

Academic Integrity Policy Summary

Expectation of integrity: The Union College community adheres to high academic and ethical standards. Inspired by the values of both the Christian and the scholar, its faculty, staff and students commit to exhibit integrity and truth in all academic endeavors. In addition to exhibiting honesty in creating their own work, students should deny others the opportunity to use their works in an unethical manner.

Levels of Academic Integrity Violations

Level 1: Incidental Violation. Characterized as inadvertent and isolated; they are typically the result of inexperience or lack of knowledge on the student's part and only affect minor assignments, works in progress or drafts or a small portion of the total coursework. **Level 1 violations include** but are not limited to working on an assignment with another student without a professor's permission, failing to properly cite a source in a limited portion of a paper, summarizing or paraphrasing poorly, or misrepresenting a source. **Consequences** vary but can include one or more of the following: additional instruction, tutoring, repeating an assignment, revision or correction of one's coursework, earning no credit on the work in question. Failure to fulfill consequences is considered a Level 2 violation.

Level 2: Significant Violation. **Level 2 violations include** but are not limited to disregarding explicit instructions against collaborating on an assignment, giving or receiving significant or expert assistance on coursework without acknowledgement or attribution, using unauthorized materials on an exam, altering quiz or test answers and submitting for rescoring, submitting the same work to multiple professors without their knowledge or permission, collaborating to exchange information about a test, signing an attendance sheet for an absent peer, consistently citing sources improperly or not citing sources at all in a paper. **Consequences** for Level 2 violations may vary, ranging from those appropriate to Level 1 violations to include the following: reduction of the final grade in a course, failure of a course, or academic probation. Failure to fulfill consequences or meet with instructor is considered a Level 3 violation.

Level 3: Egregious Violation. **Level 3 violations include** but are not limited to repeated Level 2 misconduct; taking a quiz or test for a peer; stealing an exam; willfully using major portions of a source without documentation; submitting work that is not one's own; purchasing or selling assignments, exams, or exam aids; electronically recording, photographing, or taking images of others' work, papers or examinations without permission; fabricating or intentionally misrepresenting data; deliberately undermining another student's success; lying when addressed regarding academic integrity violations; falsifying, damaging, or destroying academic, medical, or other legal documents. **Consequences** for Level 3 violations may vary, ranging from those appropriate to Level 2 violations to include the following: suspension or dismissal from the college.

Instructors are required to report all known violations of academic integrity. Students are also invited to provide an electronic response and have the right to contest the reported violation. For Level 2 and 3 violations, the Academic Integrity Committee (AIC) becomes involved in determining consequences. Students may appeal decisions regarding these violations to the Vice President for Academic Administration. Level 3 violations and potentially repeat Level 2 violations (at the discretion of the AIC) will be included on the student's permanent academic record. The full integrity policy is available on Union's website under Academic Administration.