University of Western States (UWS) advances academic excellence and promotes honesty, respect, and integrity. Academic integrity includes ethical standards of conduct. Violation of the university's academic integrity standards may result in disciplinary action.

Student Responsibilities
Students are responsible for complying with this Academic Integrity Policy and are required to:
- Read and understand this Academic Integrity Policy;
- Comply with the ethical and academic integrity expectations of individual courses and instructors as directed in the course syllabus and related course documents;
- Clarify with the course instructor any information contained in the syllabus, assignments, or grading policies that seems unclear;
- Help foster a university environment where academic integrity is expected and valued; and
- Report suspected violations of academic integrity utilizing the process defined in this policy.
- Refer to program handbook to understand specific programmatic policies related to academic integrity.

Instructor Responsibilities
Instructors are required to:
- Provide course materials that inform students of the Academic Integrity Policy and supporting procedures required for each course.
- Foster and exemplify academic integrity.
- Ensure assessments are effectively proctored to prevent students from copying, utilizing artificial intelligence inappropriately, using non-cited resources, or inappropriately exchanging information.
- Provide unique examination versions and varied assessments to reduce the potential for violations of this policy.
- Effectively communicate potential consequences of violations.
- Appropriately administer disciplinary measures for violations.
- Report suspected violations of academic integrity following the process defined in this policy.

Definitions of Academic Dishonesty
The following actions are violations of UWS academic integrity standards:
1. **Cheating**
   Cheating is obtaining or attempting to receive credit for academic work by any dishonest, deceptive, or fraudulent means. Cheating includes but is not limited to:
   - Copying another person's test answers or assessment responses for assignments, worksheets, discussion posts, lab reports, essays, summaries, quizzes, etc.;

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- Submitting work previously graded in another course, unless approved in advance by the course instructor or by university policy;
- Representing that work was completed by an individual when that work was completed by another, by a group, or through unsanctioned use of artificial intelligence;
- Submitting work presented in two different courses, unless approved in advance by both course instructors, or by university policy;
- Using or consulting, before or during an examination, assessment, or assignment, sources or materials not authorized in advance by the instructor, including use of artificial intelligence tools;
- Altering or interfering with the grading process;
- Taking an exam as a surrogate, or engaging a surrogate to take an exam; and
- Committing any other act that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

2. **Misrepresentation and Falsification**

   Written or verbal misrepresentation and falsification are violations of academic integrity when committed by action, or by the omission of action, and include but are not limited to the following:
   - Modifying records, logs, or other documentation resulting in an inaccurate record of the assignment or of student performance;
   - Providing false information or omitting pertinent information on applications, records, or other applicable documents;
   - Tampering with or destroying the work of others;
   - Reporting as completed results for assignments, studies, or experiments not completed;
   - Falsifying information;
   - Soliciting or sharing submitted papers, previous exams, assignments, cases, etc.; and
   - Publicly disclosing confidential exam questions or answers.

3. **Plagiarism**

   Plagiarism is reproducing the works of another (e.g., print, electronic, artificial intelligence, or any other medium) without acknowledgment of the author/creator, and includes paraphrasing ideas, images, or arguments of another to imply the material originated from the individual presenting. Information obtained from another source must be cited in the presenter's work in compliance with course guidelines. Refer to Policy 1024 Copyright Violation for more information. UWS constituents are required to understand and apply methods of proper referencing in all materials submitted. Plagiarism includes but is not limited to:
   - Copying and/or presenting words, images, or ideas of others (from any source, including but not limited to the internet) as one's own work;

- Presenting words, images, or ideas generated by artificial intelligence as one's own work;
- Copying content without providing appropriate reference citations;
- Copying words with minor changes even if the source is cited (not paraphrasing);
- Expressing another's ideas as one's own;
- Reusing papers or presentations of previous work without permission from the instructor of the course in which the paper was originally submitted;
- Submitting the same work or substantial portions of work for multiple courses without permission from the instructor of the course in which the paper was originally submitted;
- Submitting assignments completed by another person; and
- Allowing another individual to submit your work as their own.

Notification of Standards of Detecting Plagiarism
UWS may utilize plagiarism detection services, including services that identify use of artificial intelligence resources.

Sanctions
Instructors consult with their program director and/or department chair to assess the level of academic integrity violations. Circumstances may escalate any offense, as determined by the course instructor and/or the department chair, program director, dean or vice president for academic affairs. Violations may result in disciplinary actions, including assignment and/or course failure, probation, suspension, or dismissal from the university.

Reporting
Individuals report incidents of suspected academic integrity violations in writing to the course instructor, department chair, program director, or college dean.

Student Appeal Process
The student appeal process for disciplinary action is governed by Policy 9009 Student Appeal of a University Decision.

Related Policies: Policy 1024 Copyright Violation
Policy 9001 Student Conduct
Policy 9009 Student Appeal of a University Decision

Keywords: cheating, copy, copyright, honesty, integrity, misconduct, plagiarize, student conduct