College of Arts and Sciences Academic Integrity Policy

Instructions to Faculty: To enhance consistency and student understanding of the academic integrity policy, all syllabi for courses taught in the College of Arts and Sciences should include a detailed explanation of the University’s academic integrity policy. The policy as stated in the syllabus should include five components: 1) rationale for the policy, 2) definition of academic integrity with examples of misconduct specific to a course, 3) consequences of academic misconduct, 4) notification of the appeal process, and 5) a link to the University’s full academic integrity policy.

A shortened version of the University policy (see samples below) may be copied and pasted into syllabi or adapted to meet the needs of a particular course. All adaptations should include the five components explained above and fit the spirit of the University policy as posted on the Provost’s Academic Policies webpage: http://www.acu.edu/academics/provost/policies/index.html.

Sample #1 Academic Integrity Policy for Syllabi (shorter version)

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Violations of academic integrity and other forms of cheating involve the intention to deceive, mislead, or misrepresent and therefore, are a form of lying. Such actions are contrary to behavioral norms that flow from the nature of God. Academic misconduct includes, but is not limited to, the following: 1) Failing to give credit to sources used in a work in an attempt to present the work as one’s own, 2) Submitting papers or projects obtained from another source (e.g., research service or club paper file) as one’s own, 3) Falsifying information orally or in writing, and 4) Receiving, giving, or using unauthorized aid on an examination or quiz. Academic misconduct may result in, but is not limited to, a zero on the assignment and/or an F in the course. Additionally, the department chair, Dean of the College of Arts and Sciences, and the Dean of Student Life will be notified. See the full university policy, including how to appeal a decision, by following this link: http://www.acu.edu/academics/provost/policies/index.html.

Sample #2 Academic Integrity Policy for Syllabi (longer version)

Rationale for Policy

The most powerful motive for integrity and truthfulness comes from one’s desire to imitate God’s nature in our lives. As a community of Christian students and scholars, we are each responsible to expect behaviors from each other consistent with the nature of God, to respect the community, and to respect ourselves.

Expectations of academic honesty and integrity extend to both university employees and students. Every member of the community is responsible for protecting the integrity of learning, scholarship, and research. Being responsible requires action against violations in spite of peer pressure, loyalty, or compassion. Individuals must take responsibility for their own conduct and discourage misconduct by others.

Definition of Academic Integrity

Academic integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments,
homework assignments, assessments, examinations and tests, attendance at required out-of-class activities, written or oral presentations, and laboratory experiments and research.

Violations of academic integrity and other forms of cheating involve the intention to deceive or mislead or misrepresent and therefore, are a form of lying. Specific examples of academic dishonesty in this course include, but are not limited to, the following:

- Submitting for credit, in whole or in part, the work of others.
- Receiving, giving, or using unauthorized aid on an examination or quiz.
- Failure to give credit to sources used in a work in an attempt to present the work as one’s own.
- Submission of paper(s) or project(s) obtained from any source, such as a friend, research service, or club paper file, as one’s own.
- Allowing other members of a group to provide a disproportionate fraction of a required group project or activity.
- Claiming credit for an attendance or service activity without attending or performing the activity.
- Written or oral presentation of falsified materials and facts, including but not limited to the results of interviews, laboratory experiments, and field-based research.
- Providing false information and/or documentation regarding an absence in an effort to have the absence excused.
- Thwarting an academic integrity investigation or providing information deemed to be false during an investigation.

Consequences of Breach
Academic dishonesty may result in, but is not limited to, the following:

- A first offense will result in a grade reduction (lowering the grade on the assignment in which academic dishonesty occurred and/or assigning an F for the final course grade).
- Should you be permitted to remain in the class after being found in violation of the academic integrity policy, you may also be required to retake the exam or an alternate exam, resubmit the course work, or complete an alternate assignment. Any such makeup work may be graded independently or averaged with the penalized grade for the original dishonest work. Failure to comply with such requirements constitutes a second violation.
- A second violation in a class will result in an automatic F in the course.
- All instances of academic dishonesty will be reported to Dean of the College of Arts and Sciences and the Dean of Students in the Student Life Office.

Appeal Process
If you would like to appeal a decision, then please follow this link to learn about how to file an appeal: http://www.acu.edu/academics/provost/policies/index.html.