citing sources and failing to give credit to sources when considering whether a student’s performance involves plagiarism.

5. In all cases, faculty are to have a conference with a student observed in or suspected of an act of academic dishonesty and allow the student to respond to the charge.

6. Prior to the conference, the faculty member should contact the office of the VPAA to determine whether the student has had prior offenses.

7. All academic integrity offenses are to be reported to the Office of Academic Affairs.

8. A student may not drop a course or withdraw from the university to avoid the penalties incurred as a result of an act of academic dishonesty.

9. For any case involving an egregious offense, or lack of cooperation on the part of the student, the instructor may confer with the school dean regarding referral to the Honor Board.

10. Students have the right to appeal any penalty given by an instructor to the Academic Honor Board. Students have the right to appeal any penalty given or upheld by the Academic Honor Board to the Vice President for Academic Affairs.

11. When an incident is sufficiently serious to request an honor board hearing the faculty member shall prepare a written statement summarizing the offense, results of the conference with the student, and requesting the Academic Vice-President to convene the Academic Honor Board. The student will be asked to read and sign the statement acknowledging that he/she has been informed of the charge and the penalty. If the student refuses to sign the instructor will make that notation on the report and forward it, through the department chair/dean, to the Academic Vice-President. Student appeals of faculty action must, likewise, be in writing, signed, and forwarded to the Academic Vice-President. The student will be allowed to remain in class pending the outcome of the honor board hearing. The student’s final status in the class will be determined by the outcome of the hearing. When a case is referred by the teacher, or the decision of the teacher is appealed by the student, the Academic Vice-President shall notify the chair of the honor board who will schedule a meeting and notify the teacher and the student at least five working days prior to the meeting.
12. The Honor Board may recommend suspension or dismissal from the university for egregious or repeated offenses. Other penalties available to the Honor Board and the procedures to be followed by the Honor Board are found in the Policy and Procedures Manual of the university, Policy Number 407 “Academic Integrity.”

13. The table below gives penalties for academic dishonesty that may be charged by the instructor.

**Penalties**

<table>
<thead>
<tr>
<th>Type of Offense</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating on Exam or Assignment</td>
<td>Highest Failing Grade on Exam or Assignment (e.g., 69 if 70 is passing)</td>
<td>Grade of Zero for the Exam or Assignment</td>
<td>Fail Course and Refer to Honor Board</td>
</tr>
<tr>
<td>Plagiarism</td>
<td>1. Refer to Library for Research and Plagiarism Tutorial 2. Redo/Correct Paper with Penalty of One Letter Grade</td>
<td>Grade of Zero for the Paper</td>
<td>Fail Course and Refer to Honor Board</td>
</tr>
<tr>
<td>Fabrication</td>
<td>Highest Failing Grade On Assignment</td>
<td>Grade of Zero on Assignment</td>
<td>Fail Course and Refer to Honor Board</td>
</tr>
</tbody>
</table>

For offenses of misrepresentation, unauthorized access, and facilitation the student will be referred to the Honor Board.