

INDIAN HILLS COMMUNITY COLLEGE

Academic Misconduct Policy

ACADEMIC INTEGRITY STATEMENT

Indian Hills Community College expects a full commitment to academic integrity from each student.

Academic integrity means:

- Your work on each assignment will be completely your own
- Your collaboration with another classmate on any assignment will be pre-approved by your instructor.
- You will not plagiarize in any form
- You will not allow others to copy your work
- You will not misuse content from the Internet
- You will not manufacture or falsify data
- You will not receive assistance from another person or other outside source (book, internet, etc) while taking any type of test or completing an online course

ACADEMIC MISCONDUCT

Plagiarism or any form of cheating on assignments, quizzes, exams or any course materials is considered academic misconduct and will not be tolerated. Plagiarism is defined as copying or using ideas or words (from another person, an online classmate, or an internet or print course) and presenting them as your own. Students should be aware of the various types of plagiarism when writing papers or reports. These include but are not limited to students who:

- Buy a paper from an Internet site, another student or writer, or any other source
- Turn in any paper that someone else has written, whether it was given to you, you download it from the Internet, or you copied it from any other source
- Change selected parts of an existing paper, and claim the paper as your own
- Combine the ideas from many sources and claim that they're your own thoughts
- Use general or specific ideas from a source without using full and correct documentation telling where you got the ideas
- Copy or paste into your paper any key terms, phrases, sentences or longer passages from another source without using documentation to tell precisely where the material came from
- Neglect to put quotation marks around words that you quote directly from a source, even if you document the source

(Quitman Troyka, Lynn and Douglas Hesse. QA Compact. Upper Saddle River, NJ:

Prentice Hall, 2007.)

ACADEMIC INTEGRITY REQUIREMENTS

1. Indian Hills Community College requires all students taking online exams to utilize Respondus Lockdown Browser and Respondus Monitor.
2. Students completing make-up exams or exams through distance learning must do so through a pre-approved proctor.

SANCTIONS FOR ACADEMIC MISCONDUCT

Indian Hills Community College takes all cases of academic misconduct seriously utilizing various forms of technology to monitor and detect academic misconduct. Faculty may require students to use technology that searches for instances of plagiarism in written assignments and software that ensures academic integrity while taking quizzes or exams. Faculty will report instances of academic misconduct through the college's electronic reporting system. Students who commit academic misconduct are subject to the following sanctions:

1. Failure of the assignment
2. Failure of the course
3. Removal from the academic program
4. Indefinite suspension from the college

Each case of academic misconduct will be reviewed by the appropriate faculty member and college administration. Cases of academic misconduct deemed to be a serious threat to the academic mission of the program or institution may result in immediate action including indefinite suspension from the college. A higher level of sanction may be deemed appropriate if a student has prior academic misconduct offenses.

APPEAL OF ACADEMIC MISCONDUCT

Students who fail a course due to academic misconduct may appeal the course failure by following the Indian Hills Community College Appeal of Final Grade Policy. Students who have reached the level of removal from an academic program or indefinite suspension from the college due to academic misconduct may appeal this decision using the following process:

1. The student wishing to complete an academic misconduct appeal hearing before the Academic Standards Committee must submit in writing and must fully state the basis for the academic misconduct appeal. The written appeal shall be filed by the student with the Executive Dean of Student Services within 15 regular academic days following the decision. The written appeal should be completed in the form of a standard business letter. The appeal letter must document the

rationale for the appeal, and include appropriate facts related as to why the individual believes they did not complete academic misconduct.

2. The Executive Dean of Student Services shall present the student's written appeal to the chairperson of the Academic Standards Committee. The written appeal shall be sent electronically to the chairperson who will set a hearing date in the consultation with other members of the Academic Standards Committee. The chairperson will have 5 regular academic days to identify the appropriate meeting date, time, and location of the hearing. The chairperson of the Academic Standards Committee will communicate in writing the date of the hearing to the student and appropriate faculty member or college administrator.
3. At least 5 regular academic days of notice must be given to the parties affected to insure an opportunity to prepare for the hearing. The Academic Standards Committee hearing shall be held in closed session unless the student requests in writing to the Chair of the Academic Standards Committee that it be open. The open session must be requested 2 regular academic days prior to the hearing.
4. During the hearing, both the student making the appeal and the faculty member or college administrator who issued the program removal or indefinite suspension shall be given the opportunity to testify and present evidence and/or witnesses. Each shall have the opportunity to hear and question adverse witnesses.
5. The Academic Standards Committee decision shall be based solely on the evidence introduced at the hearing. The student has the burden of proving that there are sufficient grounds that academic misconduct was not completed.
6. After hearing the appeal, the Academic Standards Committee shall have up to 2 regular academic days to decide either to reject the appeal or to uphold it. The Office of the Executive Dean of Student Services will be notified of the decision and rationale for the decision in writing by the Academic Standards Committee chairperson. The Executive Dean of Student Services shall in turn notify in writing the appropriate faculty member or college administrator of the decision. Should the appeal be granted, the committee chairperson and the faculty member or college administrator shall determine the steps to reinstate the student. The decision of the Academic Standards Committee is final.

A student who wishes to pursue the academic program removal or indefinite suspension beyond the jurisdiction of the Academic Standards Committee may submit a written

appeal within five (5) days through the Executive Dean of Student Services to the Vice President of Academic Affairs, who will review all facts and determine if the student's due process rights were protected.