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<b>Policy Number:</b>	1.4.003
<b>Title:</b>	<i>Academic Integrity</i>

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**Purpose**

To clarify the College's expectations with regard to students' academic behavior and to provide specific examples of academic misconduct.

**Scope**

This policy applies to all Thaddeus Stevens College students with oversight by faculty.

**Definitions:** None

**Policy Detail**

Effective learning, teaching, and research all depend upon the ability of members of the academic community to trust one another and to trust the integrity of work submitted for academic credit or conducted in the wider arena of scholarly research. Such an atmosphere of mutual trust fosters the free exchange of ideas and enables all members of the community to achieve their highest potential. All members of Thaddeus Stevens College of Technology are responsible for promoting academic integrity and scholarly activity free from fraud and deception. This policy on academic integrity applies to all students at the College. Academic integrity applies to all courses, regardless of instructional delivery method (face-to-face, hybrid, or online). Additionally, the concept of academic integrity extends beyond the classroom setting to encompass all aspects of student activities and academic endeavors, including experience-based learning opportunities. The examples below are only illustrative, not exhaustive.

Academic integrity is best taught and reinforced by faculty as an element of the teaching and learning process. When faculty believe formal documentation of a violation of academic integrity is required, the process should move to the Dean of Student Success.

**I. Academic Integrity Violations**

**A. Cheating**

Cheating is the possession, use, or distribution of unauthorized assistance or material in completing an academic assignment or examination. A student must not receive or provide any unauthorized assistance with an examination. During an examination, a student may use only materials authorized by the faculty. Examples of cheating may include, but are not limited to:

1. Possessing examinations without the faculty member's permission.
2. Possessing or using unapproved materials or assistance during an exam, including personal notes, technology, or viewing another student's work.

3. Sharing information or content from an exam or other graded assignment.
4. Submitting a purchased paper or work (from a service or otherwise).
5. Receiving unauthorized assistance on any submitted work.
6. Using resources not approved by the instructor.
7. Using or sharing information gained via unauthorized computer access.
8. Interfering with the use or availability of computer systems information.
9. Working collaboratively on an academic assignment for which the student is individually responsible.
10. Unapproved and/or unattributed use of artificial intelligence (AI). The use of AI for a course is allowable at the discretion of the faculty.

## **B. Copying or Collaborating on Assignments Without Permission**

When a student submits work, such submission is a written statement that credit for the work belongs to that student alone. If the work was a product of collaboration, each student is expected to clearly acknowledge in writing all persons who contributed to its completion. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports, and completing problem sets. If the instructor allows group work in some circumstances, but not others, it is the student's responsibility to understand the degree of acceptable collaboration for each assignment and to ask for clarification if necessary.

## **C. Fabrication of Data or Records**

Fabrication is the act of falsifying, inventing, or using information or data in a deliberately misleading or deceptive manner. It is dishonest to fabricate or falsify data in experiments, research papers, or reports and in any other circumstances; to fabricate source material in a bibliography or "works cited" list; or to provide false information on a resume or other document in connection with academic efforts. It is also dishonest to take data developed by someone else and present it as one's own. Examples of fabricating may include, but are not limited to:

1. Altering grades, transcripts, or other documents.
2. Falsifying signature, title, credential, or identity.
3. Lying.
4. Changing an assignment after grading is completed.
5. Changing data or results.
6. Relying on another person's data in an experiment or lab assignment.
7. Using a false excuse when requesting an extension.
8. Making up information.
9. Making up a reference or citation.
10. Misrepresenting oneself.
11. Taking, or attempting to take, an examination for another student.
12. Completing another student's assignment.

## **D. Facilitating Academic Dishonesty**

The facilitation of academic dishonesty includes assisting another with respect to academic duplicity or fraudulence or failing to report a known or suspected violation of academic integrity. Examples of facilitating academic dishonesty may include, but are not limited to:

1. Allowing another student to copy your work.
2. Tampering with the academic work of another student.
3. Failing to report students who are cheating.
4. Failing to report students who work collaboratively on an assignment when directions were given to work independently.
5. Providing your work to another student.
6. Providing money to another student for the completion of assignments.

## **E. Plagiarism**

Plagiarism consists of taking someone else's ideas, words, or other types of work product and presenting them as one's own. To avoid plagiarism, students are expected to be attentive to proper methods of documentation and acknowledgement. Examples of plagiarism may include but are not limited to:

1. Copying any source without properly crediting the author.
2. Failing to give credit for another's ideas.
3. Submitting another person's work as your own.
4. Copying another student's work and submitting it as your own.

## **II. Reporting Academic Misconduct**

### **A. Faculty Responsibility**

1. In cases where informal resolution is insufficient, faculty should formally report an academic integrity violation as an alert in Student Success & Engagement (SS&E) within 3 days of the perceived infraction.
2. Faculty will notify the student of the possible infraction, that an investigation will be completed, and sanctions may be forthcoming.
3. It is the responsibility of the Dean of Student Success to review evidence of prior disciplinary records involving the student. Such information will be used in determining sanctions, if any.
4. In situations of repeat violations of this policy or serious offenses, the Dean of Student Success will notify the Vice President of Academic Affairs for consideration of heightened sanctions.
5. The Dean collaborates with the faculty to determine a sanction appropriate to the offense within 3 business days after the notification of the incident.

### **B. Student Responsibility**

1. Students are expected to comply with this policy at all times.
2. If students observe others violating this policy, they are expected to report the alleged academic misconduct to the course faculty.
3. Upon receiving an Academic Integrity Violation alert in SS&E, the student has three (3) business days to submit a response to the faculty member and acknowledge receipt of the alert and associated sanction(s). If a student believes the sanction is arbitrary, unfair, or in a way that violates College policy, they may request a

secondary review. The secondary review will be conducted by three representatives of the Academic Policy and Standards Committee. The review will be conducted within five (5) business days after the request for a secondary review is made.

## **II. Sanctions**

- A. If a student is found to have violated this policy, or if a student has admitted to the charges, sanctions may include the following:
  1. Verbal reprimand.
  2. Issuance of a formal written reprimand.
  3. Issuance of a formal written reprimand and meeting with the Dean of Student Success.
  4. Educational sanctions, such as coaching to improve Academic Integrity compliance.
  5. Resubmission of assignment.
  6. Grade reduction for exam or assignment.
  7. Issuance of a failing grade for the exam or assignment.
  8. Issuance of a failing grade for the course.
- B. Sanctions for Repeat Violations  
The Vice President of Academic Affairs may impose the following sanctions:
  1. Placing the student on disciplinary probation for a specified period of time or until defined conditions are met.
  2. Suspension or dismissal from the College.
- C. Additional Notices
  1. This list is not intended to be exhaustive, and additional educational sanctions may be imposed.
  2. Withdrawing from a course or the College during the review process will not stop the review process.
  3. Upon conclusion of the review of the academic integrity violation, the final documentation will be kept on file with the Dean of Student Success.

**References:** None

<i>Audience</i>	<i>Students, Faculty, Staff</i>
<i>Effective Date</i>	<i>2007</i>
<i>Date Revised</i>	<i>2007, 8/17/2025</i>
<i>Date Reviewed</i>	<i>2007, 8/17/2025</i>
<i>Owner</i>	<i>Dean of Student Success</i>