

DEPARTMENT OF HEALTH CARE ADMINISTRATION

POLICY ON ACADEMIC INTEGRITY

Academic integrity is the expected norm in the Idaho State University community. As part of that community, the Department of Health Care Administration strictly prohibits academic dishonesty in all forms, including but not limited to, cheating and plagiarism.

Cheating is the act of using or attempting to use, in examinations or any other academic work, material, information, or study aids that are not permitted by the instructor. Examples of cheating include, but are not limited to:

- Obtaining, providing, or using unauthorized information or data during an examination, verbally, visually, electronically, or by notes, books, or other materials.
- Acquiring, possessing, or providing to others, examinations or other course materials without authorization of the instructor. This is understood to include providing information about an examination in advance of the scheduled administration of that examination.
- Taking an examination for another person or arranging for someone else to take an examination for you.
- Submitting for course credit the same work or substantial portions of the same work in two different classes without prior approval of the instructors.
- Fabricating information without the permission of the instructor for any report or other academic exercise.
- Using electronic devices to receive or distribute exam questions or answers.
- Seeking information about a class assignment from a person who has taken the class in a previous semester.

Plagiarism is defined as representing another person's words, ideas, data, or work as one's own without acknowledging the source. The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements that are paraphrased, summarizations of the work of another, and other information which is not considered common knowledge must be acknowledged and cited accurately and appropriately. Quotation marks and the proper form of identification shall be used to indicate direct quotations.

Examples of plagiarism include, but are not limited to:

- Using someone else's idea without citation, even if it isn't the exact words.
- Using portions of the work of another, either word-for-word or paraphrased, without proper citation.
- Copying materials from another and supplying proper documentation, but leaving out quotation marks.
- Using the outline and bibliography of another person's paper.
- Using non-textual material (e.g., graphs and figures) without proper citation.
- Misrepresenting an entire paper as your own work (e.g., using an entire paper from a previous semester, turning in another student's work, copying a paper from a source text without proper acknowledgment, purchasing a paper from a research service or a term paper mill, or turning in a paper from a "free term paper" website.
- Obtaining information from the Internet and using it without attribution or quotation

Other examples of plagiarism include the acts of appropriating creative works in such fields as art, music and technology, or portions thereof, and presenting them as one's own.

Term papers and research work are normally completed using information from other sources. This is appropriate as long as the material included is properly cited and referenced. As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most professors require certain forms of acknowledgment or reference citations and may evaluate a project on the basis of form and penalize the student in the grade assigned if citations of sources are improper.

Penalties : HCA Department

It is the policy of the Department of Health Care Administration that upon the first breach of academic integrity the student will receive a grade of 0 (zero) on that task, assignment, or project with no opportunity to make up the points. A notice of the breach of integrity will be placed in the student's HCA department file.

Upon the second breach of academic integrity, regardless of whether the breach occurs in the same class or course as the first breach, the student will receive a grade of F in the course. HCA policy states that students must earn a grade of C- or better in all required courses, thus, if the student desires to remain in the HCA major, she or he will have to repeat the course. A second notice of breach of integrity will be placed in the student's HCA file.

Upon the third breach of academic integrity, regardless of whether the breach occurs in the same class or course as the either of the first two breaches, the student will be dismissed from the HCA major with no opportunity to be readmitted to the major. A third notice of breach of integrity will be placed in the student's HCA file.

Penalties : Idaho State University

Consistent with University policy on academic dishonesty, penalties for academically dishonest behaviors may be assessed not only by the instructor, but by the University as well, and can include, but are not limited to:

-A grade of "F" in the course with a notation of the reason for the "F" on the student's official transcript.

-Suspension from the University. The student is suspended from the entire institution for a length of time to be specified by the University Administration. The length of the suspension may vary, depending upon the circumstances contributing to the imposition of this sanction. If the student is suspended from the University, the registrar will record "Suspension for Academic Dishonesty" on the student's permanent transcript. After suspension, if the student wishes to be readmitted, the Scholarship Requirements Committee must approve the student's application.

-Academic expulsion from the University is the most severe penalty for academic dishonesty and may be imposed by the University Administration for extreme or multiple acts of academic dishonesty. If the student is expelled from the University, the Registrar will record "Expulsion for Academic Dishonesty" on the student's permanent transcript. Once expelled for academic dishonesty, the student is not eligible for readmission to the University under any circumstances.

The University considers each penalty to be separate. It is not intended that these penalties be imposed in any sequential order, and combinations of penalties may be imposed. However, any penalty imposed shall be in proportion to the severity of the offense.

(Adapted from the ISU College of Business)

For additional information about academic dishonesty, refer to the ISU Faculty/Staff Handbook, Part 6 (Student Affairs), Section IX (Student Conduct), Part A (Academic Dishonesty) on the ISU website at www.isu.edu/references/fs.handbook/part6/6_9/6_9a.html.