

**POLICY****ACADEMIC INTEGRITY POLICY**

Academic integrity, one of the most important values in higher education, requires that each student's work represents his/her own personal efforts and that the student acknowledges the intellectual contributions of others. Students are expected to honor the requirements of this policy. The following are unacceptable academic practices that are policy violations.

**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; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Ridgewater faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**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"Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.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.

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*History:*

*01.27.15 Adopted*

**PROCEDURE****ACADEMIC INTEGRITY POLICY**

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

1. The faculty member determines that the student has violated the Academic Integrity Policy and applies sanctions as he/she deems appropriate.
2. The faculty member informs the student of the specific charge, and, at the request of the student, will consult with the student to discuss the charge, consider the evidence, and hear the student's explanation.
3. The faculty member has the option of completing an "Academic Dishonesty Report Form" and forwarding the completed form to the Dean of Student Services.
  - a. If submitted, the Dean of Student Services 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 Student Services 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 Student Services 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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*History:*

*01.27.15 Adopted*