

**WALLA WALLA COMMUNITY COLLEGE
ACADEMIC INTEGRITY
ADMINISTRATIVE POLICY 6260**

I. POLICY BACKGROUND/PURPOSE

The Walla Walla Community College (WWCC) Academic Integrity Policy and Procedure are based on the following principles:

- A. Academic standards for satisfactory knowledge include demonstrated mastery of assignments and curricular materials;
- B. Academic integrity entails honesty, professionalism, responsibility, and collegiality;
- C. Faculty are uniquely situated to determine whether a student has demonstrated satisfactory knowledge and academic integrity, as decisions of this nature require an expert evaluation of cumulative information during a course of instruction; an undertaking not readily adapted to the procedural tools of judicial or administrative decision making;
- D. The college is responsible to its students, employers and the community at large to ensure that students who receive degrees and certifications meet its academic standards for satisfactory knowledge and academic integrity; and
- E. The Academic Integrity Policy and Procedure are separate and distinct from the policies and procedures associated with the college's Student Code of Conduct and final course grade appeals.

II. AUTHORITY

Board Policy 1370, NWCCU, [RCW 28B.50.140 \(13\)](#).

III. SCOPE OF POLICY

This policy applies to all enrolled students.

IV. POLICY

A. Prohibited Conduct

The hallmarks of academic integrity are honesty, professionalism, responsibility, and collegiality. The following conduct, and conduct that is substantially similar, demonstrates a lack of academic integrity and creates the presumption that the student has not mastered assignments and curricular materials, is unable to master assignments and curricular materials, and/or is unable or unwilling to work with honesty, professionalism, responsibility and collegiality:

- 1. Purchasing papers (all or in part) or having someone write papers for a student.
- 2. Using others' ideas and/or words without clearly acknowledging the source of that information (plagiarizing). This may be intentional (e.g., copying or purchasing papers from an online source) or unintentional (e.g., failing to give credit for an author's ideas that you have paraphrased or summarized in your own words).
- 3. Collaborating with another student beyond the extent specifically approved by an instructor.
- 4. Collaborative work with another student or others on an assignment that is intended to be done by the student individually.
- 5. Copying another student's answers.

6. Asking another student to review their work, or to view one's work, when such a practice is prohibited in the syllabus.
7. Fabricating results or research data.
8. Using fabricated data or unauthorized materials for a class assignment.
9. Using unauthorized written materials and electronic devices during exams.
10. Allowing other students to copy answers on assignments or exams.
11. Taking an exam or completing an assignment for another student.
12. Other violations of the academic expectations of a course or assignment as set forth in the course syllabus or program handbook.
13. The destruction, hiding, or removal of materials to prevent other students from using them (such as library resources).
14. Any action, or attempted action, that may result in creating an unfair academic advantage for the student or an unfair academic advantage, or disadvantage, for any other member, or members, of the academic community.
15. Failing to adhere to the ethical standards applicable to a particular profession, which the student has agreed to abide by as part of their course of studies.
16. Engaging in conduct that interferes with teaching, learning or the operations of a class or academic department including behaviors that violate academic integrity.

B. Consequences of Violations of Academic Integrity Policy

Walla Walla Community College is committed to academic integrity and the value of students' education.

1. For low-stake assignments (less than 5% of total class grade), or a grade in a higher-stakes (greater than 5% of total class grade) assignment that doesn't result in failure of the assignment:
 - a. Written warning.
 - b. Meeting with the instructor to discuss the action and develop strategies to ensure future compliance with the College's Academic Integrity Policy.
 - c. No Incident Report Form (IRF) is filed.
2. Faculty will report serious (clear and/or premeditated violations of Section A, 1-16 above) or repeated violations (two or more, Section B, 1, a-c above) through an Incident Report Form (IRF) and penalties can include the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the Academic Integrity Procedure:
 - a. Failure of the assignment or course
 - b. Disciplinary warning or probation notice
 - c. Suspension or expulsion

C. Appeals

Students have the right to appeal non-terminal and terminal sanctions through the Academic Conduct Appeals process outlined in the procedures associated with this policy.

Policy Contact: Vice President of Instruction

Approved by (Department/Body): Dr. Chad Hickox, President

Date Originally Approved: May 2, 2022

Last Reviewed/Revised on: _____