

Academic Integrity Policy

Ethical conduct is the obligation of every member of the Kellogg Community College community. Breaches of academic integrity constitute serious breaches of ethical conduct. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. This policy demonstrates the College's concern for academic integrity and guarantees a fair procedure for handling these concerns.

The definitions and guidelines presented here represent specific policy for the entire institution, but individual faculty members are encouraged to clarify in their course outlines any policies or procedures particular to their course. Academic honesty is, nonetheless, always assumed in an educational institution whether specifically stated or not.

Violations of Academic Integrity

The following acts of misconduct are subject to disciplinary action. The examples provided are illustrative and do not necessarily exhaust the scope of these violations.

- **Cheating** - Cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
- **Denying Others Access to Information or Material** - It is a violation of academic integrity to deny others access to scholarly resources or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information, making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserved materials, stealing another's paper or project, or altering computer files that belong to another.
- **Fabrication** - Fabrication is the falsification or citation in an academic exercise. "Invented" information may not be used in any laboratory experiment or other academic exercise without authorization from the instructor. For example, it is improper to analyze one sample in an experiment and covertly "invent" data based on that single experiment for several more required analyses.
- **Facilitating Academic Dishonesty** - Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.
- **Plagiarism** - Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in the text or in a footnote. Acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one's own work. The correct form for documenting direct quotations and for acknowledging paraphrased material may be found in numerous writing manuals or handbooks. The faculty in English at Kellogg Community College endorses the MLA style which is incorporated into and explained in several texts available in the College Bookstore or library. Other styles include the *Kate*

L. Turabian Students' Guide for Writing College Papers and the Publication Manual of the American Psychological Association. Please ask your instructor for guidance in selecting a style for documenting the words or ideas of another person.

Academic Discipline Procedure

Procedures in cases of academic integrity infractions will begin with the individual instructor who has reason to believe an incident has occurred. The instructor must first review the information and determine whether there is sufficient reason to proceed with the charge of academic integrity violation. If the instructor determines to proceed, they must communicate, in writing, the charge to the student with a copy to the instructor's chair or director.

If the student admits he or she is responsible:

- Instructor imposes the penalty within the confines of the course (i.e. failure of the assignment, requirement of an alternate assignment, or failure of the course)
- Instructor files an academic integrity report and submits to the chairperson/director of the academic department
- Department chairperson/director routes report to the academic dean along with any recommendation for additional penalties (i.e. withdrawal from the course and/or program)
- Academic dean takes action on any recommendations and submits the report to the Vice President for Student Services as a violation of the Student Code of Conduct
- Vice President for Student Services sends a notice by certified mail to the accused student stating the formal charges and penalties along with the appropriate sanction outlined below:

Sanctions for violating the Student Code of Conduct—Academic Integrity:

- **First Violation** – Warning
- **Second Violation** – Probation
- **Third Violation** – Suspension
- **Fourth Violation** – Dismissal

If the student maintains he or she is not responsible:

- Instructor imposes the penalty within the confines of the course (i.e. failure of the assignment, requirement of an alternate assignment, or failure of the course)
- Instructor files an academic integrity report and submits to the chairperson/director of the academic department
- Department chairperson/director meets with the student to discuss the academic integrity report, along with any other pending actions (i.e. withdrawal from course and/or program) and attempts to resolve the case.

If the issue is resolved – The case is processed accordingly

If the issue is not resolved – The student will meet with the academic dean and one of two things will occur:

- **If the issue is resolved** – The case will be processed accordingly

- **If the issue is not resolved** – The student may provide to the Vice President for Instruction a written request for a Judicial Board hearing. If the student does not request a Judicial Board hearing, the case will be processed as a violation of the Student Code of Conduct