

## Academic Integrity

Date of Original Implementation: June 14, 2010

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### What is Academic Integrity?

The College believes that each person can learn, notwithstanding one's age, life history, current circumstances, or past academic experience. Cambridge College is a learning community in which adult learners experience educational practices that honor and empower them. The College works with students to build the education needed for academic and career success through programs which develop and enhance skills, competencies, attitudes, values and habits of the mind. As students are expected to meet high academic standards throughout their education, they engage experiences of genuine learning that make new learning possible.

### Violations of Academic Integrity

#### I. Plagiarism

Plagiarism is the use of another's work, thoughts, or language without giving credit. Cambridge College students are expected to submit original work in courses and will not summarize, copy, or use the work of another person or source without proper acknowledgement. Plagiarism is dishonest and a serious academic offense. Any breach of academic integrity is grounds for a grade of No Credit in academic courses and/or dismissal.

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### Protocol for professors addressing plagiarized student work:

1. A student's work is deemed by the professor to contain plagiarized material.
2. The professor will approach the student in a private setting and discuss the matter with the student directly. It should be noted that the student may not have a full understanding of what constitutes plagiarism, and therefore may not have had any deceptive intent.
3. The seriousness of the incident will be discussed with the student, and the potential consequences will be reviewed.
4. The student will be given a copy of the attached overview of plagiarism developed by the Writing Department at Cambridge College.
5. The plagiarized work will be returned to the student without a grade. A copy will be kept by the professor.
6. If it is clear to the professor that the student was simply unaware of what constitutes plagiarism, the opportunity to re-write the assignment will be offered.
  - 6.1. If the opportunity to re-write is offered to the student, he or she must take a plagiarism tutorial at: <http://www.indiana.edu/~jstd/>.
  - 6.2. The student must provide a printout of the tutorial results as a condition for resubmitting the assignment; note that a certificate will only be available to the student if he/she correctly completes the entire assignment.
  - 6.3. The student will re-do the assignment.
  - 6.4. The professor will assign a grade to the new assignment.
7. It is determined by the professor that the student's intent was to knowingly plagiarize.

- 7.1. The student will be informed that he/she will be receiving a grade of "F" or "NC" for the assignment/course.
- 7.2. The professor will notify the dean and the program coordinator in writing. Moreover, the case will be evaluated by the dean, in consultation with the professor and program coordinator, for consideration of further action: referral to Provost with recommendation of academic probation or suspension.
- 7.3. The Dean will inform the student in writing of referral to Provost for consideration of academic probation or suspension.
- 7.4. The student will have the opportunity to meet with the Provost or his/her designee to discuss alleged plagiarism, and for the student to present his/her case.
- 7.5. The student shall be informed in writing of Provost's decision: no action, academic probation, or suspension.
- 7.6. The student shall have the opportunity to appeal in writing the Provost's decision to the Committee on Academic Integrity; Committee shall review the Provost's decision and will have the authority to uphold or modify the Provost's decision.
- 7.7. Two cases of intentional and knowing plagiarism, whether within one course or between multiple courses, may result in academic suspension or dismissal.

## II. Cheating

Cheating appears in multiple forms such as:

1. Unauthorized use of notes, texts, or other aids during an exam or in completing course assignments.
2. Copying the work of another student.
3. Submitting the same assignment for more than one course, subject to faculty discretion.
4. Sharing student work with a group when such sharing has not been authorized by the professor.

Protocol for professors addressing cheating in student work:

When it is determined by the professor that the student has been engaging in such conduct, step 7 will be followed.



Cambridge  
College

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Student Commitment Not to Plagiarize

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I understand that plagiarism is the appropriation of another's work and passing off as one's own the product of the mind and language of another; that it is dishonest and a serious academic offense; and that any breach of academic integrity is grounds for a grade of No Credit in academic courses and/or dismissal.

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Student's Name (Please Print)

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Student Number

\_\_\_\_\_  
Student's Signature

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Date