

## Dixie State University Department of Social and Behavioral Sciences

### Academic Honor and Integrity Policy

This policy is intended to supplement, and not replace, the official Dixie State University official policy on academic honesty and discipline:

<http://www.dixie.edu/humanres/policy/sec3/334.html>

<http://catalog.dixie.edu/codeofstudentrightsresponsibilities/>

It is the goal of the Department of Social and Behavior Sciences (SBS) to prevent academic dishonesty in all forms. This policy is intended to clarify and define academic dishonesty so that students are informed about various types of academic dishonesty and what sanctions will be applied in cases of academic dishonesty.

Academic honor and integrity is expected of every student, staff, and faculty member. Academic integrity includes a commitment to honesty, fairness, and respect. A lack of academic honor and integrity threatens and undermines the central mission of the department and the University. A lack of academic integrity impedes learning, teaching, research activities, moral development, and intellectual development.

Each faculty member and student is automatically subjected to the Dixie State University integrity policies. Ignorance of what constitutes a violation of academic integrity is not an acceptable excuse when being confronted with a violation.

Below, several forms of academic dishonesty are described. However, this is not an exhaustive list. If you have any doubt about what constitutes academic dishonesty, please discuss the issue with your instructor. You are better to ask details about the policy before you are confronted with an issue of academic dishonesty by your instructor.

#### **Academic integrity violations include all forms of academic dishonesty, including but not limited to:**

- **Plagiarism** – Students and faculty “do not claim the words and ideas of another as their own” (APA Publication Manual, p. 15). Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise is plagiarism. Examples of plagiarism include but are not limited to:
  - (1) The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting each time a source is used. If any words or ideas used in a class posting or assignment submission do not represent the student’s original words or ideas, the student must distinguish them with quotation marks or a freestanding, indented block quotation (for a quotation of 40 or more words), followed by the appropriate citation in accordance with the Publication Manual of the American Psychological Association. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.
  - (2) Paraphrasing statements, paragraphs, ideas, language, and/or arguments without proper citation each time paraphrasing is utilized.
  - (3) Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or sharing of work.

Note: The ideas contained in this document were informed by the DSU Academic Integrity Policies as well as several other Honor Codes and Academic Integrity policies that are available on the websites of colleges and universities located in the United States.

(4) Failure to properly cite and reference statistics, data, or other sources of information each time that they are used in one's submission.

- **Self-plagiarism, multiple submission, double dipping, or dovetailing** – Submission of work that has been prepared for a different course without fair citation of the original work and prior approval of faculty. Students who submit assignments that were previously submitted in another course are subject to the same consequences they would face if they plagiarized these assignments. The use of one's previous work in an assignment requires prior written approval from the current faculty member and citation of the previous work.
- **Fabrication** – Falsification or invention of any information, citation, data, or document. This includes the invention or alteration of data or results, or relying on another source's results in any assignment without proper acknowledgement of that source. Fabrication includes citing sources that the student has not actually used or consulted.
- **Unauthorized Assistance/Cheating** – Use of materials or information not authorized by the faculty member to complete an academic exercise, or the completion of an academic exercise by someone other than the student. Students must rely upon their own abilities and refrain from obtaining assistance in any manner that faculty does not explicitly allow. This includes but is not limited to providing or receiving information about the content or the answers to an exam, use of faculty materials or answer keys, or a student having someone take his or her exam.
- **Copyright infringement or violation** – Acquisition or use of copyrighted works without appropriate legal license or permission. This includes written work as well as photos and figures that are protected by copyright laws.
- **Misrepresentation** – Falsely representing the student's situation to faculty when (1) justifying an absence or the need for an incomplete grade; or (2) requesting a makeup exam, a special due date, or extension of a syllabus or class deadline for submitting a course requirement.
- **Collusion** – Helping or allowing another student to commit any act of academic dishonesty.
- **Coercion Regarding Grading or Evaluation of Coursework:** Includes but is not limited to issuing threats or offering favors or bribes toward an instructor to coerce the instructor to change a grade or otherwise evaluate the student's work by criteria not directly reflective of coursework.
- **Facilitating Academic Dishonesty:** Includes but is not limited to knowingly helping another student commit an act of academic misconduct or failing to report another student for academic misconduct.

### **Student Reporting of Academic Dishonesty**

- Any person who observes or discovers academic misconduct by a student must file a written complaint with the faculty member responsible for the pertinent academic activity within fifteen (15) days of the date of discovery of the alleged violation.
- A student's failure to report academic misconduct on the part of another can result in academic misconduct charges against that student.

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## **Sanctions for Academic Dishonesty per the DSU Policies and Procedures Manual**

If a faculty member has evidence of academic misconduct in a course s/he is instructing, the claim of academic misconduct shall be considered substantiated.

At the minimum, the faculty member will impose the following sanctions:

- Issue a grade of “F” for the paper, project, test, exam, or other academic activity in which the misconduct occurred.
- Report the incident to the Department of Social and Behavioral Sciences Chair and to the Dean of Students.

Additionally, the faculty, Department Chair, and/or Dean of Students reserve the right to impose the following sanctions:

- Immediately remove the student from the course and issue a failing grade for the course.
- Issue an academic probation.
- Issue an academic suspension.
- Issue an expulsion from DSU.

### **Statement of Academic Honor and Integrity**

I have read and understood the above statements pertaining to academic honesty and integrity, and agree to abide by the standards of academic integrity in the Dixie State University and Department of Social and Behavioral Sciences Policies and Rules on Student Academic Integrity and Discipline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

### **Endorsement of Submitted Coursework**

Additionally, faculty are encouraged to have students insert or acknowledge this statement on each assignment and exam that is submitted as a part of their courses:

“I affirm that I understand the DSU and SBS Academic Integrity Policy. I also affirm that this assignment or exam that I am submitting was solely completed by me and that I have properly cited all sources and ideas contained in this work.”

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