Academic Integrity Policy

ACADEMIC INTEGRITY

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

CHEATING

Cheating in the context of academic matters is the term broadly used to describe all acts of dishonesty committed in taking tests or examinations and preparing assignments. 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 uses any unauthorized aids or materials or falsely represents themselves or their work in all class formats (ex. face-to-face, videoconference, online, HySync or hybrid). Furthermore, any student who provides unauthorized assistance in academic work is also guilty of cheating.

Plagiarism

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. Plagiarism 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 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 course)

**Penalties**

SLCC considers both cheating and plagiarism serious offenses. Penalties are at the discretion of the Faculty member and are stated in the course syllabus. Penalties may include a grade of “zero” for the assignment in question, a reduction of the course grade, or an “F” in the course. Additionally, all violations will be reported via the Academic Integrity Sanction Form by the faculty to the Office of Academic Affairs.

Students with multiple violations, whether in the same course or across courses, or students who have committed a more serious academic integrity offense will be reported to the Dean of their major and the SLCC Code of Conduct Office. Additional sanctions may be applied at the college level which could result in a range of actions including (but not exclusive to): probationary status due to the offense, dismissal from the student’s current program of study, to potential suspension or expulsion from South Louisiana Community College. Furthermore, when a program is governed by outside boards, accreditation agencies, and partnerships, additional sanctions may be applied by those entities.

Students sanctioned for an academic integrity violation with an F in the course will retain that F regardless of add/drop, withdrawal or suspension.

Students who receive Academic Sanctions for violating Academic Integrity may appeal the sanction using the Academic Sanction/Grade Appeal form as set forth in the College Catalog. Appeals to Academic Sanctions must be submitted within 10 business days following the notification of the initial sanction from the instructor.

**Attachments**
Not applicable.

**Reference:**

\(^1\)Definition of cheating adapted from the KSU Center for Academic Integrity

[https://www.k-state.edu/facsen/policies/archives/ElectronicDevices1_05_000.pdf](https://www.k-state.edu/facsen/policies/archives/ElectronicDevices1_05_000.pdf)

**Policy Reference:**

LCTCS Policy 2.004 – Student Conduct and Appeal Procedures
Review Process:

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Chancellor's Signature/Approval

SIGNATURE: [Signature]

DATE: 6/22/01

Vincent G. June, Ph.D.
Chancellor

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