

## Academic Integrity Policy

Students are encouraged to assist each other and exchange information in order to master the concepts and skills covered in coursework and to seek tutoring from the Academic Resource Center or if they need additional resources. However, collaboration on any individually graded assignment or exam to the extent that it is not an individual student's total, personal effort will be considered as a violation of the Student Code of Conduct.

When an academic exercise is designed to result in a grade, any of the following activities constitute violations of academic integrity unless expressly authorized in advance by the instructor.

### A. Plagiarizing any information or idea and submitting it as one's own work:

1. Using actual words from another source, failing to surround those words in quotation marks, and/or failing to provide the appropriate citation.
2. Paraphrasing the words or another source without providing the appropriate citation, excluding general knowledge that can be found in three or more sources.
3. Using an idea from another source and failing to provide the appropriate citation.

### B. Cheating in any form involving academic work:

1. Copying any information from another student including tests, worksheets, computer files, reports or other documents that are presented for a grade.
2. Obtaining or attempting to obtain an unauthorized copy of a test or an answer key.
3. Taking an exam or completing coursework for another student in a traditional or online course, or allowing another student to provide these services.
4. Using unauthorized information during a test.
5. Collaborating with another student for a test or other graded assignment without the consent of the instructor.
6. Purchasing any document and presenting it as original work.
7. Bribing or attempting to bribe an instructor, staff member or student to alter a grade.
8. Inventing information to support a research paper or other class project.

Academic integrity violations are reported as a Critical Early Alert to the Counseling Services office. Instructors will attach documentation of the violation to the report and notify of the assigned sanction for the violation. Counselors will reach out to the student, explain the alleged violation and sanction.

In addition to the sanction, Counselors can work to connect the student to resources available on campus to develop skills needed to avoid additional violations of the policy.

The sanctions for violations of the academic integrity can be a range of the following:

- Grade of Zero on the paper, assignment, quiz, or test on which the violation occurred.
- A second documented violation can result in a grade of "F" being assigned in the course.

If the Vice President for Student Affairs identifies a pattern of behavior related to violations of the policy, we will engage the Vice President of Academic Affairs to discuss possible sanctions up to and including separation from the program or the college.

These records will be kept in the case management system utilized by State Tech. This will provide an opportunity for the College to track students who violate the policy in multiple classes.