



University  
College

## Academic Integrity

The mission of University College includes cultivating in each learner not only the academic skills that are required for a university degree, but also the characteristics of academic integrity that are integral to a sound Christian education. It is, therefore, part of the mission of the university to nurture in each learner a sense of moral responsibility consistent with the biblical teachings of honesty and accountability. Furthermore, a breach of academic integrity is viewed not merely as a private matter between the learner and a professor, but rather as an act that is fundamentally inconsistent with the purpose and mission of the entire university.

The maintenance of academic integrity is the responsibility of each learner at University College and each learner is responsible for understanding and upholding the Academic Integrity Policy. Learners should familiarize themselves with the expectations specified by the professor in each class concerning what is and is not permitted, especially in matters of group projects, reports, and the attribution of research to sources (citations). Academic dishonesty includes, but is not limited to:

**Plagiarism:** UC has adopted the Publication Manual of the American Psychological Association (APA) as the primary guiding for all coursework submitted unless otherwise communicated in writing by a course instructor. The APA manual provides a full description of plagiarism and self-plagiarism. Learners are responsible for compliance with the ethical code, but simply stated, plagiarism is the intentional or unintentional presentation in writing or orally of another person's work to include words, ideas, or any other information as one's own original work without providing proper credit as specified by the ethical code. UC upholds research excellence and strongly encourages learners to provide ample support for claims in the research or academic process. Providing support and credit to others signifies the breadth and depth of a learner's accumulated knowledge base and therefore learners should strive for excellence in their research and all academic coursework.

**Self-Plagiarism:** Another form of plagiarism occurs when a student uses information from a paper previously written and resubmits it in another assignment or course without acknowledgement. In reality a student is academically 'double-dipping'—seeking to receive



University  
College

credit for work already submitted. Such unauthorized and uncited reuse of a student's academic work is considered self-plagiarism and carries the same consequences as other forms of plagiarism. Therefore, before reusing material from previous papers for assignments, learners must:

1. Receive prior written permission from the instructor to reuse information from previous work. Instructors may ask to view the material to be reused and have the authority to decide whether or not to accept this work in fulfillment of their course requirements. Permission is inferred when the assignment instructions specifically articulate the use of previous work, such as when an assignment builds on previous work within the same class.
2. If permission is received, limit the reuse of previously submitted work to no more than 20% of the new assignment (i.e., a paper must include at least 80% new material). In special cases, learners may exceed the 20% limit with written permission by the instructor.
3. Cite the material previously used in the paper in accordance with APA format. Learners must cite themselves as the previous author and include a reference entry even though it is information that the general reader may not be able to access. Learners should use this format when referencing their work:

Author, A. B. (Year). Title of paper. Unpublished paper, Course prefix/Number—Title of course, University Name, City, State.

**Cheating:** Using or attempting to use unauthorized material, information, or study aids in any academic exercise including unauthorized collaboration

**Fabrication:** Falsification or invention of any information or citation in an academic exercise

**Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty, or allowing someone else to represent your work

By virtue of their registration at University College, learners agree to uphold the following pledge: "As a learner at this Christ-centered university, I will uphold the highest standards of



**University  
College**

academic integrity. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do. I will conduct myself responsibly and honorably in all my academic activities as a University College learner.”

Sanctions for first violations are determined by the instructor of record in consultation with the Assistant Dean, if the violation is not flagrant, and may include an *F* in the class, an *F* on the assignment, or a less-severe action based upon the nature of the violation.

The standard sanction for a repeated offense or for a flagrant violation (e.g., submitting a purchased paper or allowing someone else to represent you online) is suspension or dismissal from the university. All flagrant violations will be referred to the Assistant Dean. Learners may appeal a sanction they believe to be unfair or unjust to the Assistant Dean and finally through the university grievance process.