

## ARKANSAS NORTHEASTERN COLLEGE ACADEMIC INTEGRITY POLICY

**Integrity:** firm adherence to a code

<http://www.merriam-webster.com/dictionary/integrity>

Arkansas Northeastern College promotes academic integrity as the only fair and ethical way to achieve your educational goals. Cheating, plagiarism, collusion, giving or receiving test questions, use of annotated texts or teacher's editions are all violations of this code. Ultimately, you are held responsible for all college work that you do - inside and outside of class. To help you keep to the level of integrity ANC requires, the College provides the following definitions:

**Cheating:** to practice fraud or trickery: to violate rules dishonestly

<http://www.merriam-webster.com/dictionary/cheat>

Examples: giving or receiving test questions/answers; copying computer files from another student; submitting another's work as your own; using any method to retrieve information in violation of the instructor's guidelines

**Plagiarism:** to steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source : to commit literary theft : present as new and original an idea or product derived from an existing source

<http://www.merriam-webster.com/dictionary/plagiarize>

Examples: using the exact wording of another without the proper use of quotation marks and citations; paraphrasing another's ideas without giving credit to the producers or writers of the source

**Collusion:** secret agreement or cooperation especially for an illegal or deceitful purpose

<http://www.merriam-webster.com/dictionary/collusion>

Examples: assisting another in an act of academic dishonesty; providing/accepting papers, projects, computer files or test answers to/from another student; allowing another student to copy one's work, including, but not limited to, essays, term papers, homework assignments, math problems, lab exercises and science lab manuals; working together on an assignment or take-home exam when instructed not to do so; removing tests or answer sheets from a test site; copying test questions, in any form, from the computer screen in an Internet course; allowing another student to view test/quiz items in an Internet course, whether purposefully or negligently (not logging out of myANC in a public area)

Academic dishonesty is a serious offense and will not be tolerated at ANC. The following consequences are in effect for all ANC courses:

**1<sup>st</sup> Offense:** The instructor will determine the consequences of the academic dishonesty based on his/her policy in the First Day Handout for that course. The student's name and documentation of the offense will be submitted to the office of the Dean/Chair of that Division.

**2<sup>nd</sup> Offense:** The student will be required to meet with the Division Dean/Chair and/or Vice President of Instruction. At that time, the Dean/Chair and/or VP of Instruction will decide the appropriate consequences of the academic dishonesty, possibly including a failing grade in the course. If the first and second offenses occurred in internet courses, then that student will be banned from enrolling in future internet courses at ANC. Second offense does not have to occur in the same class or same division as the first offense; this policy is in effect for all ANC courses.

Instructors have additional policies in effect for their particular courses, and these are clearly stated in the First Day Handout. Consult with your instructor if you have any doubt as to what constitutes violations of academic integrity in his/her particular course.

## **Acknowledgment of Academic Integrity Policy**

I have read the above policy about academic integrity, and I understand that if I cheat in any class at ANC, I will face the consequences outlined above. It is my responsibility to read the above policy and ask my instructor if I do not understand any aspect of it. I have done this, and I supply my signature and the date below, indicating that I have been informed of and accept responsibility for abiding by this policy.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Instructor's Signature\_\_\_\_\_

Date\_\_\_\_\_

Comments: