

Academic Honest Policy Corban University

Academic Honesty

Corban University is committed to high academic standards and expects students to achieve these standards in a manner marked by integrity and honesty. Academic honesty is the hallmark of true personal integrity. Students' academic work is evaluated on the assumption that the work presented is their own. Faculty and students are expected to identify departures from academic honesty.

Principles of Academic Honesty

1. Academic honesty at Corban University is based on the biblical principle of truthfulness. Truthfulness is inherent in the character of God. As beings created in the image of God we have that example to follow.
2. Students' work must represent their own ideas, concepts, and current understanding.
3. Student must document appropriately any ideas or concepts borrowed from other sources, including research, papers or projects that the student has simultaneously or previously submitted as coursework for other classes.
4. We measure learning progress by course assignments and examinations, and thus, we cannot recognize standards of academic achievement when cheating occurs.
5. Cheating, plagiarism, or any form of dishonesty is unacceptable.
6. Cheating in any form devalues the credentials of the university and is detrimental to all students.
7. The reputation of students, faculty, and the institution is damaged if the Corban University administration does not apply appropriate discipline.

Examples of Academic Dishonesty

1. Cheating: intentional use or attempted use of deception, fraud, or misrepresentation in one's work.
2. Fabrication: falsification or invention of any information or citation in any academic exercise.
3. Facilitating dishonesty: helping or attempting to help another commit an act of academic dishonesty, including substituting for others in examinations or allowing one's own papers, reports or any other academic work to be claimed by another.
4. Plagiarism: representing without giving credit the words, data, or ideas of another as one's own work in any academic exercise. This includes submitting, in whole or part, pre-written term papers, or the research of another, including materials sold or distributed by commercial vendors.
5. Cheating on examinations by the use of crib notes, unauthorized retrieval of information previously stored in a computer, copying from another paper either before or during the exam, or by any other means.
6. Theft of examination papers or other student's work.
7. Writing an exam for another student.
8. Unauthorized collaboration on the preparation of course work.
9. Submission of identical or substantially similar papers and/or course projects in more than one class without the prior approval of faculty member(s) involved.

Process of Academic Discipline

At times, it may come to light that a student has violated one or more of the principles of academic honesty outlined above. In such cases, the student may be required to undergo a process of academic discipline. The following outlines the process used in such cases.

1. The instructor will inform the Registrar of the suspected breach of academic honesty. Process will be clarified as needed and the instructor will be informed if there are previous incidents.

2. The instructor of the course will assess the severity of the alleged infraction and initiate the disciplinary process.
3. The instructor will meet with the student(s) to discuss the reason(s) for the allegation and to give opportunity to the student for explanation or confession. Confession of dishonesty upon confrontation may permit more grace to be factored into the disciplinary process. At this point, the instructor may choose to impose one of the penalties as outlined in the *Academic Discipline* chart below. The instructor must consult with their Academic Dean/Department Chair before rendering any final disciplinary decision.
4. If the instructor is not satisfied with the outcome of the first stage of interaction with the student, or if he or she feels that it requires further action, he or she will write a brief report of the allegation and present it to their academic dean or department chair.
5. The Academic Dean/Department Chair will meet with the student(s) and render a decision on the case, including assessment of the level of academic discipline.
6. Academic discipline that includes course failure or dismissal will be reviewed by a committee comprised of the instructor, the Academic Dean/Department Chair, and the Registrar. The decision must be unanimous. A decision to dismiss a student from the university must be approved by the Provost.
7. A student may appeal the decision rendered by following the *Academic Appeals Process*.
8. The Registrar will appropriately document all cases of academic discipline in the student's personal file.
9. Multiple cases of academic dishonesty by the student may result in the student being required to discontinue his or her studies at Corban University and may result in a notation on the student's transcript.

Academic Discipline Academic Offense	Minimum Penalty	Maximum Penalty
Unauthorized Collaboration on Assignment	Verbal Reprimand	Failure of Assignment
Unauthorized Use of Previous Paper or Project	Verbal Reprimand	Failure of Assignment
Plagiarism on Assignment	Grade Penalty	Failure of Course
Cheating on Exam	Failure of Exam	Failure of Course
Writing Exam for Another	Failure of Course	Expulsion from College
Theft of Exam	Failure of Course	Expulsion from College

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