

Natural Science Division Academic Integrity Policy

An academic institution cannot function as a learning/teaching community without mutual trust. Students should expect that faculty members are honest in conveying knowledge based on current scientific truth; faculty should expect that students are honest in their academic work. The Division of Natural Science (DNS) recognizes three categories activities that infringe on Academic Honesty: 1. plagiarism; 2. cheating; 3. collusion.

Plagiarism is the act of misrepresenting the work of another person as one's own. If you copy a section of text from a written journal or website and paste this into a paper you then turn in as your work you have committed plagiarism.

Cheating is the use of deceitful means to gain academic credit. If you use any type of unapproved electronic device to gain advantage on an exam, or if you copy answers from another student or from unapproved notes, you have committed cheating.

Collusion is the act of cooperating with another person or persons in a manner that is academically deceitful. If your lab partner and you turn in the same lab report representing it as the individual work of each, you have both committed collusion.

If you are unsure whether something is academically dishonest, ask a faculty member or get a copy of the detailed **Academic Integrity Policy** available in the DNS Office.

If a faculty member has evidence that a student has been academically dishonest, he or she will: 1) assemble a file of available evidence, 2) hold a private meeting with the student to discuss the infraction and inform the student of additional requirements or grade reductions that result from his or her actions, 3) provide a copy of the evidence file and a written summary of the meeting with the student to the DNS Chairperson.

The student will have the right to appeal the decision of the faculty member to the *ad hoc* **DNS Academic Integrity Committee**. This committee shall be chaired by the DNS Chairperson and shall include one faculty representative from physical sciences and one from biological sciences. If the incident involves a student in one of the Chairperson's classes, he/she shall appoint another faculty member to serve as chair of the committee. At the request of the student, the committee chair will schedule the meeting and appoint one of the other faculty members to record minutes. The student will be allowed to present additional evidence regarding the incident. Following the student presentation, the committee will meet in private to determine if there is palpable evidence of an infraction. The Chairperson will notify all parties of the decision of the committee. The decision of this committee is final. If the student is exonerated, all material related to the incident will be destroyed immediately. If the student is found to be at fault, the evidence file and meeting minutes will be maintained in a file in the DNS Office until the student graduates, where it can be referenced by faculty in drafting reference letters for the student.

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