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Dear Student,

The College's Mission Statement notes that the faculty and staff of Roanoke College are dedicated to preparing students “for responsible lives of learning, service, and leadership by promoting their intellectual, ethical, spiritual and personal growth.” Honesty and personal integrity form the cornerstone of our successful academic life together, since educating students as whole persons and fostering responsible leadership are possible only in harmony with these principles.

This statement on “Academic Integrity at Roanoke College,” which can also be found online at [www.roanoke.edu/academicintegrity](http://www.roanoke.edu/academicintegrity), articulates how personal integrity and honesty apply to life in our academic community. Faculty, staff, and students all bear responsibility for upholding the principles of academic integrity and practicing the moral virtue of honesty in all our academic pursuits. As a community we affirm the centrality of honesty and personal integrity; dishonest behavior of any kind, cheating in any form, will not be accepted or tolerated.

Roanoke College is committed to producing resourceful, informed, and responsible citizens and sees an integral connection between the intellectual and ethical dimensions of our educational program. By valuing academic integrity and by practicing the virtue of honesty in all that we do, we honor those who have gone before us at Roanoke College, and we help strengthen the character of those here now and those who will come after us.

Sincerely,

Kathy Wolfe  
Vice President &  
Dean of the College

Note: The contents of this Academic Integrity policy constitute general guidelines approved by the Faculty; they are not intended to be nor should they be construed as creating a contractual relationship of any sort.

# The Academic Integrity System

Roanoke College is a collection of learners—students, faculty, and staff alike. We have gathered to provide mutual support in our search for truth. Our Statement of Purpose says that we are “dedicated to educating men and women in high standards of scholarship to prepare them for responsible lives of learning, service and leadership”; we are “committed to an integrative approach to education that strives to balance intellectual, ethical, spiritual, and personal growth.” In order for this to be possible, we are all responsible for ensuring both an atmosphere conducive to learning and systems to safeguard the learning process. Two of those safeguards are academic freedom and academic integrity.

The College has adopted and vigorously defends a statement on academic freedom that is published in the *Faculty Handbook*. That statement ensures each of us the right to speak and write the truth as we see it. We cannot be censured for religious, political, or philosophical beliefs, and we cannot be discouraged from publishing the results of our work. We protect each other's rights and responsibilities in learning for ourselves and sharing with others the truth as we discover it.

The other side of this freedom is a responsibility to learn for ourselves. We are responsible as honorable members of a learning community to maintain the highest standards of intellectual scholarship and to insist that others do so as well. We must teach each other what it means to be intellectually honest—by our own actions; by what we teach and learn in the classroom, laboratory, and library; and by our institutionalized system of academic integrity.

When some 2,000 diverse individuals are gathered together, these idealized standards of behavior will not always be followed. There are many reasons for violations of academic integrity, ranging from not knowing what behavior is expected, to errors in judgment, to succumbing to pressures to perform, to intentional plagiarism and cheating.

When such violations occur, if we are to be faithful to our Statement of Purpose, we need to be sensitive both to our responsibility to uphold academic integrity and to our responsibility to foster the intellectual, emotional, and moral growth of our students. That means that violations of academic integrity can never be ignored. It means violations need to be brought to the attention of students in a way that will help them learn from their experiences. It also means that all members of the College community must participate in the system.

# Violations

Unless otherwise specified by the professor, all work presented by a student is assumed to be that student's original work, created or prepared by that student while working alone.

Academic integrity violations at Roanoke College include the following offenses:

## Cheating:

1. Practicing, or attempting to practice, dishonesty or deception in the taking of tests or in the preparation or submission of academic work purported to be one's own;
2. Copying or attempting to copy from another person's test, paper, or other graded work in a course;
3. Submitting an assignment prepared for one class to the professor of another class, unless permissions have been obtained to do so;
4. Securing or attempting to secure the assistance of other persons or using generative artificial intelligence to produce all or part of an assignment presented as one's own beyond the guidelines established by the course instructor or without the express consent of the instructor;
5. Using during a testing period, or bringing into a testing area with the intent to use, any notes or other prepared materials which a student is not permitted to consult;
6. Aiding or abetting another person in an act of cheating.

## Lying:

1. Committing a forgery or uttering a statement known to be false or dishonest, orally or in writing, for the purpose of, or having the effect of, protecting or improving one's grade in a course, one's academic record, or one's academic standing;
2. Uttering a statement known to be false or deceitful in an Academic Integrity Panel or Board proceeding;
3. Uttering a statement known to be false or deceitful to protect another person from apprehension or punishment for a violation of academic integrity.

## Plagiarizing:

1. Appropriating and passing off as one's own the writings, ideas, data, or interpretations of another;
2. Presenting as one's own an idea or product derived from an existing source.
3. Using generative artificial intelligence to produce part or all of an assignment presented as one's own beyond the guidelines established by the course instructor.

## Unauthorized Use of an Electronic Device:

Using an unauthorized electronic device during a testing period for any reason.

## Impeding an Investigation:

Falsifying information, attempting to falsify information, or intimidating participants in an academic integrity investigation or hearing.

## Denying Access to Academic Materials:

Removing in an unauthorized manner or vandalizing library materials or other materials related to course assignments or knowingly receiving and using such materials.

## Other:

Any other actions that violate student regulations as outlined in the *Student Handbook* or public statutes for the purpose of leading to or supporting an academic integrity violation as outlined above will be considered integrity violations and will fall under the jurisdiction of the Academic Integrity Council.

It is impossible to provide unequivocal academic integrity rules that adequately cover all situations in which violations may occur. Appendix A provides guidelines for some academic assignments and situations that students commonly encounter. Appendix B provides guidelines for avoiding plagiarism. *Students are strongly encouraged to consult their professors whenever they have questions about an academic integrity matter.*

# Penalties for Academic Integrity Violations and Guidelines for their Imposition

All violations of academic integrity are viewed with gravity by the College community. The guidelines below are intended to assist Panels or Boards in imposing penalties that reflect the seriousness of integrity violations, while permitting flexibility in cases that involve unusual or mitigating circumstances. The penalties below may be assigned when a student pleads that he or she is in violation of academic integrity or is found by a Panel or Board to be in violation of academic integrity; more than one penalty may be assigned for the same violation. If the violation involves a course in which the student is enrolled, a grade penalty must be assigned. In determining the imposition of a penalty, the Panel or Board may consider both a student's prior academic integrity record and a student's conduct record.

## Grade Penalties

### A. F in the course

Barring unusual circumstances, an F in the course is the minimum penalty for a student found to be in violation of academic integrity. Its assignment results in the involuntary withdrawal from a course with a failing grade (F) for that course on the permanent transcript of the student.

### B. XF in the course

An XF is the involuntary withdrawal from a course with a failing grade and the designation of XF (Academic Integrity Failure) for that course on the permanent transcript of the student. An XF can be assigned for a first violation in a case where the Panel or Board finds that the violation involved warrants a more severe penalty than F in the course. An XF is the usual minimum penalty for a second violation of academic integrity and is usually accompanied by Academic Integrity Suspension.

### C. Loss of credit on assignment and lowering of course grade

In rare instances, a Panel or Board may find that while a student is in violation of academic integrity, unusual circumstances make a lighter penalty more appropriate. In this case, the penalty imposed is full loss of credit on the assignment in question as well as a reduction by the instructor of one full letter grade in the student's final course grade; in addition, Academic Integrity Probation for a specified period of time is usually imposed.

# Academic Standing Penalties

## A. Academic Integrity Probation

Academic Integrity Probation is a specific period of time, set by the Panel or Board, and extending at least one regular term (fall or spring) beyond the one in which the violation occurred. Further academic integrity violations while on Academic Integrity Probation will usually result in suspension or expulsion from the College. A notation of this action is kept on the student's transcript for the period of the probation. In the event that the student receives an Education or Reflection penalty (see below), Academic Integrity Probation will stay on the student's record and transcript until the completion of the required programs and/or assignments for those penalties, or until the expiration of the specific period of time specified by the Panel or Board (if applicable), whichever occurs later.

## B. Academic Integrity Suspension

Academic Integrity Suspension is the involuntary withdrawal of a student from the College for a time set by the Panel or Board, and extending at least one regular term (fall or spring) beyond the one in which the violation occurred. A permanent notation of this action is recorded on the student's transcript.

## C. Academic Integrity Expulsion

Academic Integrity Expulsion is the permanent dismissal of a student from the College for violation(s) of academic integrity. A permanent notation of this action is recorded on the student's transcript. AI Expulsion will usually be assigned if a student is found to be in violation of academic integrity after having received an XF for a previous violation but may be assigned in other circumstances if the Panel or Board finds it appropriate.

# Education and Community Restoration

## A. Education

A student found in violation of academic integrity may be required to complete an educational program. The cost of enrollment in this course will be paid by the student. This penalty is appropriate for students who would benefit from guided reflection or training on how to avoid further academic integrity violations. This penalty must be accompanied by Academic Integrity Probation.

## B. Reflection

A student found in violation of academic integrity may be required to submit a letter to the member of the academic community who brought the charge and to the chair of the Academic Integrity Council that addresses the harm, intended or unintended, caused by

his or her actions. This penalty is appropriate for students who either failed to understand the implications of their actions or failed to take responsibility for them. The letter must be received within 45 days of the hearing. This penalty must be accompanied by Academic Integrity Probation.

### c. Restitution

Restitution may be assigned in addition to other penalties when an Academic Integrity violation involves damage to property or persons or theft of property. If the circumstances warrant, the case will be referred to the Office of Student Affairs for Student Conduct Code handling.

## Subsequent Academic Integrity Violations

For a second violation, the usual minimum penalty will be XF and Academic Integrity Suspension. The penalty for a third violation of academic integrity will usually be Academic Integrity Expulsion.

## Violations Not Involving a Course in which the Student Is Enrolled

If a student is found to be in violation of academic integrity but that violation does not involve a course in which the student is enrolled, the minimum penalty will be Academic Integrity Probation, although Academic Integrity Suspension or Academic Integrity Expulsion may be imposed.

## Priority of Academic Integrity Penalties

A grade of F or XF assigned by the Hearing Panel or Board will take precedence over a student's dropping the course or over any other grade assigned (e.g., a W following a withdrawal or a grade in a completed course). In a case in which a student is not penalized with a failing grade (e.g., receives full loss of credit on assignment and full letter grade reduction in final course grade), normal policies concerning course withdrawal remain in force.

# Academic Integrity Council

## Organization

- A. *Academic Integrity Panel:* Panels are intended to provide hearings for less serious or complex integrity cases. Panels consist of 3 members of the Council, including at least 1 faculty and at least 1 student member of the Council.
- B. *Academic Integrity Board:* Boards are intended to provide hearings for more serious or complex integrity cases. Boards consist of 5 members of the Council, including at least 2 faculty and at least 2 student members of the Council.
- C. *Academic Integrity Council:* The Council consists of all students, faculty, and staff eligible to serve on Panels and Boards. The full Council may be convened by the Chair of the Council to study integrity issues, to decide matters of internal procedure, and to make recommendations to the Academic Standards Committee.
- D. The Chair of the Council will conduct all Panel and Board hearings but will not serve as a voting member of a Panel or Board.
- E. Alternate student, faculty, and staff members will substitute when members of the Council are unable to serve.
- F. The Assistant Vice President of Academic Operations or a faculty member designated by the Chair will act in place of the Chair of the Council when the Chair is unavailable to serve in that capacity.

## Selection of the Council

- A. Student members of the Council are elected by the student body for a term of up to three years. Eligible candidates are nominated by any member of the Faculty or Staff, any member of the Academic Integrity Council, or any member of the Student Government Association, and nominees will be submitted to the student body for election. This election is held in the spring for students to begin serving the following academic year.
- B. The Chair has the power to appoint student members and alternates to serve during the Summer Session.
- C. Faculty and staff members of the Council and faculty and staff alternates are appointed by the President of the College for staggered three-year terms.
- D. The Chair may—with permission of the President—appoint faculty and staff members of the

Council and faculty and staff alternates for the Summer Session.

- E. The Chair has the power to appoint temporary student, faculty, and staff alternates for those hearings for which regular members of the Council are unavailable.
- F. The Chair may remove from the Council any member that loses eligibility to serve or does not participate (remains unable to serve on Panels or Boards for an extended period of time or fails to participate in Council matters).

## Orientation and Training of the Council

All Academic Integrity Council members, prior to serving at any Panel or Board hearing, receive an academic integrity orientation. This session will cover the following: discussion of the rationale for the Academic Integrity system; description of the academic integrity system and its procedures; clarification of the purpose and character of hearings; guidelines for deliberations during hearings (including the standard of proof used in academic integrity cases as well as an overview of previous years' cases); and a summary of results of recent evaluations of the system. Academic Integrity Council members also receive training using some real case studies and some of the discussion that would normally occur regarding appropriate penalties.

## Procedures of the Council

All academic integrity procedures are designed to handle cases fairly for all parties involved.

### Resolution without a Hearing

Because Roanoke College recognizes that properly integrating source material and ideas into academic writing is a skill learned over time, non-flagrant forms of plagiarism may be resolved without a formal charge or a hearing, providing that the student has not had a prior instance of non-flagrant plagiarism resolved without a hearing or an Academic Integrity violation for plagiarism. A report resolved without a hearing is not considered an Academic Integrity violation.

Examples of non-flagrant plagiarism include limited instances of missing source citations, quotation marks, works cited entries, and insufficient paraphrase, especially of complex material.

If non-flagrant plagiarism is suspected, the instructor must consult with the Chair of

the Council. The Chair will first determine if the student meets the eligibility requirements for a resolution without a hearing. If the eligibility requirements are met, the Chair and the instructor will then discuss the case and any additional circumstances that affect its appropriateness for resolution in this manner.

If the instructor is willing to proceed without a hearing, the instructor will inform the Chair of the grade penalty to be applied to the course work once it has been satisfactorily resubmitted. The instructor will then inform the student in writing within 48 hours (excluding holidays, weekends, and other breaks in the academic calendar) about the suspected plagiarism and set up a time to meet. Once the student has been notified of the requirements for a resolution without a hearing, the student will have 48 hours (excluding holidays, weekends, and other breaks in the academic calendar) to respond in writing, either accepting the terms of resolution or requesting that the alleged violation be evaluated at a hearing by a Panel or Board.

A copy of the completed "AI Resolution without a Hearing Form" will be submitted by the instructor to the Chair of the Council as soon as it has been signed by both the student and the instructor. Once the student agrees to the terms of the resolution without a hearing, no appeals are permitted. If the student fails to respond to the terms of the resolution without a hearing within the designated time frame, the instructor will refer the case to the Chair of the Council who will issue a formal charge to be heard by a Panel or Board.

In all cases resolved without a hearing, the student must resubmit the assignment in question and will be placed on Academic Integrity Probation for one regular semester beyond the term in which the assignment was submitted. A notation of this action is kept on the student's transcript during the period of the probation. A grade penalty must also be applied to the resubmitted work. This penalty may be no greater than a zero on the assignment along with a full letter grade reduction in the course and may be no less than a full letter grade reduction on the assignment. The faculty member, in consultation with the Chair of the Council, may also require the student to complete an additional educational program. If a student fails to resubmit the assignment, the student will be assigned a zero for the assignment and will receive a full letter grade reduction in the course. The instructor will also notify the Chair of the Council that the student failed to complete the terms of the resolution.

A record of all reports resolved without a hearing will be maintained by the Chair of the Council. Should a student subsequently be charged with and found in violation of academic integrity, the hearing Panel or Board will only be informed of the prior report

and its outcome if the student failed to resubmit the assignment and/or complete the required educational workshop as specified in the agreement. When determining penalties, however, a Panel or Board should recognize that the penalty guidelines in this handbook refer to violations of academic integrity and not reports resolved without a hearing.

## Resolution with a Hearing

All reports that are not resolved without a hearing will be addressed through the hearing process described below.

## Reporting Alleged Violations

A faculty member who suspects that an integrity violation has been committed is encouraged to discuss the matter with the student(s) in question or with a colleague or department chair. Similarly, if a student or a staff member suspects a violation, they may wish to consult with the instructor of the course. In all cases, the person suspecting the violation (or someone acting on this person's behalf—for example, a faculty member acting on behalf of a student) must consult with the Chair of the Academic Integrity Council within 48 hours of suspicion that a violation may have occurred (excluding holidays, weekends, or other breaks in the calendar).

After the individual suspecting the violation has conferred with the Chair of the Council, they have 48 hours (excluding holidays, weekends, or other breaks in the calendar) to submit a report. Reports, containing pertinent information and stating an offense, may come from students, faculty, or staff. Reports must be signed and sent in a letter format as an email attachment to the Chair of the Council. In rare or unusual circumstances, after consulting with the individual considering bringing a charge, the Chair may grant additional time between the discovery of the alleged violation and the filing of the report.

In the interest of due process, situations involving procedural issues may be resolved by the Assistant Vice President of Academic Operations. These resolutions could result in the case moving forward or an administrative dismissal as warranted. Cases that are administratively dismissed may be appealed in writing to a Special Appellate Council comprised of three members from the Academic Integrity Council within 48 hours (excluding holidays, weekends, or other breaks in the calendar). The Council's determination is final.

Any jurisdictional issues may be resolved by the Chair or by a preliminary or regular hearing

of a Panel or Board. Alleged non-integrity violations will be referred to the appropriate disciplinary body.

## Notification of Charge

Once the Chair has received all necessary documentation from the individual bringing the charge, the Chair will make every reasonable effort to notify the student being charged usually within 24 hours (excluding holidays, weekends, or other breaks in the academic calendar). The letter notifying the student of the charge will include a statement that encourages the student to make an appointment to meet with the Chair of the Academic Integrity Council in order to ask questions, learn about the procedures followed at a hearing, and discuss options related to the hearing.

The student being charged will receive a copy of the letter specifying the charge and is expected to reply in writing to the Chair usually within three days of the receipt of the notification (excluding holidays, weekends, or other breaks in the academic calendar), and this reply should include a statement that the student is “in violation of academic integrity” or is “not in violation of academic integrity” with regard to the stated charge.

## Panel and Board Hearings

The date for a Panel or Board hearing will normally be within ten days (excluding holidays, weekends, or other breaks in the academic calendar) of the time the Chair receives the letter of charge.

With the exception of cases noted below under “Availability of Academic Integrity Records to College Officials,” Academic Integrity hearings are confidential and all those in attendance are expected to protect the identity of students charged. Based upon the apparent seriousness or complexity of the violation and any past record of integrity violations, the Chair of the Council will determine whether the case should be heard before a Panel or Board. Both the student being charged and the person bringing the charge have the right to request a full Board hearing. Students being charged are expected to be present at their hearing; however, if they fail to attend, the hearing may be conducted with them *in absentia*.

In all cases the Chair of the Council will maintain a record of violations for cases in which the student pleads “in violation” or is found “in violation of academic integrity”; that record will include the penalties assigned.

Both the individual bringing the charge and the student being charged are advised to consult with

a member of the Academic Integrity Council. The list of members of the Council will be provided. These Council members can serve to assist faculty and students in preparing their cases. (Council members consulted in a given case will not serve on the student's Panel or Board.)

Students charged with committing academic integrity violations are permitted to have other members of the College community assist them in the preparation of their case, and one of those representatives may assist in its presentation at a hearing. As a result students are strongly encouraged to bring a member of the College community with them to a hearing. Persons who are not members of the College community are not permitted to attend integrity hearings except as witnesses. The person bringing the charge may also be assisted at a hearing by one other member of the College community.

In deliberations to determine whether a student is or is not in violation of academic integrity, the Panel or Board uses the standard of "clear and convincing evidence." This means that the majority of members of the Hearing Panel or Board must be persuaded by the evidence that it is highly probable that the academic integrity charge is true. The "clear and convincing evidence" standard is a heavier burden than the "preponderance of the evidence" standard but less than "beyond a reasonable doubt."

All hearings will follow the procedures outlined and approved by the Academic Integrity Council. The Chair of the Council will make a copy of these procedures available to any student charged with a violation and to any person bringing a charge. The procedures will be reviewed at every hearing.

Procedures employed by Panels and Boards are determined by the Academic Integrity Council subject to the approval of the Academic Standards Committee or the faculty, as appropriate.

## Appeals

Students who are found in violation of academic integrity may appeal to the Dean of the College (or a designee) provided that the appeal is based on one or more of the following grounds:

1. The discovery of new evidence that could not reasonably have been presented to the Panel or Board at the time of the original hearing.
2. Being found in violation of academic integrity based on material procedural error.
3. Lack of jurisdiction by the Academic Integrity Council. (A second hearing by a body of appropriate jurisdiction may then be held.)

4. Failure of the penalty or penalties to conform to stated guidelines.

An appeal must be made in writing within 48 hours (excluding weekends, holidays, or other breaks in the academic calendar) of a Panel or Board action. An appeal may be made at a later date if new evidence or false testimony is discovered after the 48-hour period. If in the Dean's judgment the case merits it, the case may be scheduled for a rehearing by a Panel or Board. The decision of the Dean or the Dean's designee is final.

If a student intends to file an appeal, the student should continue to attend class and complete course work pending the outcome of the appeal.

## Availability of Academic Integrity Records to College Officials

On a need-to-know basis as determined by the Chair of the Academic Integrity Council, certain College officials may be informed of a student's academic integrity record, including a brief description of the charge, plea, nature of the case, and outcome. Such officials include, but are not limited to, the following: Education departmental staff concerned with education licensure; Director of International Education and/or faculty leaders of courses or trips involving study abroad; Departmental internship coordinators; faculty or staff examining potential candidates for honor societies. Such officials use the academic integrity record, along with other relevant data, to make decisions about recommending for education licensure, allowing participation in study abroad or internships, accepting into membership in honor societies, etc. In addition, any penalties involving assignment of final grades or involving notation on the student's transcript are reported to the Registrar's Office.

As a result of having been found in violation of academic integrity, a student might be ineligible for certain campus opportunities (such as serving on the Academic Integrity Council and holding certain campus leadership positions).

## Responsibility for Academic Integrity

All members of the College community—faculty, staff, and students alike—are responsible for assuring academic integrity at Roanoke College.

# Faculty Responsibilities

At the beginning of each course, faculty members will distribute a syllabus, one section of which should address the college's academic integrity policy. That statement should also outline any specific expectations for integrity in that particular course, including explicit expectations regarding the usage of generative artificial intelligence. Faculty members have an obligation to make clear their expectations for work that is required of students in special situations such as group assignments, laboratory work, independent studies, research practice, and out-of-class assignments. Department chairs are responsible for ensuring that faculty members in their departments appropriately address academic integrity issues and concerns in their syllabi and course requirements.

Faculty members are also responsible for proctoring, or for having proctored, with due diligence all quizzes, tests, and examinations. No student should be permitted to proctor a quiz, test, or examination.

Faculty members may require students to write an integrity pledge on any work (such as tests, papers, examinations, and other assignments) submitted in a course.

Faculty members should be careful not to provide unauthorized assistance to students in other classes who are working on out-of-class projects or assignments.

When faculty members believe that a violation of academic integrity has been committed, they are obligated to report the violation, in writing, to the Chair of the Academic Integrity Council. Faculty members are expected to adhere to the procedures outlined herein for the processing of suspected academic integrity violations.

# Staff Responsibilities

College staff members are also responsible for reporting, in writing, apparent violations of academic integrity to the Chair of the Academic Integrity Council. Staff members should be careful not to provide unauthorized assistance to students working on out-of-class projects or assignments.

The Assistant Vice President of Academic Operations is responsible for reviewing the syllabi of faculty members to ensure that each contains an appropriate academic integrity statement.

# Student Responsibilities

All students have a responsibility to ensure the integrity of their own work. Students should seek the guidance of their professors to avoid committing plagiarism, and they should not seek unauthorized forms of assistance in completing or preparing assignments—whether in-class or out-of-class—for a course. The ultimate responsibility for academic integrity rests with students, and ignorance of the academic integrity system is not an acceptable excuse for violations.

Although students often think academic integrity violations involve only someone *receiving* aid (from another person or source), it is as much of a violation of integrity to *give* unauthorized assistance.

If students are enrolled in a course in which an academic integrity policy statement does *not* appear on the syllabus, they should immediately raise the question with the professor.

If students observe cheating, lying, plagiarism, or other violations of academic integrity, they are obligated to inform the professor of the course or the Chair of the Academic Integrity Council.

Students are encouraged -but may be required by a faculty member- to write a pledge on all work submitted in a course. The student may write the word PLEDGE and sign the work or may write and sign a pledge such as, "I pledge that I have neither given nor received unauthorized assistance on this work." By making such a pledge, students reinforce their commitment to high standards of integrity.

If called upon to participate in the academic integrity process—for example, to sit as a member of an Integrity Board or Panel or to serve as a witness at a hearing- students are expected to provide their fullest cooperation. Failure to participate subverts the system and diminishes the standards of academic integrity for the entire college community.

## Final Word

Academic integrity is vitally important to us all. Only with the certainty that the integrity of all members of this institution will be inviolate can we pursue our academic goals with confidence and with freedom. But that certainty can be ensured only by the dedication and commitment of all of us to the highest standards of honor.

# Appendix A: Guidelines for Specific Situations

It is impossible to provide unequivocal academic integrity rules that will adequately cover all situations in which violations may occur. Discussed below are academic integrity guidelines for some situations students commonly encounter. *Students are strongly encouraged to consult their professors whenever they have questions about academic integrity.*

## Assistance with Preparing Papers

If students have any written material typed by another person, they must give precise instructions to the person assisting them that the material is to be typed in accordance with the academic integrity policies of the course as outlined by the professor. In general, if the typed version of the term paper is not the student's own work, the student has violated academic integrity policy.

Students may or may not be permitted to receive other forms of assistance when researching and preparing their papers. The policy may well vary from course to course and from instructor to instructor. *It is the student's responsibility to understand and abide by the academic integrity policies of the course and the instructor for which the work is being prepared.*

## Group Work

For some course assignments, students may be expected to work together—in pairs, in teams, or as a class. The professor has an obligation to make clear the expectations for the work required by each student in such a group assignment. Students are expected to contribute their assigned share. Any violation of the guidelines established by the professor will constitute a violation of academic integrity. In supervising such work, students themselves, along with the professor, have a clear responsibility for ensuring academic integrity.

## Quizzes, Tests, and Examinations

It is important for students to guarantee their own integrity in testing situations. During tests and examinations students should keep attention on their own work at all times. No books, notes, or other materials—except those that are explicitly allowed—should be brought into a testing area or should otherwise be accessible during the testing period. Unless otherwise expressly permitted by the instructor, the use of any electronic device during a quiz or exam or any graded assignment in class is prohibited and will be considered a breach of academic integrity.

## Use of Previously Submitted Work

An assignment prepared for one professor cannot be simultaneously, or subsequently, submitted to another professor unless both professors agree to such a submission. Likewise, an assignment done in secondary school or at another college cannot be submitted without the professor's knowledge and permission.

## Falsification

Any material used in the preparation of an assignment must be verifiable by the professor. If the student falsifies data or materials gained in laboratories, interviews, or research, that student has violated the college's academic integrity policy.

## Lying

Telling a lie in an academic situation is a violation of integrity. For example, if a student lies to a professor about the reason for missing a test or for the lateness of a paper, that student has committed a violation of academic integrity. If a student lies about another student's alleged violation, that constitutes a violation as well.

## Aiding and Abetting

When a student assists another student in committing a violation of academic integrity, that student (i.e., the one providing the assistance) is equally culpable and can be charged with an academic integrity violation.

If, for example, a student permits another student access to a test answer, unauthorized laboratory data, or homework assignment, *both* students have committed a violation. When one student abets another in a violation of academic integrity—for example, by lying to protect a student who has cheated—then the student providing the help has also committed an integrity violation.

A student is responsible for maintaining the integrity of their computer files, computer printouts, and computer accounts. Computer files and passwords to computer accounts must remain confidential. Printouts from the computer must be collected promptly and kept private. They must not be left in a computer lab or anywhere else where they might be seen or picked up by other students.

## Science Laboratory Assignments

Academic integrity rules apply to the laboratory setting just as they do to lecture and discussion courses. However, because laboratory experiments, projects, and reports are often done in a public setting, students sometimes have a more difficult time judging what conduct is and is not allowed.

Although some instructors permit homework or laboratory reports to be group projects, others do not. *It is the student's responsibility to know and abide by the rules of the instructor.* Unless otherwise permitted, all graded laboratory problems and reports must be completed individually, without collaboration. In general, there should never be any reason for you to look at another student's laboratory report or for you to allow another student to look at your report.

Unless specifically directed to do so by an instructor, a student may not work with a partner or share laboratory data. Laboratory reports are always to be written as an individual effort and never as a group project. Data should *not* be altered after an experiment has been completed. It is also a violation of academic integrity to falsify data or to discard data without the prior consent of the instructor.

Students may *not* receive help that amounts to another student directly supplying them with an answer to an assignment or to another student working through the material such that the answers become a product of a joint effort. Giving aid in violation of academic integrity rules is just as much a violation of the system as is receiving aid.

## Computer-Based Assignments

The general rule is that a student's work done on a computer or for execution by a computer must be an original production of the student unless otherwise specified by the professor. Additional guidelines are given below.

1. In an assignment in which the student is to solve a problem using a computer (for example, writing a computer program, designing a database or spreadsheet, or any other work for execution on a computer), taking either an idea from someone else's solution or one or more actual lines of instructions from someone else's work is cheating. Obtaining help from someone else or looking at or copying all or part of someone else's solution to the problem is a violation of academic integrity. Similarly, providing help to someone or working collaboratively on an assignment is a violation of academic integrity unless otherwise stated by the instructor. Assistance may be obtained only from the instructor or Computer Lab assistants, and assistants may help only with system operation, not with the substance or the solution of the problem (also see #5 below).

2. Editing another student's paper or other work generated on a computer (such as a program or data file) and submitting it as one's own work is cheating.
3. Incorporating code obtained from a computer information source, such as those found on the Internet, into one's own work without appropriate documentation and attribution is plagiarism.
4. Work assigned as a team or group project must be done in accordance with the guidelines provided by the professor to ensure that the integrity of each student's contribution to the project is maintained.
5. Under most circumstances it is permissible to obtain help with the operation of a computer system or software—for example, how to log on, compile a program, or print a paper. The exception to this rule is when learning about such operations is an integral part of the assignment. In this case, assistance with the operation should come only from the instructor unless they specify otherwise.
6. Tampering with or destroying files, software, or computer equipment provided by the college for use in a course violates academic integrity by denying access to academic materials.

# Appendix B: Avoiding Plagiarism

Plagiarism is a very serious violation of academic integrity. It can also be a complex problem for students to understand and to avoid. In an academic setting, plagiarism occurs when the words, ideas, or data of another writer, speaker, or researcher—whether published or unpublished—are presented as one's own. Such an act of misrepresentation without proper acknowledgement is a violation of academic integrity at Roanoke College. Students are therefore expected to submit their own work, in their own words, and in their own original format.

Any sources used in the preparation and presentation of a student's work must be carefully and thoroughly acknowledged with the proper documentation. Merely copying a passage, however brief, without proper documentation or acknowledgement and without quotation marks is a flagrant form of plagiarism. This includes drafts unless otherwise explicitly communicated by the instructor.

Plagiarism is abhorred by the academic community because it is antithetical to the principles of liberal education and intellectual freedom and also because it is immoral behavior that deceives the reader regarding the actual authorship of the work being presented.

Students will, of course, find it necessary to “borrow” words and ideas—with proper acknowledgement—from written materials and other sources. That borrowing will generally take one of two forms: direct quotation or paraphrasing. Any time a writer uses the exact language of another author—even only a short phrase—the writer must enclose this language within quotation marks and include appropriate source documentation. A paraphrase is a complete restatement (rewriting/restructuring) of a borrowed idea in one's own words. Since the idea is not original, however, there must also be appropriate source documentation to acknowledge that borrowing.

## Guidelines to Avoid Plagiarism

1. Students must use quotation marks when required and citations to indicate sources of material on all work submitted to their instructor for evaluation and grading. This includes drafts unless otherwise explicitly communicated by the instructor.
2. Quotation marks should always be used to set off words that are borrowed directly, even though only one or two words are involved.

3. The source of words or ideas should always be acknowledged in the text of a presentation, in an appropriate footnote or endnote, or in both.
4. A bibliography by itself is *not* sufficient documentation because it does not inform the reader of the specific uses of the works in it. Some textual or notational system (such as footnotes, endnotes, or the author-date method) must be employed to cite when and how specific portions of sources are used. *Most* systems of documentation require page numbers for all citations. *All* systems of documentation require page numbers for direct quotations.
5. As a rule, anything students learn while they are preparing an assignment should be considered as material that must be documented, even if this material is paraphrased. It is important to remember that adequate documentation must include exact page numbers (if they exist).
6. Matters of common or general knowledge usually do not require documentation. In *A Writer's Reference* (New York: St. Martin's Press, 1989), Diana Hacker defines common knowledge as "information that readers could find in any number of general sources because it is commonly known" (170). *If in doubt about whether or not information is common knowledge, provide documentation.*
7. Prior knowledge does not usually require formal documentation (yet it is always a good idea for the student to consult the professor if there are doubts or questions about what constitutes prior knowledge). Most often a reference to the source will suffice for such prior knowledge. If, for example, a student wants to refer to a debate as being "full of sound and fury, signifying nothing," the student can merely mention MacBeth as the source, presuming the student knew these lines and their source prior to the preparation of the work being submitted. Note that quotation marks would be used (as they are for all direct quotations).
8. Words, ideas, data, or material acquired in other courses should be acknowledged as to their specific source. The professor should be contacted regarding the most appropriate method for documenting such material.
9. As a general rule, if the student has doubt about whether or not to acknowledge a particular source, it is wise to document that source. Again, consult the instructor of the course if such a question arises.
10. Consult a composition handbook or a publication manual for appropriate forms of documentation, as these differ from discipline to discipline. If the professor does not specify that a particular notational format be used, the student should ask the professor what format is most appropriate.