

Student Code of Conduct

Student Integrity and Academic Honesty Policies

Students shall maintain academic honesty in the conduct of their studies and other learning activities at Olivet University. The integrity of this academic institution, and the quality of the education provided in its degree programs, are based on the principle of academic honesty.

The maintenance of academic integrity and quality education is the responsibility of each student within this University. Cheating and plagiarism in connection with an academic program is as an offense for which a student may be expelled, suspended, put on probation, or given a less severe disciplinary sanction.

Student Responsibilities

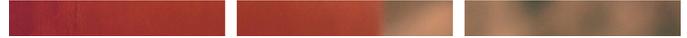
Students are responsible for knowing and understanding the rules of Academic Honesty as outlined in the college catalog, to include fabricating information and data, cheating, facilitating academic dishonesty, and plagiarizing.

Students are responsible for communicating with the instructor if they do not understand how the policy applies to a particular class or assignment.

Definitions

Academic dishonesty is an especially serious offense. It diminishes the quality of scholarship and defrauds those who depend upon the integrity of the academic programs. Such dishonesty includes, but is not limited to, the following:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of assignment or test.
- Obtaining or providing without authorization questions or answers prior to the time of an assignment or test.
- Using unauthorized sources for answers during any assignment or test.



- Taking part in or arranging for another person to complete an assignment or to take a test in place of another.
- Giving or receiving answers by use of signals during a test.
- Altering answers on a scored test and submitting it for a higher grade.
- Collaborating with others in a required assignment without the approval of the instructor.
- Stealing class assignments or portions of assignments, including electronic files, and submitting them as one's own.
- Not crediting participants for their part in a group project or claiming credit for work not done on a group project.
- Plagiarism, which is presenting as one's own in whole or in part the argument, language, creations, conclusions, or scientific data of another without explicit acknowledgment. Examples include, but are not limited to:
 1. Using another person's written or spoken words without complete and proper citation.
 2. Using information from a World Wide Website, CD-ROM or other electronic source without complete and proper citation.
 3. Using statistics, graphs, charts and facts without acknowledging their source.
 4. Submitting a paper purchased from a term-paper service.
 5. Paraphrasing which is imitating someone else's argument using other words without acknowledging the source.
 6. Claiming credit for someone else's artistic work, such as a drawing, script, musical composition or arrangement.
 7. Using someone else's lab report as a source of data or results.
 8. Using one's own or substantially similar work, produced in connection with one course, to fulfill a requirement in another course without prior permission. A student may use the same or substantially the same work for assignments in two or more courses only with written permission from the instructors of all the classes involved.
 9. Submitting the results of a machine translation program as one's own work.