

Students are encouraged to work with one another to better understand the course material. This includes discussing course topics, lecture notes, and assignment directions. This does not include sharing code or algorithmic solutions, unless authorized to do so by the instructor. Students must learn to develop their own algorithmic solutions and the code to implement those solutions. When a student copies even a small part of someone else's code or algorithmic solution, the opportunity to learn the material on his or her own is jeopardized. This policy is in place to distinguish between seeking appropriate help and committing an act of plagiarism.

Students are expected to originate all coursework, including essays, projects, and research papers. Use of expert opinion, facts, statistics, and other evidence must be expressed as quotations and proper citations must be included.

Students must not use another student's work either from student files or from online sources. Students must not submit work in one class originally prepared for another class without first obtaining permission from both instructors.

Students must assign appropriate credit for sources using MLA or APA standards. Detailed information of these two formats is available in the library and online.

### **What is academic misconduct?**

To establish the occurrence of plagiarism, it is not necessary to prove intent. All students are responsible for knowing or learning what academic honesty is. At KSI, plagiarism will be deemed to have occurred when one or more of the following external evidences is present:

1. The writing of a student includes word-for-word passages taken without explicit and accurate acknowledgment from a source written by another, provided that the cumulative borrowing includes at least ten words. "Explicit and accurate acknowledgment" means the use of quotation marks and a verifiable citation of source, either in parentheses or by footnote, at the point of indebtedness. (The mere listing of the source in the bibliography is not enough acknowledgment in itself.)
2. The writing of a student closely resembles another source in thought, order, or diction (including synonyms) for a cumulative resemblance of three or more sentences, without explicit and accurate acknowledgment as defined in #1 above.
3. Two or more papers or exams, submitted at the same time, contain resemblances in factual or stylistic detail which are decidedly outside normal probabilities of coincidence. The likelihood of plagiarism will be deemed even higher a) if the students were known to be in close physical proximity at the time of writing, and b) if the factual details involve unusual error. In the event of such resemblances, all parties involved will be judged responsible.
4. A paper or exam contains terminology or information which the student, on questioning, cannot explain.

5. A paper or exam contains unusually detailed data for which the student does not produce a verifiable source.
6. These same principles hold for the inclusion of borrowed diagrams, mathematical statements, tables, and pictures.
7. The plagiarized work may be a solution to an algorithmic problem or a piece of program code; its scope may be an entire assignment, or just a part of it. The plagiarized material may be from another student in the class, from a person outside the class, or found online.
8. A student who provides work to other students contributes to the resulting act of plagiarism and will also be held accountable.
9. Academic misconduct in online courses: Online assignments are subject to exactly the same standards of integrity that apply in regular classroom assignments. Unless specifically permitted by the instructor, it is cheating to copy from others or from outside sources on any online quiz, homework, or test.
10. Submitting the same assignments for different classes: Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless the second instructor expressly allows it, submitting an assignment already submitted for another class is a form of academic misconduct. This is also known as self-plagiarism or recycling work.
11. Assisting others in academic misconduct: Helping someone else cheat is itself an Academic Integrity violation. So is providing someone with a paper or homework, or any other form of help, where you know, or reasonably should know that the other student will use it to cheat.
12. Fabrication, forgery, alteration of documents, lying, etc., in order to obtain academic advantage: It's wrong to lie to an instructor or Professor in order to get an excused absence, an extension on a due date, a makeup examination, an "Incomplete" grade, admission to a class or program, etc. It's wrong to falsify transcripts and diplomas solicited through the school from the Registrar. It's wrong to fake data, for example in an assigned lab project, or fabricate quotations or sources for a paper. The person who lies to get out of a difficult situation usually feels that there's nothing personal about it. The person who gets lied to feels differently. All of these actions destroy the institution's integrity and eat away at the expectation of mutual trust among all members of the academic community.

### **Active Test Periods**

All students are restricted from having cell phones (smart phones) during an exam, quiz, mid-term or final. Any student seen with a smart phone -or other miscellaneous electronic device other than the devices provided by the professor or classroom- will be considered cheating and will automatically be given an 'F' for said exam, quiz, mid-term or final.

### **Integrity of Data**

Fabrication and falsification of research results are serious forms of misconduct. It is a primary responsibility of a researcher to avoid either a false statement or an omission that distorts the research record. The ownership, use, misuse and correction of data are the responsibility of the school and author (student). Namely in the case of research projects (thesis), thesis advisors must validate the data through comprehensive testing and technique of appropriate questioning for student defense.

## **Possible Sanctions**

Any instructor who has assembled evidence of plagiarism will first offer the student a chance to provide an alternate explanation of the evidence or to admit fault. If the inference of plagiarism remains, the instructor may choose one of these options, listed in order of increased severity according to the extent and evident deliberateness of the deceit. The first two options suppose that the plagiarism is not extensive, or that it would not have given the student substantial academic advantage such as full course credit or high course grade, or that the instructor has clear reasons to believe that the plagiarism can be accounted for by ignorance which though subject to discipline is genuine.

1. Reprimanding the student and requiring a revision of the work to eliminate plagiarism or an additional paper, or exam.
2. Lowering the grade for the paper or exam (even as far as F) without opportunity to regain the lost credit.

The remaining options would come into play if the plagiarism is extensive; or if it would have given the student substantial academic advantage, or if the student had previously been warned against it.

3. Directed withdrawal of the student from the course
4. Failure of the student for the course.
5. Referral of evidence to the Academic Integrity Committee (which consists of all full time Faculty except for the instructor involved in the violation) for appropriate disciplinary action (which may go so far as suspension or dismissal).

## **RECORDS**

Any sanction beyond reprimanding will be reported to the Academic Integrity Committee for notation in the student's file. The record of past plagiarisms for a given student may affect the disposition of any new case. No notation will appear on the student's permanent transcript. An academic dishonesty form must be completed when an incident occurs in all severity instances. The form will be a part of the student's academic file.

## **STUDENT APPEAL PROCESS**

A student who wishes to appeal a sanction should contact the department chair within two weeks of the sanction date. The AIC will evaluate the request and, if valid, will conduct either a formal hearing, and communicate the determination in writing to both the student and the reporting faculty member.