

POLICY: Academic Integrity Policy		POLICY NUMBER: AC-001-A2
		PREVIOUS/REPLACES: Student Manual
APPROVED BY: Executive Committee	EFFECTIVE DATE AS OF: November 1, 2021	PRIOR VERSIONS: August 2020

1. Policy Statement

Herzing College’s academic integrity policy outlines the principles that support academic integrity, describes the College’s expectations of conduct related to academic integrity, and defines sanctions for academic misconduct.

Academic Integrity is an important pillar of teaching and learning. Conducting oneself with academic integrity is a key part of the educational process for students at Herzing College. High standards of academic integrity are integral to ensuring that Herzing College graduates are of consistent quality and safeguards Herzing College’s reputation as a respected learning institution.

Students’ responsibilities extend to being aware of and complying with the principles of academic integrity, being able to identify misconduct that breaches the policy.

2. Scope

This policy applies to all students enrolled in full- or part-time secondary and post-secondary programs.

3. Procedure

1. Students may be subject to varying levels of discipline, including expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action, or deed performed alone or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
 - Cheating
 - Plagiarism
 - Unapproved collaboration
 - Alteration of records
 - Bribery
 - Lying
 - Misrepresentation
2. All students will receive training on the basis of Academic Integrity during orientation. Academic Integrity statements are included in the syllabi for all courses and are accessible online through the Herzing College Student Manual.

3. All students have an individual responsibility to understand what comprises cheating, plagiarism, and paraphrasing are. They must also be aware that the consequences for engaging in these activities are severe. Whenever there is doubt as to what constitutes cheating, plagiarism, or paraphrasing, students are to contact their faculty member. With the advent of the Internet, the potential for cheating by simply copying and pasting information into a paper is tempting. Students are to be aware that these dishonest activities will not be tolerated, and faculty members have access to increasingly sophisticated online tools to “test” the validity of a student’s work. Plagiarism is easy to trace using technology.
4. Upon finding that a student has violated its policies on Academic Integrity, Herzing College will enact the following:
 - a. For the first offense, the student will receive a grade of zero for the assignment.
 - b. For the second offense, the student will receive a failing grade in the course. The student will be required to repeat the entire course if completion of the course is needed to graduate.
 - c. Upon a third offense, the student will immediately and permanently be expelled from the College.

The student is directed to the “Grievance/Complaint Procedure” and “Academic Appeal for Termination” sections of the Herzing College Student Manual for information for petitioning the College to reconsider its action.

4. Administration

The Campus President or designee will oversee the administration and enforcement of this policy.

5. Review

This policy will be reviewed as required by the Executive Committee 2023.

6. Reference

- Herzing College Student Manual

7. Definitions

Academic Integrity means that all applicants, students, and employees will conduct themselves in an honest and trustworthy manner in all aspects of their relationship with the College.

Academic Dishonesty is an intentional, reckless, careless, or improper act for obtaining, for oneself, or a third party, academic advantage, credential, admission, or credit by deception or fraudulent means. It can include but is not limited to “cheating.”

Academic Misconduct is a breach of the Academic Integrity Policy

College Community Includes all current College employees (regardless of status); current students (full-time, part-time, online and apprenticeship, etc.); any individual or stakeholder in a contractual relationship with Herzing College; and College committees or associations.

Employee refers to an individual who is currently employed with the College to perform work for the College. This includes all employees, regardless of status or position, as well as current employees who are on a leave of absence (paid/unpaid).

Assessment is the measurement assigned to any teaching and learning activity in which the student is required to engage as part of the course of study. Examples include, but are not limited to, quizzes, tests, exams, assignments, and projects.

Plagiarism is presenting, in any format, someone else's ideas, presentations, writing, artistic work, or creations, whether verbal, print, structural, design, or electronic, in whole or in part, as one's own, by failing to credit the source. Plagiarism can be intentional or occur through carelessness.

Paraphrasing is defined as "a restatement of a text or passage giving the meaning in another form" (Webster's New Universal Unabridged Dictionary, 1996). When one paraphrases but intentionally omits the authorship of the work, this, too, is a serious violation of academic honesty.

Student is a person who is registered and attending or undertaking a course of study at Herzing College. This includes students who are full-time, part-time, online or auditing a course.

- a. Cheating is defined as "the giving or receiving of aid, whether written, oral or otherwise, for a student to receive undeserved credit on classwork, homework, tests or any other assignment that is his or her responsibility."
- b. Plagiarism violates the central core of Herzing College's educational philosophy. It involves stealing another person's work and claiming it as their own. It occurs whenever one directly copies another person's intellectual effort and integrates it into their classwork without giving proper credit to the author.