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**Academic Integrity – Appendix A (Infractions)**

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**INFRACTIONS****Lesser Infractions**

Lesser infractions are typically initial infractions and usually lack intent. Examples include (but are not limited to):

- Minimal amounts of quotation with inadequate citation
- Failure to protect unpublished work
- Minimal amounts of faulty paraphrase (patch writing)
  - Paraphrase is material that has been reworded but follows the original closely with respect to length and content. It is not often used in academic writing, where summary is preferred. An example of acceptable paraphrase is:  
Original: “Sarcasm in ordinary parlance is sometimes used as an equivalent for irony, but it is better to restrict it to the crude and taunting of apparent praise for dispraise.”  
Acceptable paraphrase: Abrams explains that “sarcasm” in everyday speaking is often confused with the term “irony” but there is a distinction because the former is often less sophisticated and abuses by pretending to admire (81).
  - Faulty paraphrase is when material has been partially or completely reworded and follows the original too closely with respect to length and content. It is often referred to as “patch writing”. For example, ‘Nearly all pain can be relieved,’ could be changed to ‘Almost all suffering can be soothed’ or ‘a deduction is derived by subtracting the penalty from an existing grade’ becomes ‘a deduction is inferred by subtracting the penalty from a current evaluation’.
- Minimal amounts of plagiarism
- Minimal amount of missing citations
- Possession of unauthorized evaluation tools. Unsolicited possession may be mitigated by alerting College officials.

**Serious Infractions**

Serious infractions are typified by a student who behaves with an intent to receive a benefit they, or others, have not earned. Examples of serious infractions include but are not limited to:

- Repeated infractions, even if considered lesser.
- Providing falsified documents.
- Impersonating an individual or group of individuals.
- Lying or misrepresenting oneself or one’s circumstances to a college employee.
- Submitting work prepared by someone else, in whole or part, without the instructor’s approval. This includes submitting purchased work.

- Pirating, using, consulting, accessing, or attempting to access unauthorized material during quizzes or examinations.
- Copying from or looking at the work of other students during a quiz or examination or while completing other types of assignments.
- Exposing or conveying information to other students during quizzes or examinations or while completing other types of assignments e.g. permitting another student to access one's electronic file.
- Attempting to use another student's password or sharing one's password with others for any college-supported website (e.g., WebAdvisor, Desire2Learn, myApps). Note, that all students are expected to change their password(s) upon first accessing these sites and to protect them.
- Extensive copying written or verbal material without attribution.
- Using of paraphrasing tools or significant amounts of faulty paraphrase. Note that, extensive use of even proper paraphrasing techniques may also be problematic especially in an academic paper.
- Resubmitting one's own assignments more than once without obtaining the permission of the current instructor (i.e. multiple submission or self-plagiarism).
- Failing to cite sources that were not actually consulted and/or fabricating sources.
- Infractions that impact another student.
- Distribution of unauthorized evaluation tools.

### History

Created/Revised/Reviewed	Date	Author	Approved By
Created	May 2020	Policy Subcommittee	Education Council