

**STUDENT ACADEMIC INTEGRITY**

---

UA Cossatot insists that all students approach their studies and their relationships with faculty, staff and other students honestly. Dishonesty will not be tolerated and will be acted upon by the College staff in a way to attempt to change the student's behavior and to hold the student accountable for the dishonest behavior.

The faculty and administration shall establish procedures that incrementally changes the student's behavior or, as a last resort, removes the student from the institution.

Each member of the College staff will adhere rigorously to this policy and its procedures.

HLC Criterion: 2D; 2E.4

---

**Policy History:**

January 12, 2015      January 1, 2011  
November 27, 2009

---

**STUDENT INTEGRITY**

---

Academic Integrity is defined as: a commitment to five fundamental values: honesty, trust, fairness, respect, and responsibility. Academic dishonesty includes any act that gives an unfair advantage or is damaging to the reputation or performance of the academic community.

I. Such acts may include, but are not limited to:

- Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
- Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.
- Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without the faculty member's permission.
- Begging
- Use of an alternate, stand-in or proxy during an examination.
- Copying from the examination or work of another person or source.
- Submission or use of falsified data.
- Using false statements to obtain additional time or other accommodation.
- Unauthorized Collaboration / Collusion
- Misrepresenting facts (e.g., providing false information to postpone an exam, obtain an extended deadline for an assignment, or even gain an unearned financial benefit)
- Multiple submissions—submitting essentially the same written assignment for two courses without authorization
- Any other acts (or attempted acts) that violate the basic standard of academic integrity
- Falsifying or inventing any information, citation, or data; involvement in actions unbecoming to students in good standing or potentially damaging to the College reputation or that of the members of its academic community of students and scholars.

II. Plagiarism is defined as the representation of the words or ideas of another as one's own in any academic work. Avoiding plagiarism:

- Direct quotations must be identified by quotation marks, or by appropriate indentation (block text) and must be cited properly according to the format (MLA Style, APA Style, or Chicago Style) as appropriate for the particular course requirement.
- Material paraphrased or summarized from any source is acknowledged with citations to indicate the exact source of reference.
- Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be cited. The sources of all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.

- Material cited in the text must be noted in a Works Cited page. Materials contributing to understanding of the subject but not quoted or paraphrased in the text of the paper must be cited in the bibliography.
- Additionally, papers that have been previously submitted by the writer to the same or another class are considered self-plagiarism.
- Papers that contain more than a specific amount of quoted material (as defined by individual instructors), even though correctly cited, are considered to violate the definition of plagiarism.

Instructors reserve the right to determine punishment at the course level. Instructors will submit the completed Academic Integrity Form to the Vice Chancellor of Academics, who holds records of all offenses within the institution. The Vice Chancellor of Academics will then respond to the offense at the institutional level.

Possible disciplinary actions may include:

- A. *Warning:* Instructors reserve the right to give a warning to the student, lower the grade, or assign an F in the course, according to the instructor's discretion and determination of the severity of the offense. When a final exam is involved, the offense automatically moves to the most severe. Instructors may also require the student to complete the Academic Integrity Course at the Educational Resource Center to address the problem. Instructors must file all offense reports and the disciplinary action with the Office of the Vice Chancellor of Academics.
- B. *Completion of the Academic Integrity Course:* The Vice Chancellor of Academics, on behalf of the institution, may require the student to complete the Academic Integrity Course through the E.R.C. During this the student may be placed on an Academic Integrity Hold by the Vice Chancellor of Academic until requirements are met. The hold will be removed and the student will be allowed to register once requirements are completed in full.
- C. *Probation:* During probation, a student may still enroll and attend classes and participate in college events and programs; however, organization, department, divisional, or national by-laws or policies may prevent students from participation in a leadership or organizational role. During probation the student may be placed on an Academic Integrity Hold by the Vice Chancellor of Academics. The student must receive approval from the Vice Chancellor of Academics to enroll in courses during the probationary period. Once this period concludes without additional acts of misconduct, the student is returned to good standing with the UA Cossatot.
- D. *Suspension:* During the one-year period of suspension, the student is considered not to be in good standing with the College and is not allowed to attend classes or participate in college related events and programs. Once this period concludes without additional acts of misconduct, the student is returned to good standing with the College.
- E. *Expulsion:* The student may not enroll again at any UA Cossatot campus.

---

### **Procedure History:**

October 30, 2017  
June 15, 2017

---