



Academic Integrity Policy

Foundry College provides students with the skills and knowledge for the jobs of today and tomorrow. Our curriculum is designed to ensure your success but depends on each student upholding our values of academic integrity and honesty.

Foundry College reserves the right to regularly update this document. The date of the latest update is included in the footer. As a student, it is your responsibility to be aware of any updates.

The Policy

Foundry College is committed to providing students with the skills and knowledge for the jobs of today and tomorrow. Central to that education is a commitment to the principles of academic integrity. Open inquiry, honesty, and independent scholarship are what allow students to learn effectively. This is especially important at Foundry College, given our mastery-based model: Our credibility depends on students actually having learned what we say they have learned. Any violation of the principles of academic integrity undermines the achievements of our students, community and college.

All members of the academic community of Foundry College are expected to hold themselves to the highest ethical standards. Students should familiarize themselves with their responsibilities, which include the preparation and submission of all assessments as specified in this document or as directed by their instructors.

Assessments at Foundry College include quizzes, mid-trimester tests, external assessments, Mastery Assessments, podcasts, videos, written assignments such as memos, policy documents, case studies and essays as well as any other item designated as such by your instructor or the course syllabus.

Cheating

Foundry College defines cheating as the unauthorized use of materials or information when completing an assessment. Examples include but are not limited to:

- Unauthorized use of information from the internet, another individual's notes, texts, phone calls, recordings, videos or emails when completing an assessment. (Unauthorized use of information is any use that has not been given the express permission of the instructor or another administrative staff member of Foundry College.)
- Copying another student's academic work.
- Unauthorized communication with another individual while completing an assessment. (Unauthorized communication is any communication that has not been given the express permission of the instructor or another administrative staff member of Foundry College.)
- Intentionally sharing or viewing an assessment before it is administered.
- Coercing an individual to help you with or do an assessment for you.

You are fully expected to complete each assessment on your own without assistance except where explicitly required by the instructor and/or course requirements. In most cases, assessments must be done on your own.

Plagiarism

Foundry College administers a variety of assessments in different contexts, which makes it difficult to completely specify all applicable examples of plagiarism. Generally, plagiarism is the uncited use of another's words or critical ideas. Examples include but are not limited to:

- Copying the exact words, numbers, photos, graphics or other work of another without proper citation.
- Copying the words, numbers, photos, graphics or other work of another with only minor changes.
- Paraphrasing the work of another without including proper citation.
- Incorporating (or embedding) words from another source without proper citation.

If you are unsure what constitutes plagiarism, please contact Student Support Services at support@foundrycollege.org. Yale University provides an excellent resource to assist students to understand and avoid plagiarism: [Yale University's Understanding and Avoiding Plagiarism](#).

Fabrication

Fabrication is the creation or falsification of information or a citation for an assessment. Examples include but are not limited to:

- Changing an answer on an assessment after it has been graded.
- Falsifying data, facts, recordings, videos, interviews, empirical records, graphs, screenshots, or other information for an assessment.

Facilitating Academic Dishonesty

Foundry College defines facilitating academic dishonesty as knowingly helping or contributing to the violation of any part of this policy. Examples include but are not limited to:

- Allowing another student to copy any part of your assessment.
- Making available any part of a question, instructions or answers of an assessment to another individual without the express consent of an instructor or administrative staff member of Foundry College.

Participation in Academically Dishonest Activities

Foundry College defines participation in academically dishonest activities as any action taken by a student to misrepresent his or her level of competency. Examples include but are not limited to:

- Misrepresenting yourself or your situation to an instructor or the administration of Foundry College.
- Selling, loaning, or otherwise distributing assessments.
- Destroying, stealing, altering, or forging another student's academic work.
- Submitting identical academic work to more than one course without the express permission of the instructor.
- Forging, altering or misusing any part of a student's official academic record or other official Foundry College documents.

Obligation to Uphold Academic Integrity

All members of Foundry College are expected to uphold the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or via email to: misconduct@foundrycollege.org. Only a faculty or staff member can file an Academic Integrity Violation Form to report the incident. More information about the procedure for reporting a violation as well as its investigation can be found in the Foundry College Academic Integrity Violation Procedure, which is made available to all students.