



J-114 ACADEMIC INTEGRITY

POLICY

Academic integrity is submitting one's own work and properly acknowledging the contributions of others. Any violation of this principle constitutes academic dishonesty and is liable to result in a failing grade and disciplinary action. Gateway places the highest value on delivery a quality learning experience for all students. The learning experience requires trust between faculty and students, and adherence to standards of academic honesty and integrity. To deter academic misconduct it is important that students understand how it is defined and what is expected of students. It is also important that students know their rights when an allegation of academic misconduct is made. Every member of the college community has the right to expect that all students will be graded fairly, and every member of the college community has rights of due process if accused of academic misconduct.

Academic Misconduct includes but is not limited to: (These definitions apply to all academic work, including but not limited to all exams, essays, homework, performances, computer programs, projects, labs, tutoring, and the like.)

1. A student seeks to claim credit for the work or efforts of another without authorization or citation, i.e. plagiarism;
2. A student uses unauthorized materials (notes, calculators, etc.) in any academic exercise;
3. A student forges or falsifies academic documents or records;
4. A student provides examination questions or answers to another person, or accepts examination questions or answers from another person;
5. A student copies the academic work of another student;
6. A student intentionally impedes or damages the academic work of another;
7. A student engages in conduct that misrepresents a student's academic performance;
8. A student assists another student in any of the acts described in this section; or,
9. Any member of the college community assists or collaborates with a student in any of the acts described in this section.

PROCEDURE

1. Procedures for Addressing Allegations of Academic Misconduct

- a. When an instructor suspects that a student or college member has engaged in academic misconduct, the instructor will investigate the matter in a timely manner. The instructor will communicate the basis of his or her suspicion to the student or college member, if at all possible, to afford that individual the opportunity to respond.
- b. If as a result of this investigation, the instructor determines that no academic misconduct occurred, the matter will be considered concluded.
- c. If as a result of this investigation, the instructor determines that academic misconduct involving a student in his/her class occurred, the instructor will apply sanctions as outlined in his/her syllabus. If a college member is involved, that person's supervisor will be notified.
- d. The instructor will file a Maxient report on each occurrence (Maxient is a reporting system used to share and store information).





2. Multiple Occurrences of Academic Misconduct

- a. First occurrence may result in the instructor's sanctions as indicated in his/her syllabus and a referral to the program dean.
- b. Second occurrence will result in a meeting with the provost and may result in a sanction up to and including suspension for a semester.
- c. Third occurrence may result in and up to expulsion.

3. Appeals

The student has the right to appeal that determination of academic misconduct and/or sanctions imposed. See 'Student Due Process Rights/Academic Concerns Procedure'.

TS/ZH

Adopted: March 24, 2014

