

“Academic Integrity is a commitment even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.”

The Center for Academic Integrity



Academic Integrity Plan

**For consideration by the Academic Senate
Spring, 2004**

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INTRODUCTION

“Academic integrity is a commitment, even in the face of adversity, to five fundamental values:

honesty, trust, fairness, respect, and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.”

From the Center for Academic
Integrity

POLICY STATEMENT

Assessment of student knowledge is a necessary part of academic life. The educational process must provide opportunities for students to demonstrate understanding and knowledge in each of their courses and to have their command of subject matters and skills evaluated fairly by the faculty. Students must be guided, therefore, by the most rigorous standards of academic honesty in preparing all assignments and exercises and examinations. It is essential that everyone believe it has been done fairly. Students at the College are expected to be honest and forthright in their academic endeavors. In cases of doubt about ethical conduct, students should consult their instructors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, or to allow another to commit an act of academic dishonesty corrupts the essential process by which knowledge is advanced. It is the official policy of the College that all acts or attempted acts that are violations of academic integrity be reported to the Office of Student Affairs. At the faculty member's discretion and with the concurrence of the student or students involved, some cases, though reported to the Office of Student Affairs, may be resolved within the confines of the course and department. All others will be adjudicated within the process described in the section marked Violations of Academic Integrity.

While the institution must preserve the integrity of its academic programs and degrees, it should also assist in the academic and character development of those who enter it for study. For those who violate the Code of Academic Integrity, an effort should be made to educate them as to what constitutes a violation and why it is wrong, and a further effort should be made to discourage repetition of such offenses. On the other hand, the College cannot permit a student to earn a degree in a manner that involves repeated violations of the code. Such misconduct undermines the integrity of the academic program.

It is the policy of the College to consider sanctions including suspension or dismissal from the College for any student who has committed more than one violation of academic integrity. Such actions will be taken according to the procedures established as part of the academic integrity program.

It is the policy of the College to consider sanctions including denial of a degree or certificate to any student who has committed more than one violation of academic integrity. Such denials shall be extended to revocations of previously awarded degree or certificate should such violations be made known subsequent to those awards.

Distinguishing disciplinary cases from academic integrity violations

The students who are charged with violations of academic integrity will be afforded due process. When multiple violations of the Code of Academic Integrity so warrant, the matter will be investigated by the chief student affairs officer or designee, who will follow the disciplinary procedures of Article XV of the Bylaws of the Trustees of the University. The University Regulations governing student conduct on campus and the disposition of disciplinary cases are clearly stipulated in the College catalogue. All considerations of due process are to be followed explicitly.

What is essential in cases of violations of academic integrity is that the College provide notification to the student, including informing the student of the appeal process and provide for the observance of that process.

Violations of academic integrity include any incidents related to class related work or preparation for class related work in which students use in whole or in part the work of others without authorization or, in the case of written materials, appropriate the work of others without proper acknowledgement or use any sources for information without authorization to do so. These violations include, but are not limited to, those listed under FORMS OF ACADEMIC INTEGRITY VIOLATIONS in the section following.

FORMS OF ACADEMIC INTEGRITY VIOLATIONS⁽¹⁾

There are a number of ways that violations of academic integrity can occur. Principal among them are the four types listed below. It should be noted, however, that misconduct in any of these categories or combination of categories may be subject to disciplinary measures if it is deemed by the Office of Student Affairs, based on reports submitted by the Academic Departments, that the conduct rises to the level of disciplinary misconduct.

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work without acknowledging the source. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate, and specific references and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism covers unpublished as well as published sources, including internet-accessed materials. Examples of plagiarism include but are not limited to:

- Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgment of the source;
Copying another person's actual words without the use of quotation marks and footnotes.
- Using another person's ideas, opinions, or theory even if it is completely paraphrased in one's own words, without acknowledgment of the source
- Borrowing facts, statistics or other illustrative materials that are not clearly common knowledge without acknowledgment of the source
- Copying another student's essay test answers
- Copying, or allowing another student to copy a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own
- Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own work
- Failing to acknowledge collaborators on homework and laboratory assignments.

When in doubt about rules concerning plagiarism, students are urged to consult with individual faculty members, academic departments, or recognized handbooks in their field.

Fabrication

Fabrication is the use of invented information or the falsification of research or other findings. Examples of fabrication include but are not limited to:

- Citation of information not taken from the source indicated. This may include the incorrect documentation of secondary source materials
- Listing sources in a bibliography that are not directly used in the academic exercise
- Submission in a paper, thesis, lab report or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin or function of such data or evidence
- Submitting as your own any academic exercises (e.g., written work, printing, musical composition, painting, sculpture, etc.) prepared totally or in part by another

Cheating

Cheating is an act or an attempted act of deception by which students seek to misrepresent that they have mastered information on an academic exercise that they have not mastered. Examples of cheating include but are not limited to:

- Copying from another student's test paper
- Allowing another student to copy from a test paper
- Unauthorized use of course textbook or other material such as a notebook or notes in any form to complete a test or other assignment
- Collaborating on a test, quiz or other project with any other person(s) without authorization
- Using or possessing specifically prepared but unauthorized materials during a test, e.g., notes, formula lists, notes written on the student's clothing, study aids, electronic or other devices or any unauthorized communication during an

academic exercise, preparing answers or writing notes in an exam booklet before an examination.

- Using electronic instruments, such as cell phones, pagers, etc., to obtain or transmit or to share information, when prohibited
- Participating in any academic exercise such as a test using the name of another person or permitting someone else to participate in such an exercise for oneself.

Academic misconduct

Academic misconduct includes any act to gain an undue academic benefit for oneself or to cause academic harm to another. Such misconduct includes dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test. Examples of academic misconduct include but are not limited to:

- Stealing, buying or otherwise obtaining and possessing all or part of an unadministered test or academic device not authorized for such person to possess
- Unauthorized presence in a building or office or any location for the purpose of obtaining all or part of an unadministered test or academic device not authorized for such person to possess
- Selling or giving away all or part of an unadministered test, including answers to an unadministered test or academic device not authorized for such person to possess
- Bribing any other person to obtain an unadministered test, including answers to an unadministered or academic device not authorized for such person to possess
- Unauthorized presence in an office or any location for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given
- Changing, altering or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a change-of-grade form or other official academic records of the college which relate to grades
- Continuing to work on an examination or project after the allotted time has elapsed

- Taking an examination for another student. Asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to two classes without consulting with instructors.
- Giving assistance or failing to report witnessed acts of academic misconduct/dishonesty.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Promoting violations of academic integrity in any form, including but not limited to publicizing the availability of sources for obtaining papers and exercises

Falsification of Records and Official Documents

The following are some examples of falsification:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

^[1] Based on a University of Delaware listing and from Baruch College (CUNY) at:

http://www.baruch.cuny.edu/academic/academic_integrity.htm#falsification_records

RULES and PROCEDURES

All students will be informed of the Academic Integrity Policy and Code and the procedures concerning its violation through the College catalogue, the student handbook, the College website, by academic departments and the faculty and in course syllabi, the new student orientation courses, and materials made available at academic advisement, registration, and the Instructional Support Services Center (ISSC).

Academic departments

Each academic department has or will establish a policy that would either set a department-wide standard or permit individual faculty to establish a policy for violations of academic integrity and penalties or sanctions to be imposed including and limited to failure in the course.

After detecting a violation, faculty members will take appropriate actions (those within the guidelines for violations and sanctions) and send the appropriate notifications to the student (Notification of the Right to Appeal) and to the academic department chairperson (Notification of Violation of Academic Integrity). That Notification of the Right to Appeal will communicate to students their right to appeal and the consequences of multiple violations of the Academic Integrity Code. Students requesting a review of the faculty member's action with regard to their grades would request such from the department chair within thirty days of the receipt of notice of a violation. The department chairperson will review the grade or other action taken by the instructor in response to the suspected violation of academic integrity. If the procedures for violations of academic integrity have been followed the instructor's action shall stand. The chair will consider the student's appeal, evaluate any documents involved, confer with the instructor, and come to a decision regarding the violation of academic integrity. Based on those deliberations, the departmental chairperson shall either confirm the decision of the instructor or recommend that the instructor change the grade as deemed appropriate. If the student appeals the decision of the instructor after the review of the chairperson then a departmental committee (Departmental Appeals Committee) will review the entire matter and have evidence presented by both the instructor and the student. Such committee shall have the authority to accept or deny the action of an instructor or to take another action in response to the violation that the committee then believes has taken place including changing a grade. The decision of the Departmental Appeals Committee is final.

Students requesting a review or an appeal of the department's action would be directed to the Vice President for Academic Affairs, whose review would be confined to assuring that the college's process and the department's policy was followed and due process observed. Such review will not be authorized to involve the rejection of the current penalty or imposition of another penalty. If the procedures of the college are determined

to have been violated then the Vice President shall direct that the entire process be repeated in full observance of the college's procedures.

Faculty

All members of the faculty will include in their course outlines a clear reference to a statement of the College policy on academic integrity, department policy or of their own policy (if there is no department-wide policy) and the penalties and sanctions for violations of academic integrity.

Violations of academic integrity

The instructor of the class in which the violation occurred or in reference to which case the violation is relevant shall handle violations of the Academic Integrity Code. The instructor has the authority to adjust the offender's grades as deemed appropriate, including assigning an F to the assignment or exercise or, in more serious cases, an F to the student for the entire course. In certain cases, the instructor may also file a formal complaint with the chief student affairs officer, who after review may refer the case to the Student-Faculty Disciplinary Committee.

All cases for which an instructor has taken an enforcement action, such as an F for a paper or for a course, shall be reported: a Notification of the Right to Appeal sent to the student and Notification of Violation of Academic Integrity sent to the chairperson of the academic department in which the class is offered.

Upon receipt of the report of Notification of Violation of Academic Integrity the chairperson of the academic department shall send a Notification of the Right to Appeal to the student by registered or certified mail and by regular mail and a copy to the Office of Student Affairs. This Notification of the Right to Appeal informs the student of the right to appeal the action of the instructor to the Chairperson of the Academic Department within thirty (30) days. That notification will also inform students of the consequences of multiple violations of the Academic Integrity Code. A copy of each such Notification of the Right to Appeal and Notification of Violation of Academic Integrity will be sent to the Office of Student Affairs for the purposes of establishing and maintaining records and to review if repeated patterns of violations of academic integrity emerge (see below).

The Office of Student Affairs shall monitor reports of violations of academic integrity. The Office of Student Affairs will counsel and advise violators that, should there be an additional violation, they will be subject to disciplinary action, which may include suspension or expulsion.

Students who wish to appeal the decision of an instructor concerning the action taken due to a violation of the Academic Integrity Code shall do so with the chair of the department. The chair will consider the student's appeal, evaluate any documents involved, confer with the instructor, and come to a decision regarding the violation of

academic integrity. Based on those deliberations, the departmental chairperson shall either confirm the decision of the instructor or recommend that the instructor change the grade as deemed appropriate. If the student appeals the decision of the instructor after the review of the chairperson then a departmental committee (Departmental Appeals Committee) will review the entire matter and have evidence presented by both the instructor and the student. Such committee shall have the authority to accept or deny the action of an instructor or to take another action in response to the violation that the committee then believes has taken place including changing a grade. The decision of the Departmental Appeals Committee is final.

Students requesting a review or an appeal of the department's action would be directed to the Vice President for Academic Affairs, whose review would be confined to assuring that the college's process and the department's policy was followed and due process observed. Such review will not be authorized to involve the rejection of the current penalty or imposition of another penalty. If the procedures of the college are determined to have been violated then the Vice President shall direct that the entire process be repeated in full observance of the college's procedures

If the chief student affairs officer or faculty member or department chairperson determines that the violation by the student has been egregious enough that it transcends the confines of the classroom and affects the student population at large, then the faculty member or chairperson shall refer any and all documents to the Office of Student Affairs for disciplinary action. Such egregious violations may include, but are not limited to, selling papers to students, stealing examinations, or coercing students to supply answers to examinations or papers or unauthorized assistance. Violations referred to the Office of Student Affairs shall then be considered as disciplinary and shall be pursued in compliance with due process procedures and Article XV of the University Bylaws.

All cases, whether disciplinary or academic, will be reported to the Office of Student Affairs for the purposes of maintaining accurate records of the frequency of violations on campus. It will be this office alone that will determine whether or not a student has committed multiple violations of either a disciplinary or an academic nature.

Though the procedures for due process under disciplinary violations are already clearly stated, the procedures for multiple or egregious violations of the Academic Integrity Code shall be as follows:

When the Office of Student Affairs has knowledge that a student has committed two non-coincident violations of the Academic Integrity Code, the chief student affairs officer or designee will take disciplinary action following the procedures of Article XV of the University Bylaws that may lead to suspension or expulsion of the student after it has been ascertained that:

- Official notices were sent to the student informing that student of an infraction of the Academic Integrity Code.
- The student has either waived appeal to the academic department or has had the action of the instructor upheld upon appeal to the academic department.
- The student has either waived appeal to the vice president of Academic Affairs or the vice president for Academic Affairs has determined that all departmental actions have been deemed appropriate and in compliance with the policies and procedures of the College.

The Office of Student Affairs shall refer the case to Student-Faculty Disciplinary Committee. Copies of the notices and reports in such a case shall constitute sufficient evidence for an action by the Student-Faculty Disciplinary Committee, as the students will have exhausted the right of appeal at the departmental level prior to the filing of the charge of multiple violations by the chief student affairs officer. If the student has a record of previous violations of academic integrity on file in the Office of Student Affairs and the student has been duly notified of those violations including having the opportunity to appeal, those records will be used at the sanctioning phase of the disciplinary hearing.

Sanctions

Any additional violations of the Academic Integrity Code committed by a student after that student has already received a notice of a violation of the Academic Integrity Code may qualify as an offense that constitutes sufficient grounds for suspension. One additional violation during or after suspension may constitute sufficient grounds for expulsion. These determinations will be made by the Student-Faculty Disciplinary Committee, following the procedures as outlined in the Bylaws of the Board of Trustees.

PROACTIVE STRATEGIES

Honesty and integrity are essential for all of the academic community. It is in the interest of students and faculty alike to create and maintain a campus environment of honesty, respect, and fairness in order to promote academic integrity in the classroom and to have graduates bring those values into their workplaces and into the general community.

Both students and faculty also have a responsibility to promote academic integrity. The following are suggested strategies for those in the campus community to encourage academic integrity:

For students

Understand the importance of academic integrity. Students often cheat thinking they are not doing anyone any harm. This attitude could not be further from the truth. The learning process and the acquisition of new information depend upon free, open, and honest dialogue. Habits of dishonesty can follow the student into the working world, and can result in grave professional and legal consequences. Academic dishonesty in college will also make the student less competent professionally.

Be aware of the rules. Often plagiarism and other forms of academic integrity occur due to a student's unfamiliarity with the rules of citations, taking exams, etc. Be sure to ask your instructor about proper classroom procedures if you have any questions.

Develop good study habits. Studies show that otherwise honorable students sometimes cheat simply because they are not prepared to complete the assigned work. Note taking, reading, and time management skills can improve a student's performance in class. This will make you a better student and help you to avoid being tempted by dishonesty.

Don't be afraid to ask for help. If you need help, get it! Ask questions of your instructors, seek tutoring, form study groups, or seek out other opportunities to improve your study habits and avoid placing yourself in a situation that promotes academic dishonesty. Questions are essential to academic dialogue and the learning process. You are not bothering your instructor if you have questions—they expect them and it's their job to answer them for you as best they can.

Do not tolerate dishonesty among fellow students. When another student cheats, you lose! Let your fellow students know that you resent their cheating, and inform your instructor when you know academic integrity is being violated or challenged.

For faculty

Show students your concern for academic integrity. If the instructor suggests a lack of concern for academic integrity, some students may feel license to cheat – or perhaps

may even feel encouraged to do so. Make clear from the beginning that academic dishonesty will not be tolerated in your classroom. A clear statement of the importance of academic integrity on your course syllabus or making students sign a pledge to uphold standards of honesty can raise the issue with your students.

Tell students what is expected of them. Plagiarized papers, using unauthorized notes on an exam, or other forms of academic dishonesty frequently result from the student's ignorance of the rules rather than an intent to deceive. State clearly exactly what you expect of students, both on the syllabus and in class. Clear and concise directions for exams and assignments will also minimize unintentional dishonesty.

Cultivate a perception of fairness. Interviews with students suggest that cheating often occurs when students are under the impression that they are not being treated fairly. Encourage students to ask questions and seek your advice and your help, either in class, during office hours, or by email. If students feel you are making an appropriate response to their concerns and that they have a "sporting chance" to pass and succeed in class, most will respond positively and try their best. Otherwise, they may feel academic dishonesty is the only way to succeed in your class.

Don't unwittingly promote academic dishonesty. Change your examination questions and paper assignments frequently. Recycling old exam questions might save time, but some students might know former students of yours and have access to those questions already. Overly broad assignments might also encourage students to turn in plagiarized work. Consider giving assignments that are unique to the course. Making students submit drafts of written assignments will also help alert you to potential plagiarism.

Be aware of new and changing technologies. Students are sometimes more informed about new communications technologies (Internet, cell phones, instant messaging, etc.) than the faculty, and some students will take advantage of this situation to cheat in the classroom. Make it your business to understand new avenues for academic dishonesty.

Monitor carefully. Instructors must be constantly on the lookout for plagiarism and other forms of cheating. Some surveys suggest that as many as 75% of college students have admitted to at least one instance of academic dishonesty. Monitor students carefully during exams. Use proctors if possible. Scrutinize term papers and other assignments carefully. If academic dishonesty is discovered, the student must be dealt with accordingly. Failing to reprimand or otherwise punish violators is another way to unwittingly promote academic dishonesty.

NOTE: The College will devise a plan so that every student will receive a copy of the Academic Integrity Plan, will sign a form indicating that s/he has received and read this document, and will honor the Academic Integrity Code of Queensborough Community College.

DISSEMINATION PROGRAM

For the Academic Integrity Plan to become incorporated into the culture of the college, widespread dissemination is required.

College-wide distribution

The College is encouraged to distribute the Academic Integrity Policy to students in the following ways:

In writing:

- College handouts (brochures displayed in appropriate campus locations)
- Course listing guide (registration materials)
- College catalogue (for high visibility, inside front cover)
- College application for admission
- Student Handbook
- On the covers of examination booklets
- On posters on the walls of classrooms

By electronic media:

- College website, on opening page or as direct, separate link to “Academic Integrity”
- College website, as part of department links
- College website, as a link from various campus resources (Library, Student Affairs, Academic Affairs, Instructional Support Services, etc.)
- As an email to all students at the start of each semester
- As in informational slide-show, possibly with an instructional “quiz”

In person:

Each student will be presented with a copy of the policy and a form to be signed acknowledging that they have read and understand the policy. This will be accomplished in any one, or a combination, of the following ways:

- As part of Academic Advisement
- As part of the Introduction to the College or College Life class (with additional print material)
- As part of the Summer Immersion Program
- As part of a library tour/lecture (with additional print material)
- Special workshops on academic integrity for students
- As part of the registration process

Faculty distribution

Faculty are encouraged to convey the College policy directly to students:

In writing:

- Department handouts
- Delivery of material at the beginning of the course
- At the time an assignment requiring research is presented

By electronic media:

- On the instructor's course/class website, on the opening page, an internal link, or as a link to the Academic Integrity Policy on the CollegeWebsite
- On the academic department's website, as an internal link or a link to the Academic Integrity Policy on the College Website
- As an email to all students at the start of each semester

In person:

- Department handouts

- In the presentation of course requirements at the beginning of the semester (verbal, print)
- At the time an assignment requiring research is given (verbal, print)
- In response to any student inquiry, at the time it occurs (verbal)

Student distribution

Students are encouraged to distribute the Academic Integrity Policy among themselves in the following ways:

In writing and electronic media

- Through student government organizations
- Through the College newspaper, radio and television publications
- Through links from Student Activities and student governance organizations

In person:

- Through contact with other students (word of mouth)
- Through informational talks provided by student groups
- In informational tours provided by student ambassadors
- In tutorial sessions

Distribution to faculty

In writing:

- Faculty Handbook
- Memoranda

By electronic media:

- Email
- As a link from faculty resources on the College Website

In person:

- Faculty development workshops
- Orientation for new faculty
- Conferences, colloquia

Each academic department shall generate clear and effective policies that address academic integrity issues. These policies should provide explicit information concerning those practices that encourage academic integrity as well as how violations are to be dealt with. Such policies should be evaluated regularly and, if needed, revised.

Faculty handbook

Faculty are encouraged to advise students of the college's Academic Integrity Policy throughout the semester. Repeated exposure to the policy will help students to understand the importance of academic integrity as a course of behavior to be followed throughout their College career, and beyond. Several methods might be employed to disseminate the Policy:

In writing:

- Department handouts
- In delivery of material at the beginning of the course (verbal, print)
- At the time an assignment requiring research is presented (verbal, print)

Faculty should distribute to their students written copies of the Academic Integrity Policy at any of several key times during the semester. For example, at the first class meeting, the policy might be distributed as an attachment to the course syllabus or any other materials usually offered. When a research assignment is presented to the class provides another opportunity for disseminating a copy of the Academic Integrity Policy.

By electronic media:

- On the instructor's course/class website, on the opening page, an internal link, or as a link to the Academic Integrity Policy on the College Website
- On the department's website, as an internal link or a link to the Academic Integrity Policy on the College Website

- As an email to all students at the start of each semester

Faculty may also elect to distribute the Academic Integrity Policy electronically. A copy of the policy—or a link to it—might appear on the course Website. To ensure that every student receives a copy, the policy might be sent as email at the beginning of the semester. (Email addresses for all students make this option more easily available.)

In person:

- Department handouts
- In the presentation of course requirements at the beginning of the semester (verbal, print)
- At the time an assignment requiring research is given (verbal, print)
- In response to any student inquiry, at the time it occurs (verbal)

Faulty are also encouraged to incorporate discussion of or notification about the policy directly into their classes. In addition to verbalizing the policy at times already mentioned (in department handouts, in the delivery of material at the beginning of the semester, when a research assignment is given), academic integrity might be discussed whenever a classroom interaction or student inquiry that addresses it occurs.

ASSESSMENT PROGRAM

Assessment will assist the Academic Senate in determining what further actions may be called for to support the Academic Integrity Policy and the values it is built upon and aims to foster.

The Office of Student Affairs together with the Office of Academic Affairs will gather data on the effectiveness of the program and on the culture of the college in relation to its support for Academic Integrity Code.

The reports below will be submitted yearly to the Academic Senate Steering Committee, along with comparisons to previous years. If the Steering Committee deems it appropriate, another Ad Hoc Committee on Academic Integrity may be formed by the Academic Senate to revise and further develop the program.

Reports:

- Frequency of cases reported to the vice president for Student Affairs
- Faculty survey of the perceived difference after two years
- Student surveys of the seriousness of the situation and current patterns of behavior
- Number of visits to college website on academic integrity
- Student willingness to have an Academic Integrity Code at Queensborough
- Full statements from departments on departmental policy

RESOURCES

A variety of resources should be gathered and developed in order to effectively educate the entire college community as to the existence and purpose and values related to the Academic Integrity Program and to support the observation of the policy and its enforcement

SEMINARS and WORKSHOPS

Here is a guide to the kinds of seminars and workshops that will be offered to promote the Academic Integrity Policy:

- The College will make instruction concerning the Academic Integrity Program part of the faculty development program.
- There will be at least one workshop for faculty each year related to academic integrity.
- All new full-time faculty will receive instruction concerning the Academic Integrity Policy in their first semester at the college.
- There will be at least one workshop on Academic Integrity each semester for student leaders.
- There will be a seminar or major presentation related to academic integrity at least once every three years.

CAMPUS RESOURCES

The following are campus resources that will be made available for the promotion of the Academic Integrity Policy:

- The full program on academic integrity will be available on the college website.
- The Office of Student Affairs will publish and distribute informational booklets related to the Academic Integrity Policy.
- The Office of Student Affairs will publish and distribute simplified descriptions of the process for handling violations of the Academic Integrity Code to students and faculty involved in any incident that is reported and make copies available for all who request them

- The Office of Student Affairs will publish and distribute instructions for the faculty concerning student possession and use of electronic communication and information processing devices and their presence and use in classrooms, labs and other facilities and during assessment exercises.
- The Office of Student Affairs will answer questions concerning the Academic Integrity Program and its policies and procedures.
- Each academic department will answer questions concerning the Academic Integrity Policy and procedures.

UNIVERSITY RESOURCES

The university is expected to be developing and making accessible a number of resources related to academic integrity. They include:

- An online instructional program for faculty and another for students
- Software for faculty use with detection of plagiarism

PLAGIARISM RESOURCES

Faculty should be familiar with what is available to assist them in detecting forms of plagiarism. A website resource will be provided for this purpose by the university or the college or possibly both.