



Academic Policy Academic Integrity

Palau Community College is committed to quality and excellence in the pursuit of learning and academic achievement by its students. To this end, PCC is earnest in providing fair and equitable academic standards to all students in an environment that encourages honesty for students, faculty and staff alike. Students are responsible to perform to the best of their ability in all academic endeavors, including abiding by the faculty's individual rules and regulations related to assignments and examinations.

Any work submitted that is not the student's own personal effort or work will not be acceptable. It is the faculty's responsibility to clearly define academic honesty applicable to their courses and programs for their students.

The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on classroom graded assignments, examinations, or other academic exercises unless clearly directed to do so by instructors.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

Although the two most common kinds of academic dishonesty are cheating and plagiarism, actions constituting violations of academic integrity include, but are not limited to, the following:

Cheating: the act of obtaining or attempting to obtain credit for academic work through the use of dishonest, deceptive or fraudulent means, such as:

- Copying, in part or in whole, from someone else's assignment or test
- Purposely allowing another student to copy from your paper during a test
- Giving homework, term paper or other academic work to another student to plagiarize
- Having another person submit any work in your name
- Altering graded work after it has been returned, then submitting the work for re-grading
- Using or consulting any unapproved sources or materials during an examination, including consulting with other students or using electronic equipment such as cell phones, calculators and computers unless authorized by the instructor
- Stealing tests
- Lying to an instructor or college official to improve your grade
- Gaining unlawful or unauthorized access to college computers or servers
- Committing other acts that defraud or misrepresent

Plagiarism: representing the work of someone else as your own. This may include

- Incorporating the ideas, words, sentences, paragraphs or parts of another person's writings without giving appropriate credit, and representing the product as one's own
- Neglecting quotation marks on material that is otherwise acknowledged
- Representing another's artistic or scholarly works such as musical compositions, computer programs, photographs, paintings, drawings or sculptures as your own
- Submitting a paper purchased from a research or term paper service, including the Internet
- Inventing sources

Facilitating Academic Dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.

Multiple Submission: Submitting work presented previously in another course, if contrary to the rules of either course

Misuse of Academic Materials: the misuse of academic materials includes, but is not limited to, the following:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs
- Stealing or destroying another student's notes or materials or having such materials in one's possession without the owner's permission
- Receiving assistance in locating or using sources of information in an assignment when such assistance has been forbidden by the instructor
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations
- Forging signatures on drop/add cards or other college documents
- Unauthorized sale or purchase of examinations, papers, projects or assignments

Peer to Peer File Sharing: Illegal file sharing is the process of sharing and distributing files illegally over a network or Internet. This includes the practice of distributing, selling or publishing copyrighted and protected content to the general public, usually over the Internet, or with a compact disk or external storage device. Under copyright law, it is illegal to download or share copyrighted materials such as music or movies without the permission of the copyright owner. Doing such may subject those involved to civil and criminal liabilities.

Complicity in Academic Dishonesty: Complicity involves knowingly contributing to another's acts of academic dishonesty.

Consequences of academic dishonesty range from receiving a failing grade to expulsion from the course or college. It is the students' responsibility to read and abide by the academic integrity policy.

PCC recognizes that students through misunderstanding cause many cases of alleged academic dishonesty. A meeting with the involved student can assist with prevention or correction of this. In regards to plagiarism, in cases of misunderstanding, students could be required to revise and resubmit an assignment before receiving a grade for it.

If a student is found responsible for violating academic integrity policies, especially after meeting with the faculty, any one or a combination of consequences may be imposed by the faculty member. Serious or repeated cases will be handed in consultation with the Dean of Students. Students are encouraged to consult the Student Handbook for further information on Student Code of Conduct.

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may also subject students to civil and criminal liabilities.

Approved _____

Patrick U. Tellei, EdD

11/1/18
Date