BLUE MOUNTAIN COLLEGE

POLICIES AND PROCEDURES

AREA: **Academic Affairs**

NUMBER: **Policy 2.19**

SUBJECT: **Academic Honesty and Integrity**

The Mission of Blue Mountain College makes it clear that the College exists to contribute to the growth and development of human beings who understand their lives in terms of Christian responsibility and service. Each professor must take precautions to protect the honest student by making every effort to assure conditions of honesty for all course requirements, including examinations and outside assignments. This does not, however, diminish in any way the student's ultimate responsibility for observing the principles of academic integrity in all aspects of their conduct. In keeping with the high ideals reflected in its mission, Blue Mountain College expects its students to be scrupulously honest. The College's commitment to honesty and fairness in academics is given expression in this policy.

1.   **Definition of Terms**

    A.   Cheating

        1)   Cheating on examinations shall include (but not be limited to): (a) taking answers from another student's paper or allowing answers to be taken from one's own paper during an examination or quiz; (b) the use of notes or any other aid not specifically allowed or approved by the instructor; (c) unauthorized access to an un-administered examination or quiz; (d) collaboration on take-home examinations unless specifically approved by the instructor.

        2)   Cheating on course assignments shall include (but not be limited to):(a) receiving editorial assistance beyond that expressly allowed by the instructor; (b) collaborating with another person in the preparation of any assignment offered for credit when such collaboration is prohibited by the instructor; (c) submitting the same work for credit in more than one course, regardless of whether or not such submission occurs within the same term. An exception may be granted if the student receives written permission in advance from his/her instructor(s).

    B.   Plagiarism

    No student shall submit as his or her own work any term paper, research paper or other academic assignment of original work that in any part is not in fact his/her own work. Knowingly using the ideas of another person and offering them as one's own original ideas is prohibited by this policy to the same extent as knowingly using the words of another writer and offering them as one's own original writing.

    Numerous opportunities exist for inappropriate copying and use of copyrighted material from cyberspace including materials that extend into other media including audio, video, graphics files, etc. Therefore, the College expects the use of these materials in a way that is

consistent with academic integrity in documenting sources and in obtaining permission to use such materials.

C.   Other Academic Misconduct

Other academic misconduct shall include (but not be limited to):

1)   Unauthorized access to and/or the alteration of school records, including but not limited to, transcripts, grade books, class rolls, and grade reports. This prohibition extends to all such records of the College, including those which are stored and maintained electronically;

2)   Submitting any assignment for credit which is based in part or in total on data which is either fabricated or manufactured;

3)   Misrepresenting one's self for the purpose of taking an examination for another student or allowing such misrepresentation to occur;

4)   The forgery, alteration, and/or misuse of College documents, including student identification cards with intent to defraud, deceive, or mislead; and

5)   Providing false or misleading information to avoid penalties for unexcused excessive absences in any class or to obtain permission to drop a course without penalty after the established drop date.

2.   **Implementation of the Policy**

Faculty will inform students of behavior appropriate for maintenance of the Blue Mountain College Honesty and Integrity Policy as it pertains to their particular courses and disciplines.

Faculty members who suspect a violation of the Academic Honesty and Integrity Policy with respect to their particular courses and disciplines shall assume the responsibility for confronting the violator(s) in a timely fashion about the violation (At this point, the faculty member also needs to inform his/her department chair and the VPAA of the matter.). The faculty member will notify the student(s) in writing, including sufficient details to allow the student(s) to respond (in writing) in his/their own defense. If the faculty member finds the defense(s) to be unconvincing, the professor will assign a grade of **"O"** for the assignment in question, and then will report the matter to his/her department chair, who will inform the VPAA of the situation. Additional penalties may be assigned (depending upon the severity of the violation) as determined by the Vice President for Academic Affairs.

If a student who is alleged to have cheated, plagiarized, or been involved with other academic misconduct admits to the charge, the faculty member involved shall apply the appropriate penalty and prepare a report on the incident which the student will be asked to read and sign. The faculty member will send the report to his/her department chair who then transmits the report to the Vice President for Academic Affairs. The VPAA will determine if additional reporting is needed. In the case of other College personnel suspecting a student of academic misconduct, reporting should be made directly to the VPAA who then reports to the appropriate individuals.

3.   **Appeals Within the Policy**

Students accused of violating the Blue Mountain College Academic Honesty and Integrity Policy or who claim the final grade that they received in a course was determined unfairly may appeal. Students may withdraw their appeal at any time. The appeals process is outlined in the procedures to this policy.

SOURCE: Board of Trustees: Executive Committee: May 24, 2016; October 07, 2005; October 03, 2003; February 21, 2003; October 04, 2002

ACCOMPANYING DOCUMENTS:
    1.   Procedures