

Academic Integrity at Waldorf

The foundation of Waldorf College, as a lively community of learning and faith, rests on the unrestricted pursuit of truth in every dimension of human experience. In turn, this common search for truth requires of every Waldorf faculty member, student, administrator, and support staff member, a fundamental commitment to academic integrity.

As a college community which approaches all that it says and does from a Lutheran understanding of life lived in response to God's grace, we are also acutely aware of our capacity for human dishonesty. When human deceitfulness, in any or all of its varieties goes unchallenged and unchecked, the very foundations of the college are threatened. Therefore, cheating, plagiarism, and other forms of academic dishonesty will not be tolerated.

To facilitate our purpose as an academic community and to promote academic integrity, the following policies are offered to promote definitional clarity and to describe the processes that will be followed when our fundamental academic integrity has been violated.

All faculty will include the following statement in each and every course syllabus: "Honesty and integrity are taken very seriously at Waldorf College. All students should be familiar with the Waldorf College Academic Integrity Policy (found in the current Student Handbook) and the consequences which will result from breaches of this policy."

DEFINITIONS OF VIOLATIONS OF ACADEMIC INTEGRITY

Registration at Waldorf signals the personal intention to adhere to Waldorf's standards of academic integrity. What follows is not an exhaustive list of violations—rather, it represents some examples of flagrant types of behavior that are unacceptable.

- 1. Plagiarism:** Plagiarism is the use of another's ideas, words or expressions without proper attribution or credit. It is the most common form of academic dishonesty, whether intentional or unintentional. Students must learn to give credit to sources used by applying proper citation methods. Plagiarism occurs when proper citations are not given for:
 - a) Information obtained from the Internet in whole or in part.

This is the most common current form of misunderstanding on the part of students. Information obtained from the Internet is not to be used in a paper without giving proper credit to the author (if known) and the website used. Students should learn and apply the proper methods to insert quotations taken from the web and how to cite them. Taking or purchasing a portion of or a complete paper from the Internet and submitting it as one's own work is also plagiarism.
 - b) Every direct quotation, paraphrase or summary taken from a written work must be properly cited.
 - c) Merely rearranging words or adding a sentence or two of your own to someone else's work does not make it your work. While it is permissible to include such wording in your work you must cite the source.
- 2. Cheating:** Cheating is defined as intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. It includes, but is not limited to, the following behaviors:

- a) Allowing another person to do one's research or written work and then submitting the other person's work under one's own name.
 - b) Copying an answer or answers from another student's paper during a test or intentionally allowing a student to do so.
 - c) The unauthorized use of notes, study aids, electronic devices (i.e. internet, e-mail, calculators, dictionaries, computer files, etc.), crib notes or any other form of information during an examination.
 - d) Sharing answers for a take-home exam or working with others on a take-home exam if not authorized by the instructor.
 - e) Altering any graded assignment/project after it has been returned and then submitting the work for re-grading.
 - f) Submitting the same work in more than one course without prior permission from the course instructor(s).
- 3. Fabrication:** Fabrication is the use of invented information or the falsification of research or other findings. Examples include but are not limited to:
- a) Submission in a paper, lab report, speech, or other academic exercise of falsified, invented, or fictitious data or evidence, or deliberate and knowing concealment of distortion of the true nature, origin, or function of such data or evidence.
 - b) Creating false citations.
 - c) Padding a bibliography by listing real or false sources that are not used in any way in the academic assignment.
- 4. Inappropriate Collaboration:** Working with another student and/or several students on projects in ways not specifically authorized by the instructor. Note: "Inappropriate collaboration" is not meant to discourage "appropriate collaboration", that is, those types of collaborative work defined, encouraged, and specifically authorized by the instructor.
- 5. Obtaining or Giving Unfair Advantage:**
- a) Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the examination or prior to the time authorized by the instructor.
 - b) Stealing, destroying, defacing or retaining library or other educational resources with the purpose of depriving others of their use.
 - c) Retaining, copying, using or circulating previously-given examination materials, where the instructor clearly indicates that they are to be returned to the instructor at the conclusion of the examination.
 - d) Intentionally obstructing or interfering with another student's academic work.
 - e) Otherwise undertaking activity with the purpose of creating or obtaining unfair academic advantage over other students' academic work.
- 6. Facilitating Academic dishonesty:** Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
- 7. Failure to cooperate:** Failure to cooperate in and/or interference with an investigation of an alleged violation of this policy.

CONSEQUENCES AND PROCEDURES RESULTING FROM ACADEMIC DISHONESTY

1. For any conduct involving incorrect citation methods, the faculty member will instruct the student regarding proper documentation of sources and plagiarism.

The instructor shall note all instances of academic dishonesty and should take appropriate action:

2. For any conduct which a faculty member reasonably concludes is academic dishonesty the steps below shall normally be followed.

The faculty member will inform the student and then give written notification to the Vice President of Academic Affairs that includes the date of the notification, the student's name, the date of the offense and evidence for the academic dishonesty. The Vice President of Academic Affairs will maintain a list of all students that are reported.

- a. First offense – The Vice President of Academic Affairs will indicate to the faculty member that this is the first offense. The faculty member may choose the appropriate action to take and will notify the student of the action taken. This could include giving the student an “F” for the assignment or test, assigning an “F” for the course and/or recommending to the VPAA that the student be dismissed from the college. The Vice President of Academic Affairs will compose a standard letter reminding the student of the consequences of additional infractions that will be delivered to each student by the faculty member. At the bottom of this letter, a signature line and the following statement will be included: *“I have read and understand the contents of this letter, the consequences of my actions, and the consequences of any further academic integrity incidents.”* Students will be required to sign a copy of the letter.
- b. Second offense – the Vice President of Academic Affairs will indicate to the faculty member that this is the second offense. The faculty member will assign an “F” for the course and may recommend to the VPAA that the student be dismissed from the college. The student will be notified by the faculty member that he/she has failed the course. The offense will be recorded and the student notified in writing of the consequences of a third offense by the Vice President of Academic Affairs. The Vice President's letter will be delivered to the student by the faculty member. At the bottom of this letter, a signature line and the following statement will be included: *“I have read and understand the contents of this letter, the consequences of my actions, and the consequences of any further academic integrity incidents.”* Students will be required to sign a copy of the letter.
- c. Third offense – The Vice President of Academic Affairs will indicate to the faculty member that this is the third offense. A third academic dishonesty offense will result in an “F” in the course and expulsion from the college at the end of the term in which the violation took place. The faculty member will inform the student of the offense and the Vice President of Academic Affairs will notify the student that he/she will be expelled.

If, in the judgment of the VPAA, the infraction is a particularly severe one, the VPAA will have the authority to determine whatever level of discipline he or she deems appropriate given the seriousness of the infraction.

The Luise V. Hanson Library staff will present a program/workshop on copyright and plagiarism to the faculty and staff annually. The library staff will also provide, as requested by the Dean, specialized training on copyright and plagiarism to students who violate the Academic Integrity policy.

Academic Integrity Violation Appeal Process

The following is the appeal process for students for all offenses in which faculty members notify the Vice President of Academic Affairs of the violation (2a, 2b, and 2c under Consequences and Procedures Resulting From Academic Dishonesty).

Appeal of the Faculty Member's Decision to the Vice President of Academic Affairs

Students may appeal the faculty member's report of academic dishonesty to the Vice President of Academic Affairs.

Appeal Process

- All appeals must be submitted in writing to the Vice President of Academic Affairs.
- The appeal must be submitted within one week (5 class days) from the time the student is notified of the violation.
- The Vice President of Academic Affairs will interview the student and the faculty member and anyone else deemed appropriate to gather information necessary to make an informed decision.
- If the Vice President of Academic Affairs denies the appeal, the offense will be recorded in the accused student's file.
- If the Vice President of Academic Affairs grants the appeal, no offense will be recorded.

The Vice President of Academic Affairs will notify the student and the reporting faculty member in writing of the decision within 5 academic days of receiving the appeal from the student, unless the Vice President determines that additional time is necessary in order to resolve the appeal. If additional time is necessary the Vice President shall notify both the student and faculty member of how much additional time will be necessary.

Appeal of the Vice President of Academic Affairs' Decision to the Admission and Academic Progress Committee

If a student or a faculty member disagrees with the decision of the Vice President of Academic Affairs, he/she may appeal the decision to the Admission and Academic Progress Committee. The Vice President of Academic Affairs will not serve as a member of this committee during the appeal process. Members of the committee include:

Registrar - Chair
Director of the Academic Support Program

Vice President for Academic Affairs (will not serve during the appeal process)
Vice President of Admission and Financial Aid
Vice President of Student Life
Faculty member
Faculty member
Faculty member

In the event that a committee member is directly involved in the dispute, the president of the college will name a replacement for the committee member.

Appeals

- All appeals must be submitted in writing to the Chair of the Admission and Academic Progress Committee.
- The student or faculty member must appeal the VPAA's decision within one week (5 academic days) from the time they are notified of the decision.
- The Committee will review the faculty complaint and the VPAA's decision and then interview the student, the faculty member and the VPAA and anyone else deemed appropriate by the Committee. All interviews will be recorded with a tape recorder or some other agreed upon method.
- The Committee may choose to consult legal counsel when the decision could result in student expulsion.
- The student may be assisted during the hearing by an advisor, who may be an attorney. The role of the advisor will be limited to:
 - Making brief opening and closing statements as well as comments on appropriate sanction.
 - Suggesting relevant questions which the Committee may direct to a witness.
 - Providing confidential advice to the student.

Even if accompanied by an advisor, the student must take an active and constructive role in the appeal process and the hearing. In particular, the student must fully cooperate with the Committee and respond to its inquiries without undue intrusion or comment by an advisor. In consideration of the limited role of an advisor and of the compelling interest of the College to expeditiously conclude the matter, the work of the Committee will not, as a general practice, be delayed due to unavailability of an advisor.

- If the Admission and Academic Progress Committee determines that an offense has occurred, it will be recorded in the accused student's file. Such a determination shall be made based upon a majority vote of those members actively participating in the appeal and shall be based upon a reasonable conclusion reached from the evidence presented.
- If the Admission and Academic Progress Committee determines that no offense occurred, no offense will be recorded.
- The Committee's Decision shall be made within 10 academic days of the appeal, unless the Committee determines that additional time is necessary in order to make a determination. If additional time is necessary, the Committee shall notify the student and the faculty member and inform them of how much additional time will be necessary. The Committee's decision shall be final.

The Admission and Academic Progress Committee will notify the student, the reporting faculty member, and the Vice President of Academic Affairs in writing of the decision made.