

Official Addendum – To replace “Academic Integrity” section in The Hoot 2020-21 Course Catalog/Student Handbook on pages 100-102.

Academic Misconduct

Cheating:

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment.

Plagiarism:

Plagiarism occurs when a person deliberately uses another person’s concepts, language, images, music, or other original (not common knowledge) material without acknowledging the source and/or making substantial modifications. While referencing or appropriating may be part of a studio or Liberal Arts and Sciences assignment, it is the student’s ethical responsibility to acknowledge and/or modify the original material.

Specific examples of plagiarism and/or cheating include:

- Submitting someone else’s work in whole or part (including copying directly from a source without documentation and/or alteration, or turning in studio work that is not your own).
- Having someone else produce, revise, or substantially alter all or part of a written paper or studio assignment.
- Cutting and pasting any textual or image-based work from the internet without proper documentation or clarification of sources.
- Failure to cite sources. Proper citations in MLA style and a Works Cited page must accompany all papers. You can find citation information through the [Library website](#).
- Using the writing, editing, or creative services of another person who quantitatively and/or qualitatively revises the paper and/or studio work significantly. An editor often fixes the paper without the writer learning how to do it him/herself. Sometimes the editor changes so much of the paper that it is no longer the student writer’s work and thus plagiarized. A trained tutor helps the writer to learn how to revise the papers and eventually not need the tutor’s assistance.
- Presenting the same (or substantially the same) work for more than one course or within the same course without obtaining approval from the instructor of each course.
- Acting dishonestly or conveying information that the student knows or is known to be false, by actions such as lying, forging or altering any document or record in order to gain an unfair academic advantage.

Instances of alleged plagiarism or cheating are reported to the **Academic Integrity Committee** for review. For a complete description of the Academic Integrity Committee process, please refer to the [Academic Misconduct Complaint Website](#).

Forms of Academic Misconduct

Cheating: Students must adhere to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same (or substantially the same) work for more than one course or within the same course without obtaining approval from the instructor of each course. Students must adhere to all course reserves regulations. Students may not act dishonestly or convey information that the student knows or is known to be false, by actions such as lying, forging or altering any document or record in order to gain an unfair academic advantage.

Violations of this standard constitute cheating:

- **Collusion:** Students are encouraged to collaborate on academic work within any limits that may be prescribed by their instructors. Students may only provide, seek or accept information about any academic work that will be submitted for a grade, to or from other students, with the authorization of the instructor. Violations of this standard constitute collusion.
- **Fabrication:** All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.
- **Plagiarism:** All ideas, arguments, and phrases, submitted without attribution to other sources must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

Please note: Course expectations may vary from instructor to instructor. All students have an obligation to seek a clear understanding of the expectations associated with each particular assignment and each particular course in which students are enrolled.

PROCESS FOR REVIEW:

Once an official academic misconduct report is submitted, the Conduct Process outlined in Section VI will ensue as with any other conduct case. In instances where a committee is convened, the Chair of the Academic Integrity Committee will convene a formal hearing process.

The Academic Integrity Committee consists of representatives from Liberal Arts and Sciences, the various Studio Departments (when applicable to the student and the violation), and the Office of Student Affairs.

The Associate Provost of Academic Administration or designee serves as the Chair of the committee, and the Dean of Student Affairs in a non-voting member of the committee. No fewer than three committee members will meet to review each case.

All accounts of academic misconduct should be reported using the Academic Integrity Form. Any member of the Otis College community may fill out a form. In addition to the form, faculty, staff, or another student shall assemble and submit documentation that supports the accusation. The form and all evidence is forwarded to the Chair of the Academic Integrity Committee for review and investigation. Students will be contacted to appear before the committee to share information and answer questions regarding the case.

Once the committee has heard the case, a recommendation will be made by the committee to the Dean of Student Affairs, and the student will receive an official letter within seven (7) days from their meeting with the committee. In addition, the Dean of Student Affairs will be notified as to the committee's recommendations, and formal conduct sanctions, up to and including dismissal from the College, imposed by the Student Conduct Office. All students may appeal the decision of the Academic Integrity Committee in writing to the Vice President of Campus Life or designee within five (5) days of the delivery of the letter.

The following are possible recommended sanctions that may be imposed by the Academic Integrity Committee:

- No action
- Academic integrity project
- Required tutoring sessions in the Student Learning Center
- Required Success Coaching in the Student Learning Center
- Failing grade for the plagiarized assignment
- Failing grade for the course
- Loss of privileges or exclusion from academic activity or program
- Dismissal from the College

Additional recommendations may be imposed at the discretion of the committee and with the approval of the Vice President of Campus Life or the Dean of Student Affairs.

MORE INFORMATION

If you have any questions or would like more information about the process, please contact Dr. Nicholas Negrete, Dean of Student Affairs at nnegrete@otis.edu, or the Provost's Office by contacting Academic Integrity Chair, Joanne Mitchell at jmitchell@otis.edu.