

## **ACADEMIC INTEGRITY**

The students and faculty of Rollins affirm the inherent value and social utility of truthfulness and respect for the rights of other individuals as well as the rights of the community.

The students and faculty particularly affirm the value of academic honesty and accept the responsibility to present as the result of their work only that which is genuinely theirs. Rollins students and faculty shall neither commit nor tolerate cheating, plagiarism, or any other form of academic dishonesty. Academic dishonesty is defined as representing another's work as one's own, active complicity in such falsification, or violation of test conditions. Plagiarism is stealing and using the ideas or writings of another as one's own. (See the Academic Honor Code for specific violations and their definitions.)

In all cases of suspected academic dishonesty, the College follows the procedures outlined in the Academic Honor Code passed by the faculty. The College's Academic Honor Code is available at <http://www.rollins.edu/college-of-arts-and-sciences/academic-honor-code/index.html> and [http://www.rollins.edu/catalogue/academic\\_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it is the responsibility of all members of the College community to practice it and to report apparent violations. All students, faculty, and staff are required to report violations in writing to the Academic Honor Council for disposition. Referrals will be made through the CLA on-line referral system.

1. If a faculty member has reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred.
2. If the faculty member believes that a violation has occurred, he/she is required to report it. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported.
3. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it to the Academic Honor Council. The student who has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student who witnessed the violation must report it to the Academic Honor Council.
4. Staff members who believe they have witnessed a violation must refer the case to the Academic Honor Council for disposition.

Complaints must be made in writing through the CLA on-line referral system. These complaints are then forwarded to the Academic Honor Council. Allegations must be submitted in writing within ten days of the discovery of the alleged violation. Complaints against graduating seniors must be submitted by the date senior grades are due to allow time for an investigation before graduation. The complaint should indicate all relevant details, including names of witnesses, and must be signed. Submissions may also be made online.