

## **ACADEMIC INTEGRITY POLICY**

At the heart of Spelman College's mission is academic excellence, along with the development of intellectual, ethical and leadership qualities. These goals can only flourish in an institutional environment where every member of the College affirms honesty, trust, and mutual respect. All members of the academic community of Spelman College are expected to understand and follow the basic standards of honesty and integrity, upholding a commitment to high ethical standards. Students are expected to read and abide by the Spelman College Code of Conduct (see the Spelman College Student Handbook) and are expected to behave as mature and responsible members of the Spelman College academic community. Students are expected to follow ethical standards in their personal conduct and in their behavior towards other members of the community. They are expected to observe basic honesty in their work, words, ideas, and actions. Failure to do so is a violation of the Spelman College Academic Integrity Policy.

Some common violations of these basic standards of academic integrity include, but are not limited to:

1. Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work, or preventing or attempting to prevent another from using authorized assistance, material, or study aids. (Examples: using a cheat sheet in a quiz or exam; programming a calculator or other electronic device with information for an exam, test, or quiz; soliciting information regarding an exam or test from another student; altering a graded exam and resubmitting it for a better grade, etc.)
2. Plagiarism: Using the ideas, data, or language of another without specific and proper acknowledgment. Likewise, students may not use Internet source material, in whole or part,

Every student is responsible for reading and abiding by the Academic Integrity Policy. All faculty members should announce the policy at the beginning of each semester and include the policy statement in their course syllabus for each class. Faculty should also establish a climate that encourages honesty and enhances learning while emphasizing Spelman's no tolerance stance on academic dishonesty, i.e. academic dishonesty will not be tolerated. Violations of academic integrity may occur on four levels:

**Level One Violations** may occur because of inexperience or lack of knowledge of principles of academic integrity on the part of persons committing the violation. These violations are likely to involve a small fraction of the total coursework, are not extensive, and/or occur on a minor assignment. Examples of

2. Infractions such as forging a transcript, stealing an examination from a professor, buying an examination; forging a letter of recommendation;
3. Having a substitute take an examination or taking an examination for someone else
4. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment
5. Willful violation of the Spelman College Code of Conduct

### **Sanctions for Academic Integrity Violations**

Academic misconduct is considered to be a violation of the behavior expected of a Spelman College student in an academic setting as well as a student conduct violation. A student found responsible for academic misconduct is therefore subject to appropriate academic penalty, as well as sanctions under the Spelman College Student Code of Conduct.

### **Level One Violations**

The professor of the course has the authority to handle an incident of student misconduct on this level. Prior to exercising sanctions, the professor is encouraged to consult with the Dean of Undergraduate Studies.

An accusation of a Level One Violation requires a fact-finding discussion between the professor and student



College Dean of Undergraduate Studies will notify the Academic Dean of the student's home institution. Appeal procedures will rest with that institution.

All materials relating to an allegation of academic misconduct will be kept in confidence in the Office of the Dean of Undergraduate Studies. It is fairly common for potential employers, other institutions of higher learning, and governmental agencies to solicit information about a student's conduct. If the student has signed a release form accompanying such a request, the Office of the Dean of Undergraduate Studies will review the disciplinary records file to determine if the student has been found responsible for academic misconduct or behavioral misconduct on file in the Office of Student Affairs. In those cases where the student has such a record, the information will be provided to the requesting party.

Adapted with permission from the "Policy on Academic Integrity for Undergraduate and Graduate Students," Rutgers University, New Brunswick Campus.