

ACADEMIC INTEGRITY POLICY

As members of the Old Westbury community, students are expected to adhere to standards of honesty and ethical behavior. Plagiarism and other types of academic dishonesty are condemned at all academic institutions. These acts detract from the student's intellectual and personal growth by undermining the processes of higher learning and the struggle with one's own expression of ideas and information.

Good academic procedure requires giving proper credit when using the words or ideas of others. Plagiarizing means "presenting somebody else's words or ideas without acknowledging where those words and ideas come from" (Ann Raimes, *Keys for Writers*, 7th ed., p.135). Examples include:

- copying material from the Internet or other sources and presenting it as one's own
- using any author's words without quotation marks; using any quotation without credit
- changing any author's words slightly and presenting them as one's own
- using ideas from any source (even in one's own words) without proper credit
- turning in any assignment containing material written by someone else (including tutor or friend); buying work and submitting it as one's own
- submitting the same assignment in more than one class without permission of the instructor

Know what plagiarism is and how to avoid it; for guidance see Raimes or any other college writing handbook.

Other types of academic dishonesty include unauthorized collaboration or copying of students' work (cheating); falsifying grades or other assessment measures; destroying the academic work of another student; the dishonest use of electronic devices; and others. When detected and verified, plagiarism and other academic dishonesty will have serious consequences.

Please note: In this matter, ignorance of the Academic Integrity Policy is never an acceptable excuse.

PENALTIES FOR VIOLATIONS OF ACADEMIC INTEGRITY

Undergraduate Programs

First Reported Offense:

Recommended Penalty: Failing grade on the specific assignment

Maximum Penalty: Failing grade for the specific course

Second Reported Offense:

Recommended Penalty: Failing grade for the specific course

Maximum Penalty: Suspension

Third and Subsequent Reported Offense:

Recommended Penalty: Suspension

Maximum Penalty: Dismissal

Graduate Programs

First Reported Offense:

Recommended Penalty: Failing grade for the specific course

Maximum Penalty: Suspension

Second and Subsequent Reported Offense:

Recommended Penalty: Suspension

Maximum Penalty: Dismissal

All Programs

Violations of plagiarism that occur outside of class (For example: work submitted for competitions, job applications, admissions to programs) may be considered a "Reported Offense".

Any student found in violation of the Academic Integrity Policy may not be eligible for scholarships, honors or induction into academic societies. Students cannot withdraw from the course or apply for a grade of CR/NC while the matter is pending or if they are found in violation of academic policy. In some cases, in addition to academic consequences, violations may have other ramifications including those listed in the Code for Student Conduct.