



Academic Integrity Policy

Revised March 25, 2020

Office of the Provost

Approved by the Faculty Senate

Honor System

A vital part of the collegiate experience at Simmons University, the Honor System embodies values of personal integrity, honesty, and trust. Fundamental to the Honor System is the Code of Responsibility, and it is upon its principles that the University community has based the Simmons Academic Integrity Policy and Student Code of Conduct. The Simmons University Honor System has existed since 1907. Throughout the decades, the Honor System has been revised and amended on an annual basis. Changes are made after consultations with faculty, staff, and students.

Code of Responsibility

The students, faculty, and administrators of Simmons University agree to accept the following responsibilities:

- Each member of the Simmons University community is responsible for maintaining a high level of civility, integrity, honesty, and trust within the community.
- Each student is responsible for presenting work of their own creation, and refraining from representing as their own work that which is not theirs.
- Conduct in keeping with the policies outlined in this handbook and all other official University publications is expected of each member of the Simmons community.
- The Code of Responsibility is shared by the entire Simmons community. It implies that each segment has obligations based upon its specific function within the University.

Academic Integrity Policy

A commitment to Academic Integrity (AI) requires one's commitment to six fundamental values: honesty, trust, fairness, respect, responsibility and courage (*International Center of Academic Integrity*). Therefore, all students at Simmons University are expected to be honest and forthright in their academic pursuits. Students are responsible for reading, understanding and abiding by the Simmons University Student Code of Conduct, which includes this academic integrity policy as well as any professional standards and guidelines provided by a specific program and/or College:

<http://www2.simmons.edu/documents/students/Simmons-University-Code-of-Conduct.pdf>

Ignorance and/or failure to have read this information is not considered an excuse for not understanding or knowing about these policies.

The majority of academic integrity cases are handled by the faculty and/or academic leadership. All allegations, incidents, and outcomes are reported to the Director of Academic Integrity and to the Office of the Provost.

When students who are charged with an alleged academic integrity violation receive a final determination (or sanctions) letter concerning the case but decide to disagree with the outcome of their particular case, they have the right to appeal the decision, according to the guidelines provided in their sanctions letter.

Questions about the Honor System and Academic Integrity should be sent to the Director of Academic Integrity, Office of the Provost, via email: academicintegrity@simmons.edu.

Examples of academic integrity violations, outlined in the following sections, include but are not limited to the following:

A. Cheating is defined as the representation of another person's work as your own. A partial list of examples follows:

1. Copying content on an assignment, test or examination from another individual.
2. Collaborating, including a) working with another person or persons in execution of a test, report, or paper without authorization; and b) discussing a test, report, or paper.
3. Using or referring to notes ("crib notes") brought into class for use during an examination without authorization.

4. Using books, class notes, cellphones tablets or other source material during an examination without authorization.
5. Downloading information from the Internet and presenting it as one's own work and/or without proper attribution.
6. Committing laboratory violations. Except where collaboration is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student. The unauthorized use of old laboratory reports is a violation of the code. Where procedures are not clear, it is the responsibility of the students to confer with their instructor.
7. Submitting the same paper, or substantial parts thereof, in more than one course, without the permission of the professor.
8. Unauthorized discussion of a test or exam during its administration.
9. Obtaining a test or examination or the answers to a test or examination before administration of the test or examination.
10. Use of paper writing services or paper databases.
11. Submission of an assignment, test or examination for a re-grade after modifying the original content submitted.
12. Tampering with, disabling or damaging equipment for testing or evaluation.
13. Computer violations: except where collaboration is permitted or special regulations are made by the instructor, all computer work for which credit is sought must be performed by the individual student. Tampering with, or unauthorized reading of, files belonging to other individuals are violations of the Simmons Code of Conduct. Where procedures are not clear, it is the responsibility of the students to confer with their instructor.
14. Selling or distributing lecture notes, handouts, readers, or other information provided by an instructor, or using them for commercial purposes without the express permission of the instructor, is an academic violation and is not allowed.

15. Violating any other explicit regulation announced by the instructor and/or circulated in writing to each student at the beginning of the semester.
16. Unauthorized interference with, modification of, or destruction of the work or intellectual property of another member of the University.
17. Plagiarism.

B. Plagiarism

1. **Definition of Plagiarism:** Plagiarizing is defined as **intentionally** or **unintentionally** using someone else's words or thoughts without giving proper credit. All work for which a source is not cited is assumed the sole product of the author, i.e., the student. This includes handing in as their own work a paper on which a student has received extensive aid with substance and/or structure, as well as using one paper for more than one course without authorization to do so.

When using material from outside reading, reference material, etc., the student must indicate the source by using footnotes or other devices. Direct quotations must be enclosed in quotation marks. The use of term papers or other work obtained from commercial or other services is a clear case of plagiarism and is specifically prohibited. Instructors are responsible for clarifying the specific application of the plagiarism definition within the context of their specific discipline.

2. **Nonexclusive examples of plagiarism:**
 - a. Use of material produced by another person without acknowledging its source.
 - b. Use of another person's ideas or words without giving appropriate credit.
 - c. Submission of the same or substantially similar work of another person (e.g., an author, a classmate, etc.).
 - d. Use of the results of another individual's work (e.g., another individual's paper, exam, homework, computer code, lab report, etc.) while representing it as your own.

- e. Improper documentation/acknowledgement of quotations, words, ideas, views or paraphrased passages taken from published or unpublished sources.
- f. Wholesale copying of passages from works of others into homework, essays, term papers, dissertation or other assignment without acknowledgement.
- g. Paraphrasing of another person's characteristic or original phraseology, metaphor, or other literary device without acknowledgement.

C. Forgery/Falsification/Lying. The following are nonexclusive examples of forgery, falsification and lying:

1. Falsification or fabrication of data/information for an assignment, on a test or exam, or in an experiment.
2. Fraud, deceit, or dishonesty in an academic assignment, text or examination, including evaluations, applications and resumes.
3. Citation of nonexistent sources or creation of false information in an assignment.
4. Attributing to a source ideas or information that is not included in the source.
5. Forgery of University or other official documents (e.g., letters, transcripts, etc.).
6. Impersonating a faculty or staff member.
7. Request for special consideration from faculty members or University officials based upon false information or deception.
8. Fabrication of a reason (e.g., medical emergency, etc.) for needing an extension on or for missing an assignment, test or examination.
9. Claiming falsely to have completed and/or turned in an assignment, test or examination.
10. Forged attendance for a classroom, laboratory or clinical placement.
11. Falsely reporting an academic ethics violation by another student.

12. Failing to identify oneself honestly in the context of an academic obligation.

13. Providing false or misleading information to an instructor or any other University official.

D. Facilitating Academic Dishonesty. The following are nonexclusive examples of facilitating academic dishonesty:

1. Intentionally or knowingly aiding another student to commit an academic ethics violation.

2. Allowing another student to copy from one's own assignment, test, or examination.

3. Permitting another individual to contribute to or complete an assignment, or to contribute to or take a test or examination on the student's behalf.

4. Making available copies of course materials whose circulation is prohibited (e.g., old Assignments, texts or examinations, etc.).

5. Completing an assignment or taking a test or examination for another student.

6. Sharing paper mill/answerbank websites or information with other students.

E. Inappropriate Use of Technology

1. Students are expected to respect the reasonable expectations of privacy of other individuals within the confines of Simmons University, including the Simmons online community or virtual classroom.

2. Engaging in any electronic exploitation of another person, including eavesdropping on, surveilling, recording and/or broadcasting acts, or exploiting the confidentiality of the online classroom or discussion forums, are prohibited.

3. University members are also expected to refrain from recording/sharing and or posting on social media and other platforms any sensitive information about another student, staff, faculty, campus partners and/or University affiliate.

4. This also extends to students posting on social media platforms and elsewhere sensitive or confidential information about student conversations in online classrooms or discussion forums, internships, assistantships, fellowships, clinical hours, patients, records and employment. See also Simmons Technology use policies.