

## ACADEMIC INTEGRITY: CHEATING AND PLAGIARISM

### STATEMENT OF ACADEMIC INTEGRITY

Academic integrity is essential to the success of any educational endeavor. Intellectual growth and development among the educational community is stimulated when the education of that community operates upon a solid and enforceable ethical standard. Academic integrity is defined by the Center of Academic Integrity (1999) as a commitment, even in the face of adversity, to five fundamental values from which flow principles of behavior that enable academic communities to translate ideals into action.

These values are:

**Honesty:** The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.

**Trust:** Academic communities must foster a climate of mutual trust, encourage the free exchange of ideas, and enable all to reach their highest potential.

**Fairness:** All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.

**Respect:** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas are respected.

**Responsibility:** Academic communities uphold personal accountability and depend upon action in the face of wrongdoing.

The Integrated Science Program at Southern California University of Health Sciences embraces these core values as the center of its code of academic integrity. We expect all ISP faculty, administration, staff and students to accept the right and responsibility to abide by standards of ethics and intellectual integrity both in their conduct and in their exercise of responsibilities toward other members of the community. All academic work, included but not limited to lectures, lab experiments, quizzes, test, exams, and papers, should adhere to the highest standards of academic integrity and ethics.

Acts of academic dishonesty compromise the adopted core values and undermine the process by which knowledge is created, shared and evaluated. It is of paramount importance that both students and teachers abide by the highest standards of honesty and integrity in the performance of academic assignments, both in the classroom and outside. Students should avoid academic dishonesty in all of its forms, including cheating and plagiarism.

### CHEATING AND PLAGIARISM

1. Cheating is the use of thoughts and words other than one's own unaided thoughts and words when taking a quiz, test, or exam, if the student has not been given explicit directions to the contrary from your instructor. In other words, cheating is copying information from another student or using unauthorized materials during a quiz, test, or exam, whether an in-class or take-home assignment.
2. The following is also considered cheating:
  - a. Buying, selling, or stealing quiz, test, or exam questions and answers.
  - b. Creating an environment that stimulates or facilitates students to cheat.

- c. Doing work or taking quizzes, test, or exams on behalf of another student.
  - d. Submitting work done by another person as his or her own.
  - e. Falsifying data or laboratory results.
  - f. Signing attendance sheets on behalf of another student.
3. Plagiarism is a form of cheating, academically defined as presenting the word of another person as one's own in any assignment or quiz/test/exam. It is unacceptable to copy text or ideas, either verbatim or in using wording or sentences from a source without properly citing the author and source.
  4. Should a cheating or plagiarism incident occur, the instructor in charge of the course has the authority to determine the penalty to be applied ranging from taking points off to failing the student (giving a "zero points" grade) for that assignment/quiz/test/exam. The instructor will immediately fill out an "Academic Misconduct Form" and submit it to the ISP's Academic Director, with supporting documents.
  5. Upon receiving the "Academic Misconduct Form" from the instructor, the ISP Academic Director will report the event to be recorded in the student's academic file at Southern California University of Health Sciences, according to the following provisions:
    - a. If it is the first cheating or plagiarism event for the student in any course in the program, it will be recorded according to the instructor's penalty.
    - b. If it is the second cheating or plagiarism event for the student in any course in the program, the ISP's Academic Director will upgrade the penalty to an "F" grade in the course.
    - c. If it is the third cheating or plagiarism event for the student in any course in the program, besides having an "F" grade for the course, Southern California University of Health Sciences reserves the right to dismiss the student, upon recommendation from ISP's Academic Director. Decisions of dismissal must be made jointly by Southern California University of Health Sciences Associate Vice-President and the Head of the Integrated Science Program.
  6. If the student does not acknowledge guilt, or acknowledges guilt but is not willing to accept the recommended sanction(s), the student has the right to appeal the decision to the Head of the Integrated Science Program, in writing, within one week after he or she has been notified of the sanction. This appeal must include a detailed argument as well as all evidences supporting the student claim. The Head of the program may form an analysis group with a member of SCU's School of Professional Studies, an impartial instructor, and a randomly selected fellow student to decide the case.

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