



University of Western States (UWS) is committed to academic excellence and thrives on honesty, respect, and integrity. Academic integrity fosters ethical standards of conduct. Violation of the university's academic integrity standards may result in disciplinary consequences.

### **Student Responsibilities**

Students are responsible for complying with this Academic Integrity Policy and are required to:

- Read and understand this Academic Integrity Policy;
- Follow the ethical and academic integrity procedures 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 campus environment where academic integrity is expected and valued; and
- Report suspected violations of academic integrity utilizing the process defined in this policy.

### **Instructor Responsibilities**

Instructors are required to:

- Provide course materials that apprise students of the Academic Integrity Policy and supporting procedures required in a course.
- Foster academic integrity.
- Ensure examinations and other assessments are appropriately proctored to prevent students from copying, using non-cited resources, or inappropriately exchanging information.
- Provide unique and varied assessments to reduce the potential for violations of this policy.
- Effectively communicate potential consequences of violations.
- Administer disciplinary and/or corrective measures connected to and suitable for any violation.
- Report suspected violations of academic integrity utilizing the process defined in this policy.

### **Definitions of Academic Dishonesty**

The following actions constitute a violation of UWS academic integrity standards:

#### **1. Cheating**

Cheating is the act of obtaining or attempting to receive credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating includes but is not limited to:

- Copying, in part or whole, from another's test or other evaluation instruments including homework assignments, worksheets, discussion posts, lab reports, essays, summaries, quizzes, etc.;
- Submitting work previously graded in another course, unless this has been approved by the course instructor or by departmental policy;



- Submitting work as individual work, either implicitly or explicitly, that was completed by another or as a group;
- Submitting work presented in two courses, unless this has been approved by both course instructors or by the policies of both departments;
- Using or consulting, before or during an examination, sources or materials not authorized by the instructor;
- Altering or interfering with the grading process;
- Sitting for an exam by a surrogate, or as a surrogate; and
- Committing any other act in the course of academic work that defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

## 2. Misrepresentation and Falsification

Misrepresentation and falsification are violations of academic integrity based on written or spoken deceptions committed either by action or the omission of an action. Misrepresentation and falsification include but are not limited to the following:

- Changing records, logs, or other documentation leading to 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 incomplete cases or experiments not performed;
- Falsifying information about any academic matters;
- Soliciting and/or offering to share papers, old exams or cases, assignments, etc.; and
- Posting or making public an exam questions and/or answers.

## 3. Plagiarism

Plagiarism is reproducing the works of another (in print, electronic, or any other medium) without acknowledgment of the author/creator and/or paraphrasing the ideas, images and/or arguments of another in a manner that implies the material originated from the individual presenting. Except for material considered "common knowledge," any information taken from another source must be cited in the presenter's work, per formatting/citation guidelines for the course. 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 thoughts of others (from any source, including but not limited to the internet) as one's own work;
- Copying content without providing appropriate quotation marks or citation;
- 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 any previously written papers (without permission from the instructor of the course in which the paper was originally submitted);
- Submitting the same paper or substantial portions of a paper for multiple courses (without permission from the instructor of the course in which the paper was originally submitted);
- Submitting assignments that were 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.

#### **Sanctions**

Instructors consult with their program director and/or department chair to assess the level of any academic integrity violation. The circumstances of a given occurrence may escalate any offense, as determined by the course instructor and/or the department chair, program director, dean or chief academic officer. Violations may result in disciplinary actions, including probation, suspension, or expulsion from the university.

#### **Reporting**

Individuals report incidents of suspected academic integrity violations using the [TIPS Reporting Tool](#) available on the main UWS website and selecting "Academic Dishonesty or Cheating" as the incident type, or report suspected violations in writing to the course instructor, department chair, program director, dean or chief academic officer.

#### **Student Appeal Process**

The student appeal process for disciplinary action is governed by [Policy 9009 Student Grievance and Appeal](#).

**Related Policies:** [Policy 1024 Copyright Violation](#)  
[Policy 9001 Student Conduct](#)  
[Policy 9009 Student Grievance and Appeal](#)

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