

POLICY:  <b>Academic Integrity Policy</b>		POLICY NUMBER:  <b>AC-001-A2</b>
		PREVIOUS/REPLACES:  <b>Updated November 8, 2023</b>
APPROVED BY:  <b>Executive Committee</b>	EFFECTIVE DATE AS OF:  <b>December 1, 2023</b>	PRIOR VERSIONS:  <b>November 1, 2021</b>

## 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. Policy Content

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. Students are encouraged to incorporate third-party material from books, articles, web sites, and other scholarly work as appropriate in their writing to provide support for their own ideas or debate.
  - a. Such content must be clearly marked using citations to indicate the source of the material.

- i. Citations support student work by acknowledging the original author's work, avoiding plagiarism, and lending credibility to the student's work.
    - ii. Herzing College uses the American Psychological Association standards for formatting citations. Guidelines are available on the APA Style website:  
<https://apastyle.apa.org/style-grammar-guidelines/citations>
  - b. Incorporation of third-party material in assignment submissions without proper use of citations can be interpreted as plagiarism and may be treated as such.
  - c. If the material is quoted word for word, quotes must be used around the quoted sections. See below for an example.
    - i. "A successful change includes therefore three aspects: unfreezing (if necessary) the present level L1, moving to the new level L2, and freezing group life on the new level." (Lewin, 1945)
  - d. If the material is paraphrased, students must write in a way that makes it clear that the material has an external source. See below for an example.
    - i. Lewin (Lewin, 1945) proposed three stages to change: unfreezing, movement, and refreezing.
  - e. Third-party materials should only be used to support the student's own original thoughts and not as a replacement for them.
3. Students are permitted to use content generated by Artificial Intelligence (AI) in their submissions, provided it is appropriately cited.
- a. When using AI-generated content, an in-text citation must be included to indicate the parts of the submission that were created by AI. This is to maintain transparency and uphold academic integrity.
  - b. Misuse of AI-generated content, such as presenting it as entirely one's own work without appropriate citation, will be considered a breach of academic integrity and will be subject to the same sanctions as plagiarism.
  - c. In cases where AI-generated content has been heavily edited (with less than 50% of the original AI content remaining), it is not mandatory to include a citation. However, students are encouraged to maintain a high level of originality in their work.
  - d. The use of AI should be as a supplementary tool, enhancing the student's own analysis, critical thinking, and expression, rather than as a primary source of content.

4. 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.
5. 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.
6. 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 in 2028.

## 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

**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."

**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.

A **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.