



## Operating Policy and Procedure

**OP 26.004** Academic Integrity

**DATE:** May 20, 2020

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to establish the policy regarding academic integrity for enrolled students.

**REVIEW:** This OP will be reviewed in October for even-numbered years by the Vice President for Instruction and Academic Cabinet, with revisions forwarded to the Board of Trustees through President's Council by the Office of the President.

### POLICY/PROCEDURE

#### 1. General Policy

Ethical conduct is the obligation of every member of the KCC 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 KCC'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.

#### 2. Scope

This policy applies to all academic students at Kellogg Community College.

#### 3. Definitions

Acts that violate academic integrity including:

*a. Cheating:* Cheating includes, but is not limited to:

- i. Use of any unauthorized assistance in taking quizzes, tests, or examinations;
- ii. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- iii. Acquisition, without permission, of tests or other academic material belonging to a member of KCC faculty or staff.

*b. 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.

- c. *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.
- d. *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.
- e. *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 KCC endorses the MLA style which is incorporated into and explained in several texts available in the Bruin 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.

#### **4. Academic Integrity Procedure**

Students will be held accountable for acts that violate the Academic Integrity Policy.

- a. Instructor reviews information and determines whether there is sufficient reason to proceed with the charge of academic integrity violation.
- b. Instructor discusses the matter with the student and provides an opportunity for the student to accept or deny responsibility for violation of the academic integrity policy. If the student does not meet with the instructor, the instructor will continue the Academic Integrity procedure.
- c. Instructor imposes one of the following penalties within the confines of the course:
  - i. Grade of zero on the assignment
  - ii. Requirement of an alternate assignment
  - iii. Failure of the course
- d. Instructor files an academic integrity report and also submits to the chairperson/director of the academic department.
  - i. Instructor submits assignments, papers, and/or projects reflecting the academic integrity violation.
- e. Dean sends a notice to the student stating the formal charges and consequences along with the appropriate sanction outlined below:

- i. First Violation – Warning
  - ii. Second Violation – Probation (up to one year)
  - iii. Third Violation – Suspension from academic program (up to one year)
  - iv. Fourth Violation – Dismissal from academic program
  - v. Fifth Violation – Suspension from college (up to one year)
- f. If the student contests the sanction(s) imposed, they will have five (5) business days after notification to submit a request in writing to move forward with the Academic Appeal Policy.

**5. Roles and Responsibilities**

- a. The faculty member, or designee, will determine if a student has violated the Academic Integrity Policy and have a discussion with the student to explain the violation, the policy, and its location.
- b. The faculty member will submit a case into Maxient.
- c. The Executive Assistant to the Vice President of Instruction, upon receiving notification from Maxient of a violation, will contact the Chair/Director to ensure that the faculty member informed them of the infraction.
- d. The Executive Assistant to the Vice President of Instruction will process the notification to the student, faculty member, Chair/Director, and the Dean.
- e. If the student contests the decision, the student will have five (5) business days to submit a request in writing to move forward with the Academic Appeal Policy.

**6. Persons/Departments Affected:**

- a. Executive Assistant to the Vice President of Instruction
- b. Vice President of Instruction
- c. Deans
- d. Faculty
- e. Academic Departments

**7. Right to Change Policy.** The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time, without prior notice or consent.

**8. Approval Date:** March 17, 2021

**9. Past Revisions.**

- a. Aug. 19, 2020: Policy amended to streamline the workflow process. Revisions did not change the general policy language.
- b. March 17, 2021: Policy amended to clarify policy review requirements.