

# Westfield State University Policy

---

**Policy Title:** AP003: Academic Integrity and Honor Code **Effective Date:** 2023-08-21  
**Policy Number:** AP003

## 1.0 Purpose and Overview

---

Westfield State University is dedicated to the highest standards of academic excellence and intellectual honesty. The pursuit of knowledge requires a commitment to academic integrity from all members of the university community. This policy provides a framework for promoting academic integrity, defines various forms of academic dishonesty, and establishes procedures for addressing alleged violations. The Westfield State University Honor Code, which is an integral part of this policy, serves as a unifying statement of our shared commitment to these principles. This document aims to create a fair and transparent process for upholding academic standards while protecting the rights of all individuals involved.

## 2.0 Scope

---

This policy applies to all individuals affiliated with Westfield State University, including all undergraduate and graduate students, faculty, and staff. It covers all academic work, including but not limited to, examinations, papers, projects, research, and any other assignments submitted for academic credit. This policy extends to all forms of academic and research activities, whether conducted on or off campus, in-person or online.

## 3.0 Policy Content

---

### 3.1 Definitions of Academic Dishonesty

Academic dishonesty is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or

disadvantage for any other member of the academic community. This includes, but is not limited to, the following:

- **Cheating:** Any attempt to give or obtain assistance in a formal academic exercise without due acknowledgment. Examples include, but are not limited to: copying from another student's work; using unauthorized materials, information, or study aids in any academic exercise; possessing or using electronic devices during an exam without explicit permission; and receiving unauthorized assistance on a take-home assignment.
- **Plagiarism:** The representation of another person's words, ideas, or work as one's own without proper attribution. This can be intentional or unintentional. Examples include, but are not limited to: submitting a paper written by another person; copying and pasting text from any source without using quotation marks and providing a citation; paraphrasing another person's work too closely to the original; and submitting a paper that has been purchased or otherwise obtained from a commercial source.
- **Fabrication:** The falsification, invention, or misrepresentation of any information, data, or citation in an academic exercise. Examples include, but are not limited to: inventing data for a research project; citing sources that were not actually consulted; and misrepresenting the nature or extent of one's research.
- **Collusion:** Unauthorized collaboration with another person in preparing academic work offered for credit. This is distinct from collaborative learning, which is encouraged. Examples of collusion include, but are not limited to: working with another student on an assignment that was intended to be completed individually; and sharing answers to a take-home exam or quiz.
- **Academic Misconduct:** Any other act that violates the principles of academic integrity. Examples include, but are not limited to: altering academic records or transcripts; submitting the same work for credit in multiple courses without the explicit permission of all instructors involved; and knowingly facilitating academic dishonesty by another student.

### 3.2 Student Responsibilities

Students at Westfield State University have a responsibility to uphold the highest standards of academic integrity. This includes:

- **Understanding and Adhering to the Policy:** Students are expected to read, understand, and abide by this Academic Integrity Policy and the University's Honor Code.
- **Producing Original Work:** All academic work submitted by a student should be their own original work, except where collaboration is explicitly permitted.
- **Properly Citing Sources:** Students must properly acknowledge and cite all sources of information, ideas, and data used in their academic work.
- **Refusing to Engage in Dishonesty:** Students must not engage in any form of academic dishonesty, nor should they assist others in doing so.
- **Reporting Violations:** Students are encouraged to report any suspected violations of this policy to the appropriate faculty member, department chair, or the Office of Student Conduct.

### 3.3 Faculty Responsibilities

Faculty members play a crucial role in promoting a culture of academic integrity. Their responsibilities include:

- **Promoting Academic Integrity:** Faculty should actively promote academic integrity in their courses by discussing the importance of honesty and ethical conduct in their discipline.
- **Setting Clear Expectations:** Faculty must clearly communicate their expectations for academic honesty to students in their course syllabi and on assignments.
- **Designing Effective Assessments:** Faculty should design assessments and assignments in a way that minimizes opportunities for academic dishonesty.
- **Addressing Violations:** Faculty are responsible for addressing any suspected violations of this policy in a fair, consistent, and timely manner.
- **Reporting all Violations:** All instances of academic dishonesty must be reported to the Office of Student Conduct to ensure consistency and to track repeat offenses.

### 3.4 The Honor Pledge

All students at Westfield State University are bound by the following Honor Pledge:

*“On my honor, as a member of the Westfield State University community, I pledge to uphold the principles of academic integrity and to neither give nor receive unauthorized assistance in any academic exercise.”*

This pledge is a solemn affirmation of our shared commitment to academic honesty. It should be included on all major assignments, examinations, and other academic exercises as a reminder of this commitment.

## 4.0 Procedures for Addressing Violations

---

When a faculty member suspects that a student has violated the Academic Integrity Policy, they will follow these procedures:

1. **Initial Meeting:** The faculty member will schedule a meeting with the student to discuss the alleged violation. The student will be given an opportunity to respond to the allegations.
2. **Determination of Violation:** If, after meeting with the student, the faculty member determines that a violation has occurred, they will impose an appropriate academic sanction. This may range from a warning to a failing grade on the assignment or in the course.
3. **Report to the Office of Student Conduct:** The faculty member will submit a report of the incident to the Office of Student Conduct, including any supporting documentation.
4. **Review by the Office of Student Conduct:** The Office of Student Conduct will review the report and may impose additional disciplinary sanctions, particularly in cases of repeat offenses. These sanctions may include suspension or expulsion from the University.
5. **Appeal Process:** Students have the right to appeal any academic sanction or disciplinary action through the procedures outlined in the Student Code of Conduct.

## 5.0 Related Policies

---

This policy should be read in conjunction with the following University policies:

- Student Code of Conduct

- Copyright and Fair Use Policy
- Research Misconduct Policy
- Faculty Handbook

## 6.0 Contact Information

---

For questions or concerns regarding this policy, please contact:

**Office of Student Conduct** Westfield State University Administration Building, Room 201 123 University Drive Westfield, USA 12345 (123) 456-7890  
studentconduct@westfield.edu

## 7.0 Revision History

---

Version	Date	Author	Summary of Changes
1.0	2020-08-15	Provost’s Office	Initial version of the policy.
1.1	2022-09-01	Provost’s Office	Minor updates to contact information and links.
1.2	2023-08-21	Provost’s Office	Expanded definitions and procedures for clarity.