

From: Jeff Schillinger at HQ
Sent: Wednesday, January 26, 2005 4:10 PM
To: Deans; College Directors
Cc: District Managers; Gary Carlson at HQ; Jon Persavich at 212
Subject: Academic Dishonesty

On behalf of Dr. Gary Carlson

Please take some time to review the Student Handbook section on "Academic Dishonesty" and the "Conduct" section of the catalog. Students need to be aware of what constitutes plagiarism and what the consequences of that behavior will be. The Handbook reads:

ITT Technical Institute defines academic dishonesty as the "submission of work completed by another person as your own." All ideas, words or work from others that are included in a student's submitted work must be identified and cited. Failure to appropriately identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the conduct section of the catalog. Academic dishonesty may result in a zero on the graded activity, suspension and/or termination from one or more of the courses the student is taking or the student's entire program of study at the school.

Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

It is academically unethical and unacceptable to:

- submit work completed in whole or in part by another person as if it were your own.
- restate or paraphrase another writer's work without acknowledging the source.
- copy another student's homework and submit the work as if it were the product of your own labor.
- attempt to gain an advantage through the use of crib sheets, hidden notes, viewing another student's paper, revealing the questions or answers on exams or quizzes to other students or viewing quiz or exam questions obtained by another student.
- store or communicate information not distributed to students through the use of electronic devices, recording devices, cellular telephones, headsets or portable computers.

Students who are determined to have plagiarized in an online course will receive a zero on the assignment with an explanation of why they received the zero. The online instructor will send an academic alert to the Dean at the resident campus who is responsible for advising the student of the ramifications of academic dishonesty. This advising should be entered into the student's IRIS contacts as "Behavior Advising."

The first offense will result in the zero on the assignment and the warning from the instructor and the Dean. A second offense will result in the student being dropped from the course. This is true even if the second offense occurs in a different course or during a different term. Again, the resident Dean is responsible for advising the student and entering the advising session into IRIS. If a student is dropped from a course, the grade will be assigned based on the student's LDA or LDP.

A student who is determined to have engaged in academic dishonesty a third time must be dropped from all of the student's courses and classified as an administrative drop. Students dropped for violating the "Academic Dishonesty" section of the Student Handbook or the catalog "Conduct" section may petition for reentry into their program of study for no earlier than the start of the next term.

The most effective way to ensure that your students are aware of what constitutes academic dishonesty is to teach them what is and what is not acceptable when using the ideas, words or work of others. Make sure no student is unaware of the policies and why they exist.

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