

Mid-Atlantic Christian University Academic Affairs Policy #48

SUBJECT: Academic Honesty Policy

DATE: January 19, 2012

REVISED: 3/12/14; 2/14/18; 4/19/23

NEXT SCHEDULED REVIEW: Even numbered years in February

APPROVED BY BOARD OF TRUSTEES: May 11, 2018

Policy for: Administration, Faculty, and Students

Procedure for: Faculty and Students

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

Mid-Atlantic Christian University aims to help students think biblically in all areas of life. Thinking biblically requires an individual's genuine engagement with information and ideas in the light of Scripture. Truthfulness, honesty, and integrity are therefore essential in education as they are the foundation of mutual trust and respect. For these reasons, Mid-Atlantic Christian University expects the highest standards of integrity and honesty in academic work. This policy explains those expectations so that students will know what is acceptable and what is not in their academic assignments.

II. Policy

Mid-Atlantic Christian University expects integrity and honesty in all academic work and promotes these values in students through instruction, and if necessary, discipline. Deliberate dishonesty, plagiarism and culpable negligence are grounds for discipline.

Definitions

- **Dishonesty:** This lack of integrity includes lying, cheating, fabricating information, or deceiving. Examples include such things as, but not limited to, copying from the examination paper of another person or letting one's own examination paper be copied, using unauthorized aids to complete assignments or tests (e.g., use of Artificial Intelligence (AI) aids, chatbots, or other equivalent forms of AI to create content for coursework; or use of paraphrasing software to modify or alter materials the student

did not create), submitting the same paper in different courses without the instructor's prior approval, or showing an examination to a student who has not yet taken it.

- **Plagiarism**: This type of dishonesty is intentionally or unintentionally representing the words or ideas of another person as one's own in any academic exercise. Examples include submitting an assignment as one's own work when it was written by someone else, failing to state the sources of ideas, or failing to provide citations for quotes.
- **Self-plagiarism**: Self-plagiarism refers to the practice of presenting one's own previously submitted work as though it were new. Examples include submitting the same written product for different courses, or slightly modifying a prior work for submission to a different course.
- **Levels of Plagiarism**: Since plagiarism covers both intentional and unintentional dishonesty, an instructor may distinguish between minor and major plagiarism before prescribing a penalty, as follows:
 - a. **Minor Plagiarism**: This is the use of a small amount of another person's words or ideas without citation, revising another person's material only slightly to appear as one's own ideas, or using quotations without citing the source.
 - b. **Major Plagiarism**: This is the use of larger amounts of another person's words or ideas without citation or revising this larger amount of another person's material only slightly from the original.
 - c. **Complete Plagiarism**: This is the use of the overwhelming majority of another person's words or ideas without citation or revising. Examples include submitting a paper or other work obtained from a Website or other source; submitting another person's work for an assignment.

Penalties

The penalty for **minor plagiarism** or any other academic dishonesty deemed minor by the instructor may be determined by the instructor. The instructor may decide to counsel the student and issue a verbal warning about the meaning and consequences of plagiarism. In addition, the faculty member may, at his/her discretion, do one or more of the following:

1. For the first offense the instructor will normally issue a grade of zero for the assignment and no opportunity to resubmit the assignment.
2. For the second offense (in the same or more courses) the instructor will normally give a failing grade in the course.
3. For the third offense the VPAA will normally dismiss the student from the university.

The penalty for **major plagiarism** or any other academic dishonesty deemed major by the instructor is to report the offense to the Vice President for Academic Affairs by using the Academic Dishonesty Notice form and to produce the evidence for the offense.

1. For the first offense the instructor will normally issue a grade of zero for the assignment and no opportunity to resubmit the assignment.

2. For the second offense (in the same or more courses) the instructor will normally give a failing grade in the course.
3. For the third offense the VPAA will normally dismiss the student from the university.
4. When the major plagiarism or cheating violation is considered to be deliberate dishonesty the penalty will likely go straight to steps 2 and 3.
5. The offense will be placed on the student's permanent record only if he or she is dismissed from the university.

Appeals

The student may appeal the penalty by submitting within seven days a written request to appear before the Academic Dishonesty Committee made up of faculty members and the VPAA. The student may make his or her case for reduction or elimination of the penalty to this committee. The committee will notify the student of its decision in writing and that decision will be final.

III. Procedure

IV. Published:

Faculty Handbook, Adjunct Handbook, Academic Catalog, Course Syllabi

V. Reason for Revision

VI. Appendices