

Academic Integrity Policy

Professional Ethics

All members of the Madonna University academic community are expected to practice and uphold the highest standards of professionalism and integrity. Academic dishonesty is unacceptable. Students are expected to become fully informed as to the parameters of academic dishonesty through use of resources available in the Madonna University library and the University writing center. The University reserves the right to require students to withdraw from a program due to unsatisfactory or unprofessional performance in the theoretical and/or practical phase of their program.

Academic Integrity**Violations of Academic Integrity include:**

Cheating: 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.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same paper to two classes without consulting the second instructor.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.¹

Plagiarism: The act of presenting another person's ideas, research or writing as your own. Examples include:

- use, whether deliberate or unintentional, of an idea, phrase, or other materials from a source without proper acknowledgment of that source in a work for which the student claims authorship
- misrepresentation of sources used in a work for which the student claims authorship
- improper use of course materials in a work for which the student claims authorship
- **use of papers purchased online and turned in as one's own work**
- Submitting written work, such as laboratory reports, computer programs, or papers, which have been copied from the work of other students, with or without their knowledge and consent.

The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any major or unique idea or wording that you did not arrive at on your own. Sources must be given regardless of whether the material is quoted directly or paraphrased.²

Fabrication

- falsifying or inventing any information, citation, or data
- using improper methods of collecting or generating data and presenting them as legitimate
- **misrepresenting oneself or one's status** in the University
- perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the **University's reputation or that of the members of its academic community of students and scholars.**²

Academic Integrity Policy

Violations of Academic Integrity (continued)

Unauthorized collaboration: See Cheating

Multiple submissions of work: Submission of all or part of one's work in one class for use in another class without instructor permission.

Facilitating academic dishonesty:

- aiding another person in an act that violates the standards of academic honesty
- **allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed**
- providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or college academic honesty policies
- providing false information in connection with any academic honesty inquiry.²

Denying others access to academic resources:

- any act that maliciously hinders the use of or access to library or course materials
- removing of pages from books or journals or reserve materials
- removal of books from libraries without formally checking out the items
- intentional hiding of library materials
- refusal to return reserve readings to the library

All of these acts are dishonest and harmful to the community.²

Other forms of violation of academic integrity (listed and updated as needed).

Sanctions

A student who commits academic dishonesty will be sanctioned. The course instructor, in collaboration with the Program Director and Dean of the College/School, will determine an appropriate penalty for academic dishonesty after meeting or communicating with the student. Factors that should be considered in determining the appropriate sanction include a history of similar offenses and the impact of the offense on academic integrity. The incident must be reported to the Dean of the Graduate School where a disciplinary reprimand is placed in the student's record (not on the transcript) and the student may be placed on disciplinary probation. The student may appeal the decision by following the Student Appeal Process. Sanctions may include, but are not limited to, one or more of the following actions:

- Failure on the assignment/test
- Disciplinary probation
- Educational activity addressing the offensive activity; e.g., tutorial, scholarly paper, workshop
- Failure in the course
- Suspension or Dismissal from the University
- Delay of awarding of a degree for infractions late in the academic career
- Rescission of a degree

Reference List

¹ Baruch College, City University of New York, Zicklin School of Business. (2009). *Academic Honesty*. Retrieved from http://www.baruch.cuny.edu/academic/academic_honesty.html

² Undergraduate College, University of Rochester (2010). *Academic Honesty*. Retrieved from <http://www.rochester.edu/college/ccas/AdviserHandbook/AcadHonesty.html>