

Academic Integrity Policy

IU is focused on helping each student to become a young scholar who understands the value of research and academic integrity. Academic Integrity is essential to the learning process and to the development of life-long values centered on ethics. Every member of the academic community (faculty, staff and students) has a responsibility to participate in insuring high standards of academic integrity:

- Faculty must report all violations of academic integrity in writing and participate in dealing decisively with breaches of academic integrity.
- Students are responsible to inform themselves and understand the institutional guidelines and policies concerning academic integrity, and to abide by them.

Cheating

This violation is defined as attempting to use or using impermissible and/or unacknowledged study aids, notes, materials, or information in an exam or any academic activity or assignment. Some examples include: programmable electronic dictionaries, cheat notes, cell phone information, calculators when not permitted, and speaking (in any language) with another student.

Level 1: any attempt to see another student's exam

Sanction:

warning on the first occurrence during the exam

relocating the student to another chair upon the second attempt

removal of the exam with a grade of -0- on the third attempt during one exam

If the exam is removed, a notation must be placed in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 2: using any unauthorized assistance during an exam (see above examples).

Sanction:

immediate removal of the exam with a resulting grade of -0- on the exam

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 3: a repeated level 1 or 2 offense in the same course during the same semester

a repeated level 2 offense in another course during the semester or at a later date

Sanction:

Upon the second level 2 offense – which automatically results in a level 3 offense – the student is placed on academic probation. Upon a subsequent offense, the student is expelled for a semester and may only be readmitted with any scholarships withdrawn.

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Plagiarism

Plagiarism is, in effect, stealing information and then being untruthful about it. It is the representation of the words or ideas of another as one's own. To properly cite the words or ideas of another involves either a correct paraphrase or a quotation. A quotation must be set off by quotation marks, or, in the case of a lengthy quotation, by indentation. Paraphrasing is required when material or ideas from someone else are summarized or used in whole or part. The wording must become the student's own while the author's ideas are retained, and the author is given credit. Information that is commonly known, such as current world leaders' names, basic scientific principles, etc. do not need to be cited. However, the sources of all facts or information gained through one's reading and research that are not common knowledge must be cited in the paper and in the bibliography. It is preferred to err on the side of over-citation than to be accused of plagiarism.

Examples of plagiarism:

Copying words or ideas from someone without giving credit

Failing to put a quotation mark when material is used word-for-word from a source

Giving an incorrect source

Changing words but copying the sentence structure of a source without giving credit

Using so many words and ideas from a source that it consists of the majority or a significant portion of a work, whether or not credit has been given.

Detection of Plagiarism/Turnitin.com: Like many U.S. institutions, IU is implementing Turnitin.com. All faculty are expected to utilize this tool to deter academic lack of integrity and detect plagiarism when it has occurred. Turnitin.com should be used together with faculty feedback and judgment regarding final decisions in dealing with plagiarism. Faculty may upload papers or they may require that students be responsible to upload their own papers to the platform which has courses, assignments and access rights similar to Moodle.

Dealing with violations: Any violation from levels 1 to 3 is subject to an appropriate penalty. The severity of violation and consideration of whether or not the violation is a repeated offense are also taken into consideration in determining an appropriate penalty. Faculty input is essential in administering the policy. Violations by first-year students are generally penalized with less severity than violations by upper-level and graduate students.

Level 1: violations in this category may generally be credited to inexperience or lack of knowledge and generally do not involve the intention of academic dishonesty. A level 1 violation generally affects a small percentage of the total assignment or the student's total performance in the course.

Recommended sanctions generally include one or more of the following:

Requirement to attend an IU seminar on research-paper writing

A make-up assignment which is more difficult than the first one, with the possibility of earning no more than a grade of "C"

Redoing the assignment within a tight time limit

No credit for the assignment (-0-)

A repeated level 1 offense will generally be treated as a level 2 offense.

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 2: Violations in this category are comparatively more extensive and/or more serious than level 1 violations. Examples may include: unacknowledged quotation or inappropriate paraphrasing to a moderate extent, turning in the same paper already submitted for another course at IU without advance written permission, or a repeated level 1 violation.

Recommended sanctions include:
failure on the assignment or
a failing course grade and
academic probation

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Level 3: Compared to level 2 violations, these violations are more extensive. After a first level 2 violation, all subsequent graduate-level violations are considered level 3 violations. On the Bachelor's level, upon the third level 2 offense, the violation is considered a level 3 violation. Other characteristics of level 3 violations may include: an assignment or research paper with an extensive amount of blatant plagiarism, submission of paper already submitted at another institution, submitting purchased material such as a research paper, using fictitious sources or deliberately citing false sources.

Sanction: Generally an automatic "F" for the course is earned. Upon a second level 3 violation, the student is placed on academic probation and scholarship assistance is withdrawn. Upon a third level 3 violation, the student is dismissed for one semester.

The violation must be noted in the student's file. The student must be informed in writing and be given an opportunity to respond in writing. The course may not be dropped or withdrawn while the process is running. If it is determined that a violation has occurred, the student must be informed in writing of the resulting sanction.

Academic integrity violations may have consequences far beyond the course – i.e. in further educational opportunities or in employment possibilities. If a student uses the institution or any faculty member as a reference for the above opportunities, the faculty member or institution is required to give an objective assessment to the employer or educational institution concerning the academic integrity violations.

Implementation of the Policy

The Academic Dean is ultimately responsible to see that the policies are carried out. When a Level 1 violation occurs, the Academic Dean must be informed. He/she will work together with the faculty member to implement the policy and determine an appropriate sanction. The Academic Dean may delegate this responsibility on a case-by-case basis to a department chair or other staff member. For Level 2 violations, a committee consisting of the Academic Dean, the instructor of the course in which the violation occurred, and a third faculty member will be formed at the discretion of the Academic Dean. For Level 3 violations, a committee consisting of the Academic Dean, the instructor of the course in which the violation occurred, and a third faculty member, will be appointed to assure that the policy is carried out and an appropriate sanction results.