

PART 4. ACADEMIC INTEGRITY POLICY AND PROCEDURE

1-401 Policy Statement; Application; Definitions

- a. Policy Statement. The University has the responsibility for maintaining academic integrity so as to protect the quality of education and research on our campus and to protect those who depend upon our integrity.
 1. *Expectations of Students.* It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Students have been given notice of this Part by virtue of its publication. Regardless of whether a student has actually read this Part, a student is charged with knowledge of it. Ignorance is never a defense.
 2. *Expectations of Instructors.* It is the responsibility of each Instructor to establish and maintain an environment that supports academic integrity. An essential part of each Instructor's responsibility is the enforcement of existing standards of academic integrity. If Instructors do not discourage and act upon violations of which they become aware, respect for those standards is undermined. Instructors should provide their students with a clear statement of their expectations concerning academic integrity.
- b. Application. This Part contains the exclusive procedures for addressing course-based academic integrity infractions, including proficiency tests taken after enrollment, for all courses in all colleges except for courses in the College of Law, the College of Medicine, and the College of Veterinary Medicine. This Part also does not apply to pre-enrollment infractions (see § 1-301 and § 1-303) or infractions of the [Academic Integrity in Research and Publications Policy](#).
- c. Definitions. For purposes of this Part, the following definitions shall apply:
 1. *Business Day.* Monday through Friday, excluding University and campus holidays and reduced service days.
 2. *Consultant.* A person with whom a student or Instructor may privately consult during the process. A Consultant may attend hearings with a student or Instructor, but may not participate in the hearings, and may not

serve as a witness. Each participant may be accompanied by only one Consultant.

3. *Dean*. The dean of the college or head of the equivalent academic unit in which a course or examination is conducted or his/her designee.
4. *Executive Officer (EO)*. The executive officer or head of the department or unit in which a course or examination is conducted or his/her designee.
5. *Instructor*. A faculty member or authorized staff member who supervises any academic endeavor.
6. *Notice*. A written communication conveying information to or from a participant in the process. E-mail notices are strongly encouraged.
7. *Record*. The Instructor's Allegation Notice, written student Response, any materials relied upon by the Instructor to make the determination, the course syllabus, and the Instructor's Decision Notice.

1-402 Academic Integrity Infractions

- a. Cheating. No student shall use or attempt to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Instructors are strongly encouraged to make in advance a clear statement of their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance. Such advance notification is especially important in the case of take-home examinations. During any examination, students should assume that external assistance (e.g., books, notes, calculators, and communications with others) is prohibited unless specifically authorized by the Instructor. A violation of this section includes but is not limited to:
 1. Allowing others to conduct research or prepare any work for a student without prior authorization from the Instructor, including using the services of commercial term paper companies.
 2. Submitting substantial portions of the same academic work for credit more than once or by more than one student without authorization from the Instructors to whom the work is being submitted.

- b. Plagiarism. No student shall represent the words or ideas of another as one's own in any academic endeavor. A violation of this section includes but is not limited to:
1. *Copying*: Copying another student's paper or working with another person when both submit similar papers without authorization to satisfy an individual assignment.
 2. *Direct Quotation*: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited. Proper citation style for many academic departments is outlined in such manuals as the *MLA Handbook* or K.L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*. These and similar publications are available in the University bookstore or library. The actual source from which cited information was obtained should be acknowledged.
 3. *Paraphrase*: Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part. This is true even if the student's words differ substantially from those of the source. A citation acknowledging only a directly quoted statement does not suffice as an acknowledgment of any preceding or succeeding paraphrased material.
 4. *Borrowed Facts or Information*: Information obtained in one's reading or research that is not common knowledge must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. Materials that contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited. One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.
- c. Fabrication. No student shall falsify or invent any information or citation in an academic endeavor unless authorized to do so by the Instructor. A violation of this section includes but is not limited to:
1. Using invented or false information in any laboratory experiment or other academic endeavor without notice to and authorization from the Instructor or examiner. It would be improper, for example, to analyze one sample in an experiment and covertly invent data based on that single experiment for several more required analyses.

2. Altering the answers given for an exam after the examination has been graded.
 3. Providing false or misleading information for the purpose of gaining an academic advantage.
- d. Facilitating Infractions of Academic Integrity. No student shall help or attempt to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated. A violation of this section includes but is not limited to:
1. Allowing another to copy from one's work.
 2. Taking an exam by proxy for someone else. This is an infraction of academic integrity on the part of both the student enrolled in the course and the proxy or substitute.
 3. Removing an examination or quiz from a classroom, faculty office, or other facility without authorization.
- e. Bribes, Favors, and Threats. No student shall bribe or attempt to bribe, promise favors to or make threats against any person with the intent to affect a record of a grade or evaluation of academic performance. This includes a student who conspires with another person who then takes the action on behalf of the student.
- f. Academic Interference. No student shall tamper with, alter, circumvent, or destroy any educational material or resource in a manner that deprives any student of fair access or reasonable use of that material or resource.
1. Educational resources include but are not limited to computer facilities, electronic data, required/reserved readings, reference works, or other library materials.
 2. Academic interference would also include the situation where the student committing the infraction personally benefits from the interference, regardless of the effect on other students.
- i. Sale or Distribution of Lecture Notes or Course Materials. No student shall sell, deliver or distribute copyrighted lecture notes or other course materials without the express permission of the copyright holder. An example of an infraction would include posting on a website or selling instructor copyrighted slides, lecture notes or other expressions fixed in a medium. (*See also the University General Rules, Art. III, §4 regarding copyright policy.*)

- j. Failure to Comply with Research Regulations. No student shall fail to comply with research regulations such as those applying to human subjects, laboratory animals, and standards of safety.

1-403 Procedures

a. Suspicion of infraction – Initial Determination.

1. *Allegation.* An Instructor who has reason to believe that a student has committed an academic integrity infraction shall notify the student in writing of the basis for the belief. E-mail notice is strongly encouraged. The Allegation Notice must contain sufficient information to permit the student to respond to the concern. A copy of the Allegation Notice shall be provided to the department and college in which the course or examination is conducted. The college should, where applicable, notify the college with which the student is affiliated (for graduate students, the Graduate College is the applicable college).
2. *Response.* The student has ten (10) business days from the date of the Allegation Notice to submit a written Response to the Instructor. The Response should include all relevant information, materials and witness statements the student wishes the Instructor to consider.
3. *Fact-Finder.* The Instructor shall act as fact-finder and explore information relevant to the alleged infraction. The Instructor should consider all information provided by the student in the Response. The instructor may collect additional relevant information to assist in making a determination. The Instructor will pay due regard to the Family Educational Rights and Privacy Act ([FERPA](#)) when making inquiries, including interviewing involved parties.
4. *Timing.* The Instructor shall work to resolve the matter and make a determination on a timely basis.
5. *Instructor's Decision.*
 - A. If the Instructor concludes that the student did not commit an infraction, the student shall be permitted to:
 - i. Continue in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction; or

- ii. Drop the course at any time during the semester without a “W” on the transcript; or
 - iii. Change sections in the course, if possible.
- B. If the Instructor concludes based on available information that it is more probably true than not true that the student has committed an infraction, the Instructor shall make a finding of a violation and impose a sanction as permitted in 1-404.
- C. In either case (A or B), Notice of the Instructor’s decision shall be given to the student and to the department and college in which the course or examination was conducted. When an infraction is found, the Instructor’s Decision Notice shall include at least: 1) the finding of violation, 2) a brief explanation of the facts establishing the violation, 3) the sanction and the basis for the same, and 4) a statement such as: *“You have the right to appeal this decision and/or sanction by [insert date], or within five (5) business days from the date of this decision pursuant to 1-403(b) of the Student Code.”*
- 6. *Multiple students.* When two or more students have been accused of cooperating in an academic infraction, any fact-finding inquiries should establish their independent responsibility and the sanctions for each individual should be decided separately.
- 7. *Student not enrolled in course.* If a student is not enrolled in the course affected, the Instructor shall not make an allegation but shall instead forward that student’s case to the Senate Committee on Student Discipline for handling pursuant to its policies and procedures.
- 8. *Finality of Instructor’s Decision.* If a student does not appeal the instructor’s decision, it shall be final except to the extent the sanction includes a recommendation for suspension or dismissal from the University. A recommendation of suspension or dismissal will be handled pursuant to 1-403(d).
- 9. *Forwarding the Record.* Once a decision has been made, the Instructor shall forward the Record to the department or unit executive officer for retention pursuant to applicable policy.

b. Contested Determination or Sanction - Appeal.

1. *Timing and Content of Appeal.* A student wishing to appeal an Instructor's decision must file a written appeal within five (5) business days from the date of the Instructor's Decision Notice, except as provided in 1-403(d)(1)(A). The appeal shall include at least: the name of the student, the course involved, the name of the Instructor, the applicable grounds for appeal (see b.2 below), and an explanation for the basis of appeal. The appeal shall be submitted to the executive officer (EO) in the department or unit in which the course or proficiency examination was conducted.
2. *Burden of Proof; Grounds for Appeal.* A student wishing to appeal bears the burden of establishing at least one of the following grounds for appeal:
 - A. The Instructor did not follow these procedures and the deviation resulted in significant prejudice against the student;
 - B. The Instructor's decision was not based on substantial information. In other words, facts established, even if believed by the Instructor, were insufficient to establish the infraction occurred;
 - C. The sanction was disproportionate to the violation; or
 - D. New information that was not available at the time of the Instructor's decision exists that proves conclusively that the student did not commit the violation.
3. *EO handling of Appeal.* Upon receipt of the appeal and Record, the EO shall:
 - A. Schedule a departmental hearing if the highest sanction was a Category 2 as provided in 1-404.
 - B. Refer the Record to the Dean for a college hearing if the highest sanction is Category 3 as provided in 1-404.
4. *Automatic Review.* A recommendation for suspension or dismissal by an Instructor shall be automatically reviewed pursuant to 1-403(d).

c. Appeal Hearing Procedures.

1. *Configuration*
 - A. *Departmental Level Appeal.* The EO shall select a hearing committee which shall be comprised of at least two faculty members and one student to hear and vote on the matter. One of the faculty members

shall serve as Chair. Only faculty and students without a conflict of interest (as determined by the EO) shall serve.

B. *College Level Appeal.* The Dean or designee shall serve as the Chair, but as a nonvoting member. The Chair shall select a hearing committee which shall be comprised of at least two faculty members and one student member to hear and vote on the matter. Only faculty and students without a conflict of interest (as determined by the Dean or designee) shall serve.

C. *Student Committee Members.* The student members on the hearing committees shall be of the same status as the respondent(s) (undergraduate or graduate). In matters involving both undergraduate and graduate student(s), both an undergraduate and a graduate student shall serve on the committee. The undergraduate committee member shall vote on the undergraduate respondent(s) and the graduate student committee member shall vote on the graduate respondent(s).

2. *Notice of Hearing.* Notice of Hearing shall be sent at least five (5) business days prior to the hearing, unless the student requests an expedited hearing and the request is granted.

3. *Attendance.* Attendance is restricted to committee members and to the student(s), Instructor(s), and their Consultants. Both the student and the Instructor shall be permitted to be present throughout the hearing but are not required to attend. When multiple students are involved, the hearing may be combined except when discussing the educational record of each student with regard to sanctions. Students and Instructors shall represent themselves in the hearing. Any person, including a student or Instructor, who disrupts a hearing or who fails to adhere to the directives of the Chair may be removed from the hearing at the discretion of the Chair. All parties shall be excluded during committee deliberations.

4. *Information Considered.* Appeals are intended to determine if the student has established the grounds for appeal. The student and the Instructor may each make a brief opening statement, and then respond to questions from the committee. The student and the Instructor may suggest questions to be asked of each other. The Chair shall decide whether or not to pose the

questions. The committee, through the Chair, may solicit information or statements from any person it deems relevant to the matter in dispute, either at its own initiative or at the suggestion of the student or Instructor. All such information must be presented in the hearing and not in closed deliberation. The confidentiality of all information shall be preserved. Formal rules of evidence shall not apply.

5. *Committee Deliberations and Disposition.* The deliberations of the Committee are confidential. The decisions and recommendations of the committee must be agreed to by a simple majority of the voting members of the committee hearing the matter. The committee shall submit a written report to the EO (or Dean of the college offering the course in the case of a college level hearing) within five (5) business days from the date of the hearing. The report should include:
 - A. A brief overview of the allegation(s) and response;
 - B. A summary of the relevant information considered at the hearing;
 - C. A statement as to whether the student has met the burden establishing the grounds for an appeal; and
 - D. A recommendation. The recommendation may include upholding, overturning or adjusting the instructor's decision or sanction, or such other recommendation as may be appropriate. Failure by the Instructor, department or college to follow the procedures of this Part shall not absolve a student of his/her responsibility to refrain from violations of academic integrity. The committee may recommend that a matter be returned to the level where the error occurred for reconsideration. The committee shall not recommend a sanction of a higher Category than the Instructor's original sanction. (*See 1-404 of this Part.*)
6. *EO or Dean's decision.* Within five (5) business days of receipt of the Report, the EO or Dean may do any of the following:
 - A. If the EO or Dean accepts a committee recommendation to uphold the Instructor's decision and sanction, he shall inform the Instructor and the student of the same in writing.

- B. If the EO or Dean accepts a committee recommendation to overturn or adjust the Instructor's decision and/or sanction, the EO or Dean shall inform the Instructor and permit the Instructor five (5) business days to concur with the committee's recommendation or submit a statement of objection. If the Instructor objects, the EO or Dean shall take that objection into account when making a final decision in the case. No response from the Instructor within the allotted time shall be construed as no objection to the recommendation.
 - C. If the EO or Dean disagrees with the committee's recommendation, the EO or Dean shall direct the committee to reconsider the matter. The specific errors or concerns shall be identified and the committee need only address the issues raised. The EO or Dean may then accept or decline the committee's recommendation in whole or in part.
7. *Finality of Decision.* The decision of the EO or Dean shall be final, and shall be communicated to the student and Instructor in writing.
- d. Handling of a Recommendation for Suspension or Dismissal from the University
- 1. Upon receipt of a recommendation for suspension or dismissal from the University, the EO shall review the record and discuss the matter with the Instructor and with the student.
 - A. If the EO declines to forward the recommendation for suspension or dismissal, the EO shall provide Notice declining the recommendation to the student and the Instructor. The Instructor's finding(s) and other sanction(s) remain in effect. The student shall have five (5) business days from the date of the EO's Decision Notice to appeal the Instructor's finding and/or sanctions, pursuant to the provisions of 1-403(b).
 - B. If the EO agrees with the recommendation and the student waives his/her right to a college-level appeal hearing, the matter shall be forwarded to the Senate Committee on Student Discipline for review and action.
 - C. If the EO agrees with the recommendation and the student does not waive his/her right to appeal, the EO shall forward the matter to the Dean for a hearing by the college in which the course or examination was

offered. The college shall conduct a hearing in accordance with 1-403(c) except, in the event the student is affiliated with a different college, the dean of the student's college shall be invited to name a representative from the student's college, who shall serve as a non-voting member of the committee. The hearing committee shall consider the facts of the case and make a judgment on whether suspension or dismissal is warranted. If the student also wishes to appeal the Instructor's finding(s) and/or other sanction(s), that appeal shall be heard at the same hearing. In that case, the burden rests with the student to establish that at least one of the grounds for appeal found in 1-403(b)(2) are present.

2. If, after a hearing, the dean of the college in which the course or examination was offered accepts a recommendation for suspension or dismissal, the dean shall forward the recommendation to the Senate Committee on Student Discipline for review and action.
 3. The question before the Senate Committee on Student Discipline is whether the breach of academic integrity in question is of such a nature as to warrant suspension or dismissal of the student. The Committee may take into consideration prior findings of academic integrity violations against the student when determining if suspension or dismissal from the University is warranted. If the hearing committee or the Senate Committee on Student Discipline does not concur with the recommendation of suspension or dismissal, it may impose a lesser formal sanction and/or educational sanctions, along with the course-based sanction imposed by the Instructor. (See SCSD Student Disciplinary Procedures for permissible sanctions.) The Committee shall inform the Dean of its decision and the Dean shall notify the Instructor and EO of the unit in which the infraction occurred. The decision of the Senate Committee on Student Discipline shall be final.
- e. Student Status. While an academic integrity infraction is pending (from the date of the Allegation Notice until final resolution), no change in enrollment status in the course shall be permitted.

1. If the final deadline for reporting a grade occurs prior to the resolution of the case, the Instructor shall request that the student's college assign an "Incomplete" grade to the student for the course until final resolution.
2. Upon a finding of no infraction and resolution of the case, the student shall have the options set forth in 1-403(a)(5)(A).
3. Upon a finding of an infraction and resolution of the case:
 - A. If the sanction is Category 1 or 2 as provided in 1-404, an undergraduate student may drop the course if he or she is otherwise eligible under section 3-311(d)(2). Graduate students may drop the course provided the infraction occurred before the usual deadline for dropping a course. A record of the infraction will remain in the student's file even if the student drops the course.
 - B. If the sanction is a Category 3 as provided in 1-404, the student may neither change the course to a Credit/No Credit status nor drop the course.

1-404 Sanctions

- a. Authorized Sanctions. Authorized Sanctions for academic integrity violations are one or more of the following:
 1. Category 1 – Any sanction discussed and agreed to in writing by the Instructor and the student. A Category 1 sanction must also be reported pursuant to 1-405. A student who accepts a Category 1 sanction waives their right to appeal either the finding of a violation or the sanction under 1-403(b).
 2. Category 2 –
 - A. A written warning
 - B. Educational Sanctions including make-up assignments of a more difficult nature, assignments pertaining to academic integrity, and/or required attendance at a noncredit workshop or seminar on academic integrity.
 - C. A reduced grade on the assignment
 - D. A failing grade for the assignment
 - E. A reduced grade for the course
 - F. A denial of credit for the proficiency exam
 3. Category 3 – A failing grade for the course.

In addition to any other sanctions imposed, an Instructor may also recommend suspension or dismissal from the University. If a combination of sanctions is to be imposed, the sanction from the highest Category shall determine to whom a Contested Determination or Sanction is forwarded in 1-403(c), except as provided by 1-403(d) for cases involving suspension or dismissal.

- b. General Guidance for Sanctions. The variety of academic settings encountered in the University precludes establishing uniform sanctions for all infractions. Instructors may use their discretion in light of the nature of the class, the educational experience of the student, prior instructions or warnings the Instructor has given to the student, etc.
 1. Relevant aggravating and mitigating factors shall be considered in determining the sanction.
 - A. Knowledge and intent are not necessarily factors in determining whether an infraction occurred, but shall be considered in determining an appropriate sanction. Instructors shall consider whether the student knew or should have known that an infraction was likely to occur based on the circumstances surrounding the incident. Careless conduct that results in an infraction should be sanctioned less severely than intentional conduct.
 - B. Instructors shall consider aggravating factors, such as repeated violations within the same course in the same semester, cheating on the major work for the course, activity that was designed to hinder the academic performance of others, and similar conduct when determining an appropriate sanction.
 - C. Violations in other courses or other semesters will be addressed by the Senate Committee on Student Discipline and shall not be considered by the Instructor when determining a sanction. See Section 1-406.

1-405 Reporting and Record Keeping

- a. Report. Once a violation of academic integrity matter has been resolved (a finding of violation, sanction and completion of appeals process or expiration of time to appeal), the EO shall prepare a report of the violation. The report shall include:
 1. the nature of the alleged violation of academic integrity;

2. if applicable, the appeal procedures followed and the recommendation of any hearing committee; and
 3. the final decision and sanction(s) imposed.
- b. Transmittal. The EO shall send a copy of this report, including the student's name and University identification number, to the college in which the course or examination was conducted, to the college or equivalent academic unit in which the student is enrolled, and to the executive director of the Senate Committee on Student Discipline within ten (10) business days of the resolution of a case.
 - c. Record Retention. A record of the infraction will remain in the student's department and college files (both the student's college of enrollment and the college in which the course or examination was conducted), pursuant to the University's record retention policy. The executive director of the Senate Committee on Student Discipline will retain the information pursuant to the University's records retention policy.
 - d. Annual Report. The executive director of the Senate Committee on Student Discipline shall compile an annual report to the Senate on the number and severity of such infractions of academic integrity, without identification of the individuals involved. The report shall be available to the public.

1-406 Continuing Jurisdiction of the Senate Committee on Student Discipline

Nothing contained herein shall be construed to limit or impair the jurisdiction of the Senate Committee on Student Discipline (SCSD) over student disciplinary matters. Departments that become aware of repeat offenders are encouraged to call these cases to the attention of their college. Colleges are encouraged to make special note of repeat offenders to the SCSD. The SCSD will address multiple violations of the academic integrity policy by the same student.