



SOUTH LOUISIANA COMMUNITY COLLEGE

POLICY NUMBER: SLCC-IS-123

POLICY AND PROCEDURES MEMORANDUM

Title: Academic Integrity

Effective Date: 11/24/2015

Date of Last Revision: 06/27/2018

Review Date: 07/02/2018

Cancellation: N/A

Office: Academic Affairs

Academic Integrity Policy

Policy

Academic Integrity (Dishonesty and Misconduct)

An essential rule in every class of the College is that all work for which a student will receive a grade or credit be entirely their own or be properly documented to indicate sources. When a student does not follow this rule, this is dishonest and undermines the goals of the College. Cheating in any form, therefore, cannot be tolerated, and the responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources and to avoid cheating and/or plagiarism in all work submitted for credit, whether prepared in or out of class. Definitions of cheating and plagiarism:

Cheating in the context of academic matters can be defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials which are prohibited or inappropriate in the context of the academic assignment in question.¹ Cheating includes, but is not limited to, such practices as:

- Unauthorized gaining of help from another person
- using unauthorized notes or other resources when taking a graded assessment
- distributing/previewing copies of the test/quiz
- having someone else pose as you to complete work
- relying on unauthorized devices or tools if such aid has been forbidden
- preparing an assignment in consultation with another person when the instructor expects the work to be done independently
- turning in an assignment already written/submitted for another course without instructor permission

In other words, cheating occurs when a student makes use of any unauthorized aids or materials or falsely represents themselves or their work, in all class formats - whether face-to-face, video-conference, online or hybrid. Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating. Plagiarism is a specific type of cheating.

Plagiarism occurs when a student passes off as their work the ideas, concepts, words or products of another person. This includes, but is not limited to, such practices as:

- presenting as a new and original idea or product anything which in fact is derived from an existing work
- making use of any work or production already created by someone else without giving credit to the source
- purchasing or obtaining an essay or any written material from any source that is presented as one's own work
- making use of or copying work completed by another student currently or previously taking the class
- turning in work directly copied from a website
- copying or paraphrasing ideas from a work of literary criticism or study aid when outside sources are not permitted
- appropriating the writing style of an author
- students reusing exact assignments from a previously taken course in the same course being repeated (e.g. resubmitting an essay assignment with exact language from a previously taken and failed/withdrawn ENGL course for the same assignment in the retake of the course)

In short, plagiarism is the use of unacknowledged materials in the preparation of assignments. Thus, the student must take care to avoid plagiarism in research or term papers, art projects, science reports, laboratory experiments, and the like.

SLCC considers both cheating and plagiarism serious offenses. Initial penalties are at the discretion of the Faculty member and are stated in the course syllabus. Penalties may include (but are not exclusive to) requirement to re-do assignment, a grade of "zero" for the assignment in question, a reduction of the grade in the course, or an "F" in the course. Course instructors may also refer the student for more severe sanction as an Academic Conduct violation, which could result in a range of actions including (but not exclusive to): probationary status due to offense, dismissal from the student's current program of study, to potential suspension or expulsion from South Louisiana Community College. The request for further sanction will be handled in consultation with Program Coordinator and/or Department Chair (when applicable) and the appropriate Academic Dean of the Division, with final authority on all matters relating to Academic Integrity residing with the Office of the Vice Chancellor of Academic and Student Affairs.

A database and record of all Academic Integrity sanctions will be kept and maintained under the Office of Academic Affairs.

Students sanctioned for an academic integrity violation with an F in the course before the add/drop or withdrawal period will not be permitted to drop or withdraw from the course; the grade of F will stand.

Students who receive Academic Sanctions for violating Academic Integrity may appeal the sanction using the Challenge to Academic Integrity Sanction procedures as set forth in the Student Handbook and College Catalog. Challenges to Academic Integrity sanctions must be submitted within 10 business days following the notification of the initial sanction from instructor.

Attachments

N/A

Reference:

¹Definition of cheating adapted from the KSU Center for Academic Integrity https://www.k-state.edu/facsen/policies/archives/ElectronicDevices1_05_000.pdf

Policy Reference:

LCTCS Policy 2.004 - <https://www.lctcs.edu/wp-content/uploads/2017/02/Policy-2.004-Student-Conduct-and-Appeal-Procedures-Revised-02.08.17.pdf>

Review Process:

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
x	<i>Committee for Institutional Policy Review</i>	Initial: n/a Rev 1 n/a Rev 2 06/27/2018	Initial: n/a Rev 1 n/a Rev 2 06/27/2018	Initial: n/a Rev 1 n/a Rev 2 06/27/2018
x	<i>Executive Committee</i>	Initial: 11/24/2015 Rev 1 04/18/2017 Rev 2 07/02/2018	Initial: 11/24/2015 Rev 1 04/18/2017 Rev 2 07/09/2018	Initial: 11/24/2015 Rev 1 04/18/2017 Rev 2 07/09/2018

Chancellor's Signature/Approval

SIGNATURE:



Natalie J Harder, Ph.D.
Chancellor

DATE: 7/9/2018

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review