

# Campus Regulations

**Academic Integrity:** Academic integrity is basic to all academic activities so that grades and degrees will have validity. Morningside College expects its students to:

- perform their academic work honestly and fairly
- not hinder other students in their academic work
- not unfairly assist other students

These expectations of Morningside College and the penalties for not meeting these expectations are outlined below. A student in doubt about his or her responsibility as a scholar or unsure that a particular action is appropriate should consult the instructor of the course.

In an academic community, students are encouraged to work together to help each other learn. Because of the many different learning styles, this kind of environment will foster the academic development of all students involved. Yet all work a student submits or presents as part of course assignments or requirements must be his or her own original work unless expressly permitted by the instructor. This includes individual and group work in written, oral, and electronic forms as well as any artistic medium.

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of acknowledgement to the source. Examples include:

## Deliberate Copying

- buying (from a "paper service" or individual) or borrowing a paper and submitting it as one's own
- copying someone else's paper, homework, computer program, lab report or any written or oral assignment and submitting it as one's own
- submitting a paper or other presentation in more than one class without the instructor's permission

## Inaccurate Documentation

- using a direct quote from a source without both putting it in quotation marks and providing appropriate documentation
- submitting direct quotes as a paraphrase
- changing only a few words in a quote and using it as a paraphrase
- invention of information or citation

## Some Actions/Behaviors

- provide unauthorized help in taking tests, quizzes or in preparing any other requirements of a course
- communicate answers in any way to another student during an exam
- tampering or damaging the work of another student
- reading or observing the work of another student without his/her consent
- lying to an instructor
- damaging or abusing library and other academic resources

**Consequences of Violations of the Academic Honesty Policy:** An instructor who suspects a student of violating the Academic Honesty Policy will consult with the department chair or another member of the department. If the violation is verified, the instructor will (as a minimum penalty) assign a grade of zero for the assignment. The maximum penalty is a failing grade in the course in which the violation occurred. If there is more than one violation in the same course, the instructor will assign a failing grade in the course. A student receiving a failing grade due to Academic Honesty Policy violations may not withdraw from the course. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office of Academic Affairs.

If the violation occurs in a 100-level course and it is the first reported violation for the first year student, the instructor may allow the student to re-submit the assignment for half credit. The student must be informed in writing of the alleged violation and the

penalty. A copy of this written notification must be sent to the Office of Academic Affairs.

The student has the right to file an appeal to either the charge of academic dishonesty or the penalty imposed. The appeal must be filed within two weeks of the instructor's filing of the violation. The student should first consult with the faculty member for the course. If the student is not satisfied with the outcome, he/she should meet with the department chair or department member who verified the violation. If the student wishes to appeal beyond this, he/she should file a written appeal with the chair of the Academic Standards Committee. The faculty member will be asked to submit an explanation of the alleged violation in writing. Either the student or the faculty member may submit letters from material witnesses. If the charge is found to be valid, the Academic Standards Committee will determine whether the penalty was reasonable. If the penalty is determined to be unreasonable, the committee will impose a different penalty but not less than assigning a grade of zero for the assignment.

If this is not the first reported violation for the student, the Academic Dean's Office may intervene to pursue suspension or expulsion from the college or other penalties beyond a failing grade in the course. Information regarding violations of the Academic Honesty Policy will be kept in the Academic Dean's Office until a student completes his/her degree program, at which point all such records will be removed from the student's permanent record.

### **Copyright Materials**

The use of copyright materials, such as films, videos, filmstrips, electronic media, etc., for public performance must comply with the Federal Copyright Act (Title 17, United States Code, Section 101 and following), Digital Millennium Copyright Act (DMCA), and Technology, Education, and Copyright Harmonization Act (TEACH). Copyrighted materials used for educational purposes in a classroom setting must comply with the Fair Use Guidelines of the Copyright Act which may be found in the Copyright Act at Section 107. Further copyright exceptions for academia are found in Sections 108 (reproduction by libraries and archives), 109 (first sale), and 110 (use of materials in an educational setting). Copyrighted materials used for recreational purposes as public performance, outside of the private sphere of one's home, are required to obtain a public performance license. To access information on purchasing the rights to show copyrighted materials or purchase a public performance license, contact the Student Activities Advisor or the Vice President for Business and Finance.