

## Academic Integrity Policy

As a Christian institution, Heartland Baptist Bible College expects its students to maintain high standards of Biblical ethics, both personal and academic, and to demonstrate good godly character in all areas of life including the academic life. Thus, the academic integrity policy at Heartland merely reiterates Biblical principles that should already guide the life of the Heartland student.

### Examples of Academic Honesty

- (1) All work completed by the student, whether in examinations, papers, or other academic activities, will be entirely his/her own work and will be performed in a manner which will provide an honest reflection of individual knowledge and abilities.
- (2) A student in no way attempts to take credit for the words, ideas, or work of another nor does he take advantage of other students by using or copying their work.

### Examples of Academic Dishonesty<sup>1</sup>

#### (1) Cheating

**Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.**

**Examples include:**

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaborating on a take home assignment or examination.
- Using unauthorized notes during a closed book examination.
- Using a cell phone, pager, internet, or other unauthorized electronic device during an exam.
- Taking an examination for another student or asking a student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same paper in two different classes without the permission of the instructors involved.
- Using unauthorized crib notes during an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.

#### (2) Falsification

**Falsification of official documents includes:**

- Forging signatures of authorization
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card, or other College document.
- Taking credit for work in a term project when little or no contribution has been made

#### (3) Fabrication

**Fabrication includes intentional misrepresentation or the falsifying, inventing, or using in a deliberate misleading way any information, data, or citations in any assignment.**

#### (4) Plagiarism

**Plagiarism is the act of presenting another person's ideas, words, research, or writing as their own in any academic exercise, either knowingly or through negligence. Examples include:**

- Copying another person's actual words without the use of quotation marks and citations.
- Presenting another person's ideas or theories in your own words without acknowledging them.
- Using information that is not considered common knowledge without acknowledging the source.
- Using all or part of another person's computer file, program, or printout in an assignment without permission of the instructor.
- Submitting papers, examinations, or assignments written by others.

**(5) Unauthorized collaboration**

**Submitting work for individual credit, after a group shares work on an assignment, without permission of the instructor.**

**(6) Assisting in or contributing to academic dishonesty**

**Assisting in or contributing to academic dishonesty is helping or attempting to help another violate this integrity policy. This includes failing to act on knowledge of academic dishonesty or failing to acknowledge collaborators on an assignment.**

**(7) Multiple submission of work or submission of prior work without instructor approval****(8) Obtaining an unfair advantage which includes:**

- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials.
- Depriving other students by stealing, destroying, defacing or concealing library materials.
- Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.
- Engaging in activities that intentionally create an unfair advantage over another student's academic work.

**Penalties for Academic Dishonesty**

The penalty will vary depending on the offense and number of occurrences and may include one or more of the following:

- (1) oral reprimand
- (2) requirement to redo the assignment
- (3) lowered grade for the assignment
- (4) grade of "F" for the assignment
- (5) grade of "F" for the class
- (6) recording of "FX" on the transcript – failure due to academic dishonesty
- (7) formal academic warning
- (8) dismissal
- (9) other action as deemed appropriate by the Administration

**Eight Cardinal Rules of Academic Integrity<sup>2</sup>**

**1. Know Your Rights.** Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.

**2. Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted.

**3. Protect Your Work.** In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.

**4. Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.

**5. Do your own work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education and may lead to serious charges against you.

**6. Never falsify a record** or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.

**7. Never fabricate** data, citations, or experimental results.

**8. Always tell the truth** when discussing your work with your instructor. Any attempt to deceive may destroy the relation of teacher and student.

**Implementation**

Implementation of this integrity policy is an administrative priority and a shared responsibility.

**Faculty:**

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course and insure the students' understanding of those expectations.

Faculty should create a class environment that is fair and not excessively demanding, that does not create a perception of being uncaring or indifferent, and that encourages the student to resist the temptation to resort to cheating or any form of academic dishonesty.

If a violation has been detected or reported, the responsible instructor shall investigate the incident, determine what occurred, and take appropriate action. The Academic Dean and the Dean of Students may be involved in the process if necessary. All incidents of violations must be reported to the Academic Dean.

An avenue of appeal will be formulated to ensure due process for the student.

**Students:**

Students are responsible not only to adhere to the academic integrity policy and exhibit academic honesty but also to assist other students in fulfilling their commitment to do the same.

A student who is in doubt regarding academic honesty concerning a project or assignment in a particular class should consult with the teacher of that class.

A student's name on any written activity will testify that the work completed in that activity represents the student's original study.

Each semester, students will be required to complete, as part of the Student Statement of Agreement, the following certification.

**"I certify that I have read and understand the academic integrity policy of this college; that I will comply with and abide by its principles; and that I will uphold the highest standards of honesty and integrity in all the academic work that I do at Heartland."**

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<sup>1</sup> Much of the material in this section was taken from State University of New York Maritime College, <http://www.sunymaritime.edu/Academics/Regulations/AcademicIntegrityPolicy.htm>

<sup>2</sup> Northwestern University, Evanston, Illinois, <http://www.northwestern.edu/uacc/8cards.html>

NOTE: This policy is the result of gleanings from the websites of a number of universities and colleges in addition to those listed above and the Center for Academic Integrity, Kenan Institute for Ethics, Duke University, [http://www.academicintegrity.org/ai\\_model.asp](http://www.academicintegrity.org/ai_model.asp)