



Policy: Academic Integrity

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar Office

---

**Policy:** Because academic integrity is an important value of Grace College and Seminary, violations of the Academic Integrity Policy may result in severe academic penalties and/or disciplinary consequences.

Grace College and Seminary is committed to fostering students' intellectual, moral, and spiritual development. Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality.

- 1.0 Students are expected to uphold high standards of academic integrity and refrain from committing or facilitating acts of academic dishonesty. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, and submitting substantial portions of the same work for more than one course without prior consent from the instructor.
  - 1.1 All submitted work is accepted as a student's own work, unless otherwise understood and approved by the instructor.
  - 1.2 Plagiarism is defined as presenting someone else's ideas, language, or work as one's own without properly citing or acknowledging the source. Any ideas or materials taken from another source, whether copyrighted or not, must be properly documented unless that information is common knowledge. "Common Knowledge" refers to information or facts that are widely known within a discipline or a course and therefore not attributable to one source.
  - 1.3 A student may not submit for one course substantial portions of work that have been used to fulfill the requirements of another course taken at this or any other school without obtaining permission from the current professor in advance.
  - 1.4 A student must not intentionally or knowingly help another student to commit an act of academic dishonesty.
- 2.0 Faculty communicate additional expectations and clarifications about discipline-specific practices, particular assignments, and collaborative work via syllabi and in-class instructions.
- 3.0 No one responsible for teaching or assisting in a course, including instructors and teaching assistants, will tolerate academic dishonesty. Infractions of the Academic Integrity Policy will be reported by the faculty of record to the academic program administrator and the Academic Affairs Office. The Academic Affairs Office will then notify the Student Affairs Office and Registrar's Office as necessary.
  - 3.1 Violations of the Academic Integrity Policy will result in proportional consequences, which include but are not limited to, failure of the assignment, course grade reduction, and failure of the course, as stated in the course syllabus. In assigning a consequence, the faculty member (in consultation with the Academic Affairs Office) will consider the type and extent of academic dishonesty involved, as well as whether the student has a record of prior offenses. Mitigating factors, such as the student's cooperation and contrition, may also be considered.
  - 3.2 Using the Academic Integrity Violation Form, the instructor will document the nature of the offense, the evidence of the offense, and the penalty imposed with the Academic Affairs Office. This information becomes part of the student's disciplinary file and academic record and may be used to track repeated violations. Should there ever be a need to know whether this was student's first offense, the Student Affairs Office should be notified of all cases of academic dishonesty and provided with documentation including the nature of the offense, the evidence of the offense and the penalty imposed.



Policy: Academic Integrity

Effective: June 1, 2019

Policy Type: Faculty

Responsible Department: Registrar Office

---

- 4.0 Additional consequences may be imposed by Grace College and Seminary and might include ineligibility for certain student jobs or leadership positions (such as teaching assistantships), suspension from campus or the academic program(s), and/or a hearing before a discipline panel.
  
- 5.0 A student wishing to appeal a violation of the Academic Integrity Policy and/or penalty resulting from such a violation should complete the Academic Integrity Appeal/Reporting Form. This form should be presented to the student during the time the faculty member and the student meet to discuss the violation. In cases in which a student was not given an opportunity for appeal at the end of the meeting with the faculty member, the student should inquire with the Dean or Provost's Office to secure the proper form for filing an appeal.

### **Revision Process and History**

- All revisions to the policy must be approved by the faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template