

ACADEMIC VIOLATIONS:

1. In the event a student is suspected of an academic violation, the teacher should meet with the student to discuss the violation. In this meeting the student should be reminded of the seriousness of academic honesty and ethical integrity. If necessary, the student should be encouraged to confess and accept any penalties that would follow.
2. An Academic Violation report should be submitted to the Dean of Residential Studies and the Academic Dean by the instructor, and it is to be signed by both the instructor and student. The Dean will then decide what kind of follow-up is to occur.
3. A second violation by the student will result in the Dean of Residential Studies and the Academic Dean meeting with the student. Whether the student will be dismissed or placed on probation will then be decided.
4. Areas for Academic Violation consideration (The following is adapted from the handbook of Villa Julie College³):
 - **Cheating:** Using unauthorized material to complete a test, quiz, examination, or assignment. Cheating includes, but is not limited to, copying from other students, relying upon aids or notes during a test, or consulting outside sources without the instructor's permission. Giving unauthorized assistance to other students also constitutes cheating.
 - **Plagiarism:** Representing the words, ideas, research, or works of another as one's own. Plagiarism can involve submitting work prepared entirely or in part by another person or commercial service or borrowing material as direct quotation, partial quotation, or paraphrase from published or unpublished sources without proper acknowledgment. Students must document all print, online, and oral sources they use to complete assignments.
 - **Unauthorized Assistance:** Preparing an assignment with the help of another student or allowing another person, such as a tutor, to alter or revise an assignment beyond the scope of collaboration the instructor has defined.
 - **Fabrication:** Presenting false data, sources, or research results for academic credit.
 - **Multiple Submission:** Presenting the same work, in whole or in part, for credit in more than one course without the explicit permission of all interested instructors.
 - **Other Violations:** Including, but not limited to, lying, forgery, bribery, damaging or stealing another's property, physically abusing another person, or verbally threatening another.