East Central University
Policy on Academic Integrity

Academic integrity is founded upon and encompasses the following five values: honesty, trust,
fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003).
Integrity in academic work is essential to the success of the university community. Deceit and
misrepresentations are incompatible with the fundamental activity of East Central University and
shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute
academic misconduct and may result in severe penalties, as listed below. Each student is
individually responsible for knowing and upholding academic integrity by scrupulously avoiding
any conduct that would lead to violation of the Policy on Academic Integrity.

Definition of Academic Misconduct

In its broadest sense, academic misconduct involves any action on the part of the student that
violates academic integrity. Academic Dishonesty is defined as the deception of others
about one’s own work or about the work of another. These actions include, but are not
limited to:

Cheating:
Cheating is the use of unauthorized materials, information, or study aids in academic exercises,
experiments and examinations. Cheating includes but is not limited to:
- copying the answers of another student on any examination or assignment
- using a textbook, notes or other aids during an examination without the permission of the
  professor
- tampering with experimental data to obtain desired results
- obtaining copies of examinations by any unauthorized means
- receiving or giving unauthorized help on assignments or examinations
- accessing computer systems or computer files without authorization
- stealing a problem solution from a professor or another student
- presenting product of a collaborative effort as one’s individual work unless explicitly
  approved by an instructor. (Note: professors shall grade course group assignments
  according to criteria outlined in the syllabus)
- submitting work as individual work, either implicitly or explicitly, that was completed
  by another or as a group.

Plagiarism:
Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for
what is called "common knowledge", any information taken from another source must be
documented in the student's work. When a student interprets another’s ideas, credit must be given
by an in-text reference. When a student uses an exact copy of another’s work, it must be
delineated by use of quotations marks or indentation and referenced with the source. Plagiarism
includes but is not limited to:
- copying and/or presenting words, images or thoughts of others as one’s own work
- representing any information from the Internet as one’s own.
- copying content without providing appropriate quotation marks or documentation
- copying words with minor changes even if the source is given
- expressing another’s ideas as one’s own
- reusing papers or presentations of any previously written papers
- submitting the same paper or substantial portions of a paper for multiple courses without the
permission of the primary professor
● submitting assignments that were completed by another person
● allowing another student to submit one’s work as their own

**Misrepresentation or Falsification:**
Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to:
● changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
● providing false information or omitting pertinent information on applications, records or other documents
● tampering with or destroying the work of others
● creating results for experiments not done (dry-labbing)
● Lying about any and all academic matters

**Disciplinary Procedure:**
Faculty, staff, or students must report violations of the policy to the Office of Academic Affairs. The student with the reported violation and the faculty member must meet to confirm or disallow the reported violation. If the violation is confirmed, the exact disciplinary procedure and grade penalty in the course is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken include but are not limited to the following:
● requiring that the assignment be re-done
● reducing the grade for the assignment in question
● reducing the grade for the course in which the violation occurred
● assigning a failing grade for the course
● withdrawing the student from the course

A record of the violation is maintained in the Office of Academic Affairs for a period not to exceed five years from the time of the incident.

● After the first violation, a student receives notice that the violation has been recorded in the Office of Academic Affairs
● After a second or subsequent violation, a designated representative from the Office of Academic Affairs investigates the incident(s), meets with the student, and makes a recommendation to the VPAA. The VPAA sends a letter to the student with the consequences, which may include suspension.

**Appeal**
The student may appeal the decision to the president. The president's decision is final.