

ACADEMIC INTEGRITY POLICY

Waldorf University expects that the spirit of honesty, fair play, intellectual curiosity and pursuing truths in looking at knowledge in new ways, guides faculty and students in fulfilling learning objectives through academic assignments. If a student appears to be exhibiting academic dishonesty, the University anticipates that the student and the respective faculty member will engage in consultation and possible resolution appropriate to better understanding and resolving a particular situation.

ACADEMIC INTEGRITY VIOLATION (AIV)

1. Academic Dishonesty includes, but is not limited to, cheating, contract cheating (buying papers and submitting them), falsification of data, fabrication, duplicate submission, and plagiarism.

2. Plagiarism is the use of someone else's ideas, words or expressions without due credit. If referring to their own writing appearing elsewhere, normally no more than one-two paragraphs with citation is appropriate.

RESOLUTION PROCESS

Questionable scholarship and/or inadequate citation of sources does not necessarily mean plagiarism. Diligence is needed by all parties engaged in teaching and learning: clarifying any misunderstanding, as well as identifying violations of policy. When a faculty member reasonably suspects that academic dishonesty has occurred, this approach is to be taken:

- The faculty member consults with the student about the situation, in an effort to better understand what has happened. An agreed upon resolution might be reached, or if warranted written notification with details are provided to the Vice President for Academic Affairs (VPAA) or designee. Academic Affairs has records of previous student AIVs and shall share the number of AIVs with the faculty member.
- After consultation, the faculty member recommends action to the VPAA/designee.
- If needed for further deliberation, the VPAA/designee assures an appeal process.

First Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially), consulting about circumstance(s) surrounding the situation. Notes on the interaction will be taken, and the faculty member may resolve teaching and learning matters at their discretion. If there is found to be violation of policy, the following may be applied (academic affairs keeps records on academic integrity policy violations).

1. "F" for the assignment, 2. Or "F" for the course 3. Or, if a research paper demonstrates problems with citations, faculty member and student may agree to revise and to resubmit the paper with adjustments, discussing and agreeing on conditions.

Second Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially), consulting with them about the situation. Notes on the interaction are taken. The student will be notified by the faculty member that he/she will participate in a scheduled communication regarding the situation, with the faculty member and the VPAA or designee.

Appropriate action may include: 1. "F" for the assignment, 2. Or "F" for the course. 3. Or, revise and resubmit paper/assignment with agreed upon conditions.

Third Violation

The student is contacted by the faculty member, preferably by phone (or face-to-face residentially) consulting with them about the situation. Notes on the interaction are taken, and the faculty member will send a confirmation e-mail to the student. If the student is found to have committed a third AIV offense, the student will receive an "F" for the course. A scheduled

communication with the faculty member and the VPAA will take place. Being expelled from the University at the end of the term in which the violation took place will likely result.

Link to Library Website on Academic Integrity:

<http://waldorf.libguides.com/c.php?g=123289&p=807694>