

Maryland Fire and Rescue Institute

Policy and Procedures Manual



PROCEDURE: Academic Integrity

EFFECTIVE DATE: May 1, 2012; Revised October 16, 2012;
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**Maryland Fire and Rescue Institute
Academic Integrity
Policy and Procedures**

Purpose:

The purpose of this document is to ensure academic integrity, define academic dishonesty and to provide procedures for handling of academic dishonesty within MFRI courses.

Definitions:

Academic Dishonesty: Any of the following acts, when committed, shall constitute academic dishonesty:

- a) Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- b) Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- c) Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
- d) Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

Policy:

The foundation of Maryland Fire and Rescue Institute's programs is rooted in integrity. It is critical that all Institute training and education programs be conducted in full compliance with established curriculum, policies and procedures. It is the responsibility of all representatives of the Maryland Fire and Rescue Institute to actively deter academic dishonesty. Apathy or acceptance in the presence of academic dishonesty is not a neutral act. All members of the Institute – students, faculty, staff, instructors, and proctors – share the responsibility of ensuring academic integrity and challenging and making known acts of apparent academic dishonesty.

All students, faculty, staff, instructors, and proctors in a position to work with examination materials will sign a statement indicating understanding of, and compliance with, the Institute Academic Integrity Policy. All students will sign the statement at the start of each class. MFRI field instructors will indicate acceptance of the Policy as part of the instructor agreement at the beginning of employment and every three years while employed by the Institute. Proctors will sign a statement indicating acceptance of the Policy each time exams are received.

Procedure:

Responsibilities:

Regional/Program Coordinators:

- Receive and distribute exams in accordance with the MFRI Testing Policy.

- Maintain exam security at all times.
- Check exam sets every time they are relinquished and received to ensure that all exams are accounted for.
- Report any missing exams to the appropriate Assistant Director.
- Ensure proctors sign the Academic Integrity Policy Compliance Statement for Proctors every time an exam is relinquished.
- Ensure students read and sign the Academic Integrity Policy Compliance Statement for Students as part of every class start.
- Enforce the Academic Integrity Policy.
- Report any instances of known or suspected academic dishonesty immediately to the appropriate Assistant Director.

Instructors:

- Read and sign the Academic Integrity Policy Compliance Statement for Proctors at time of initial employment and every three years as part of the employment agreement.
- Ensure students read and sign the Academic Integrity Policy Compliance Statement for Students at every class start.
- Enforce the Academic Integrity policy.
- Report any instances of known or suspected academic dishonesty immediately to the appropriate Regional/Program Coordinator.

Written and Practical Exam Proctors:

- Sign the Academic Integrity Compliance Statement for Proctors every time an exam set is received. (Attachment 1)
- Confirm that each exam set received is complete at the time of receipt and at the time it is relinquished.
- Administer exam in compliance with the MFRI Testing Policy.
- Ensure that each student enters the exam identification number on the answer sheet, returns the correct exam with the answer sheet, and signs the honor pledge stamped/printed on the answer sheet.
- Report any instances of known or suspected academic dishonesty immediately to the Regional/Program Coordinator.

Students:

- Read and sign the Academic Integrity Policy Compliance Statement for Students at the class start. (Attachment 2)
- Sign the honor pledge statement stamped/printed on all exam answer sheets.
- Write and sign the following pledge on all assignments submitted: *I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.*
- Report any instances of known or suspected academic dishonesty immediately to the Proctor and/or the Regional/Program Coordinator.

Reporting and Investigation:

All members of the MFRI community, including full-time faculty and staff, instructors, proctors, and students are required as a condition of employment or participation in a MFRI program to report any instances of known or suspected academic dishonesty immediately. The initial report may be made verbally, but a written statement about the facts is to be submitted promptly, detailing the specifics involved in the alleged academic dishonesty.

All allegations of academic dishonesty will be investigated promptly by MFRI administration. If the investigation reveals that academic dishonesty did occur, punishment may include termination of employment, dismissal from a class, or prohibition from future enrollment in MFRI courses. Any instance of confirmed academic dishonesty by a student will be reported to the agency sponsoring the student's enrollment in the course.



Maryland Fire and Rescue Institute
Academic Integrity Policy
Compliance Statement for Proctors



Any of the following acts, when committed, shall constitute academic dishonesty:

- a) Cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
b) Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
c) Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
d) Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

I agree, as a condition of employment as an exam proctor, to abide by the following:

- a) Not to commit any acts of academic dishonesty during any MFRI class.
b) Maintain all testing materials securely in accordance with the MFRI Testing Policy.
c) Report any instances of known or suspected academic dishonesty by any person—student, instructor, proctor, or full-time MFRI employee—immediately to MFRI administration. The report may initially be made verbally, but a written statement about the facts is to be submitted within one week detailing the specifics involved in the alleged academic dishonesty.
d) Participate in investigations into violations of the Academic Integrity Policy.

Title of Exam Administered

Proctor's Name (Printed)

Proctor's Signature

Date of Administration

Class Log Number



Maryland Fire and Rescue Institute
Academic Integrity Policy
Compliance Statement for Students



Any of the following acts, when committed, shall constitute academic dishonesty:

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b) Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
c) Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this policy.
d) Plagiarism: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

I agree, as a condition of participation in a MFRI course, to abide by the following:

- a) Not to commit any acts of academic dishonesty during any MFRI class.
b) Sign the honor pledge printed on all exam answer sheets.
Write and sign the following pledge on all assignments submitted:

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment.

- c) Report any instances of known or suspected academic dishonesty by any person—student, instructor, proctor, or full-time MFRI employee—immediately to MFRI Administration. The report may initially be made verbally but a written statement about the facts is to be submitted within one week, detailing the specifics involved in the alleged academic dishonesty.
d) Cooperate in investigations into violations of the Academic Integrity Policy.

Student's Name (Printed)

Student's Signature

Date of Class Start

Class Log Number