ACADEMIC INTEGRITY POLICY

POLICY

Academic integrity is one of the most important values in higher education. It requires that each student's work represents their own efforts and that the student clearly acknowledges and cites the intellectual contributions of others. Students are expected to honor the requirements of this policy. The following academic practices will be considered to be violations of the academic integrity policy:

Cheating:
"Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments, including, but not limited to, the use of any artificial intelligence source(s) or software(s); (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Ridgewater College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

Collusion:
"Collusion" is defined as secret or illegal cooperation or conspiracy, especially in order to cheat or deceive others. Examples may include, but are not limited to, providing a previously submitted paper to a fellow student or sharing test answers. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for academic dishonesty.

Plagiarism:
"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

History:
01.27.15 Adopted
11.08.22 Proposed; Reviewed and Revised for Equity Compliance
02.15.23 Revised

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PROCEDURE

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Due Process: Students can expect fair treatment in academic matters, and the following steps will be followed in each situation:

1. The faculty member will communicate with the student to discuss the charge/concern, consider the evidence, and hear the student's explanation.
2. If the faculty member determines the student has violated the Academic Integrity Policy, the faculty member shall inform the student of the consequences of the violation and the sanctions the faculty member will impose. If faculty or students report or have a concern that the violation was due to a language/cultural barrier, then the faculty member or student has the option to discuss with the Director of Diversity, Equity and Inclusion.
3. The faculty member has the option of completing an "Academic Dishonesty Report Form" and forwarding the completed form to the Dean of Students.
   a. If submitted and requested by the faculty member, the Dean of Students will send an institutional response informing the student in writing that (a) this form/information will be filed in our disciplinary records and supports and reinforces the sanction imposed by the faculty member; (b) the Dean of Students may impose sanctions in addition to those imposed by the faculty member in the event of subsequent or multiple violations; and (c) the student has a right to appeal the sanction(s) given by the faculty member as described below.
   b. The Dean of Students keeps the complaint form and any supporting documentation.

Appeals
If the student disagrees with the decision or the imposed sanction, the student may appeal the instructor's decision through the Grade Appeal Process or through the Student Complaints and Grievances process.

Consequences
There is a range of options available to instructors for dealing with cases of academic dishonesty, from failing the course to other options at the discretion of the instructor.

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