

ACADEMIC INTEGRITY FOR ON-LINE COURSE

Students are expected to complete coursework and participate in the course with academic integrity and honesty by adhering to the following:

- (1) **Do not share Moodle login information with any other person;**
- (2) **Do not seek or accept any assistance with coursework, unless directed and approved by the instructor;**
- (3) **Do not submit any work that is plagiarized in any way, all work should be the original work of the enrolled student and include appropriate citations for borrowed information;**
- (4) **Document all material drawn in any manner from outside sources with appropriate citations.**
- (5) **All work submitted for the course should be current work (no work done previously for other courses), original work complete solely for this course.**
- (6) **Exams should be taken without the aid of books, notes or use of outside websites. Plagiarizing answers from outside sources will result in a zero on the exam.**

SEARK ACADEMIC INTEGRITY

Southeast Arkansas College holds the highest expectation of students in respect to their role as members of a community of scholars. To this end, students are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SEARK's mission to create a community of lifelong learners who will be the leaders of tomorrow challenges faculty to work diligently to strives to build a foundation of knowledge, skills, judgment and wisdom students need to participate meaningfully in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination, violates the core values of higher education.

Guidelines for Academic Integrity

SEARK holds students fully responsible for the content and integrity of the course work they submit. Students are expected to uphold the following standards of academic integrity:

- Students must do their own work and submit only their own work on examinations, essays, written assignments, reports, presentations, and projects.
- Students are responsible for properly documenting information borrowed through paraphrase, summary or direct quotation using the documentation style required by their instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes and evaluations.

- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Academic dishonesty (academic misconduct) is defined as the misrepresentation of one's academic work, which includes, but is not limited to:

- 1. Cheating:** the intentional use or attempted use of unauthorized materials, information, or study aids in any academic exercise, for example:
 - copying or using notes, examinations, or other instructional material during examinations, tests, or quizzes
 - using another person to write a paper or any part of a paper, without indicating the person's contribution with proper documentation
 - obtaining, using, or possessing unauthorized copies of an examination or any written work to be graded, or receiving unauthorized information regarding examinations
 - submitting another's assignment as one's own
 - having an examination taken or other graded assignment completed by a someone else
 - altering or falsifying examination results after they have been evaluated by the faculty member and returned to the student
 - writing, without authorization, the answer to an exam question outside class and submitting that answer as part of an in-class exam
- 2. Facilitating academic dishonesty:** the intentional or knowing help or attempt to help another to commit an act of academic dishonesty, such as:
 - completing, in whole or part, an examination, or other graded assignment for someone else
 - permitting another student to copy one's work during an examination, test, or quiz
 - permitting another student to copy one's written work whenever the work is to receive a grade
 - collaborating with another individual or individuals in the completion of course assignments when collaboration is not permitted
 - giving test questions or answers to anyone else
 - selling or purchasing all or part of examinations, papers, or other assignments
 - posting materials from a publisher without their express written permission
 - posting copies of, and/or answers to; tests, quizzes, or other assessments (e.g. lab reports)
- 3. Plagiarism:** the intentional or unintentional presentation as new and original an idea or product derived from an existing source without properly citing the source of the material, for example:
 - duplicating an author's work (in part or whole) without quotation marks and/or accurate citations

- duplicating an author's words or phrases or ideas with accurate citations, but without quotation marks as necessary
- using an author's idea(s) in paraphrase without accurate citation(s)
- submitting, without quotation marks, an essay or written work to be graded in which exact words are merely rearranged even though cited

4. Other forms of academic dishonesty, such as:

- submitting or resubmitting the same paper for two different classes/courses without the explicit authorization and approval of the faculty members teaching those classes/courses
- fabrication: intentional and unauthorized falsification or invention of any information, data, or citation in an academic exercise