

# TRINITY BAPTIST COLLEGE ACADEMIC HONOR CODE<sup>1</sup>

## I. EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY

**A. CHEATING** occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized information during an examination or evaluation.

**B. PLAGIARISM** is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

Instances of plagiarism determined to be **inadvertent** – in other words **citation errors** – will be determined by the instructor who identified the problem. The instructor may lower the assignment by one or more letter grades. Faculty must also report cases of inadvertent plagiarism to the Academic Office. Normally a particular instance of inadvertent plagiarism is not be counted as a violation for Penalty purposes (see Section II below). However, where a student has had repeated instances of inadvertent plagiarism, a faculty member may treat a subsequent case of inadvertent plagiarism as a deliberate violation of the standard, resulting in the assessment of penalties under Section II.

**C. FABRICATION** is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying footnotes or data in research papers, projects, reports, experiments, or other academic exercises;
4. Submitting papers, reports or projects prepared in whole or part by another;

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<sup>1</sup> Adapted with permission from the School of Health Related Professions, University of Medicine & Dentistry of New Jersey.

5. Taking an exam for another or allowing another to take an exam for oneself.

**OTHER ACTS OF MISCONDUCT** include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a College building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing quizzes, examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of College documents, records or identification.

## **II. PENALTIES FOR VIOLATIONS OF ACADEMIC INTEGRITY:**

Violations of the Academic Honor Code are **cumulative** for the **duration** of the student's academic career at this institution. Records are not cleared either at the end of a semester or the end of a year. Violations remain a **permanent** mark on the student's record throughout the program of study. The Academic Office will record each documented violation and will notify the Dean of Students' Office of each violation.

### **A. ACADEMIC PENALTIES:**

1. First Offense – zero for the particular assignment
2. Second Offense – failure for the particular course in which the violation occurred.
3. Third Offense – expulsion from the school by the Disciplinary Council

### **B. STUDENT SERVICES PENALTIES:**

The Dean of Students will assess fifty (50) demerits for each violation of the Academic Honor Code as stated in the Student Handbook. Demerits received for first and second violations will be added to the student's overall demerit total and may result in the Dean of Students Office taking additional action against the student based on either 1) the student's accumulated number of demerits or 2) the student's overall profile of behavior.