



## UNIVERSITY POLICY

### ACADEMIC AND FACULTY POLICIES

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**Number: 107**

**Subject: Academic Misconduct Policy**

**Covered Individuals: All Students, Staff, Faculty**

**Covered Campus Locations: All Locations**

**Date of Origin: November 21, 2014**

**Effective Date of Last Revision: December 5, 2018**

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#### **POLICY STATEMENT**

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

#### **DEFINITIONS:**

##### **Cheating includes, but is not limited to:**

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students' work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of the instructors involved.

##### **Academic dishonesty includes, but is not limited to:**

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

##### **Plagiarism includes, but is not limited to:**

- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using images, charts, graphs, statistics or tables without proper citation.

## **POLICY**

### **Levels of Academic Misconduct and Sanctions**

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the university (Table 1). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in Table 1 should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

**Table 1 Summary of Academic Misconduct Sanctions**

Level	Examples (not an exhaustive list)	Action	Recommended Consequences	Appeals Process
<p>First level violations occur because of inexperience or lack of knowledge of academic integrity. (Usually, there is an absence of dishonesty or intent to deceive.)</p>	<p>Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.</p> <p>Failure to footnote or give citation in a limited section of an assignment.</p> <p>Paraphrasing whose language is too close to the original text.</p>	<p>Student meets with instructor. Instructor has the option to either individually instruct student on academic integrity or recommend student visit the Writing Center for specific instruction.</p> <p>Instructor notifies the Dean of the School of the violation and action taken. If a negative sanction has been imposed, the Dean of the School will submit this information into the ongoing database, checking for additional violations.</p>	<p>Have student repeat the assignment, or give the student an alternative assignment, after additional instruction is completed,</p> <p>or</p> <p>Give student a “zero” grade, or no credit, for the assignment in question.</p> <p>and</p> <p>Have student complete additional instruction (either with instructor or the Writing Center).</p>	<p>If the student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of School after the session has ended.</p>

<p>Second level violation requires forethought, though the cheating is not extensive but rather moderate in scope. Moderate means that some of the student's work is not his or her own.</p>	<p>Repeat of first level violation.</p> <p>Quoting directly or paraphrasing a moderate amount of material without acknowledging the source.</p> <p>Copying work or facilitating copying on an exam or other classroom assignment.</p> <p>Using prohibited materials during an exam or other classroom assignment.</p> <p>Exchanging information during an exam or other classroom assignment.</p> <p>Submitting the same work, or portions thereof, in order to satisfy requirements of more than one course without permission from the instructors involved. (Self-plagiarism.)</p>	<p>Student meets with instructor.</p> <p>Instructor or Department Chair notifies the School Dean of the violation. The Dean asks the instructor from the school to submit a grade change form leaving the first line of the grade change form blank and the second line F. Then in the reason area of the form note academic misconduct. The Dean of the School submits this information into the ongoing database, checking for additional violations.</p> <p>The School Dean will determine, based on the number and severity of the violations, whether the student needs to be referred to the Academic Misconduct Board. This decision will be at the discretion of the School Dean. However, if a student has had two prior violations, the School Dean must refer the student to the Academic Misconduct Board, which will hold a hearing.</p>	<p>Instructor may record a "zero" grade, or no credit, for the assignment in question</p> <p>and/or</p> <p>Instructor may fail the student in the course. The instructor submits a grade change form leaving the first line of the grade change form blank and placing in the second line an F. Then in the reason area of the form academic misconduct is noted</p> <p>and</p> <p>Instructor has the option to either individually instruct student on academic integrity or recommend student visit the Writing Center for specific instruction.</p>	<p>If the student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of the School after the session has ended.</p> <p>If the student is referred to the Academic Misconduct Board, the student may appeal to the Vice President for Academic and Student Affairs (VPASA) for issues relating to University processes.</p>

<p>Third level violation is intentional and severe.</p>	<p>Repeat first or second level violation.</p> <p>Acquiring or distributing copies of an exam or assignment from an unauthorized source.</p> <p>Submitting purchased materials such as a term paper or other assignment.</p> <p>Fabricating sources or data.</p> <p>Sharing of passwords and other security measures that compromise the integrity of one's work.</p> <p>Intentionally ignoring the instructions of instructors and/or proctors.</p> <p>Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.</p> <p>Committing a violation of academic integrity that breaks the law or resembles criminal activity, such as forging a grade, letter or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.</p> <p>Having a substitute take an exam or complete an assignment, or taking an exam or doing an assignment for someone else.</p> <p>Sabotaging another student's work through actions designed to prevent the student from</p>	<p>Student meets with instructor.</p> <p>Instructor notifies the Dean of the School of the violation. The Dean of the School submits this information into the ongoing database, checking for additional violations</p> <p>The School Dean will refer the student to the Academic Misconduct Board, which will then hold a hearing.</p>	<p>Student fails the course</p> <p>and</p> <p>Suspension from School (the student can only be suspended, dismissed or expelled through fair process of the Academic Misconduct Board)</p>	<p>The student may appeal to the VPASA for issues relating to University processes.</p>
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	<p>successfully completing an assignment.</p> <p>Knowingly violating canons of the ethical code of the profession for which a student is preparing.</p>			
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## **RULES, PROCEDURES, GUIDELINES, FORMS, AND OTHER RELATED RESOURCES**

### **[RESOURCE: Academic Misconduct Report Form \(click to download\)](#)**

#### **Procedure for Academic Misconduct Board (AMB) Referrals and Hearings**

The following procedure will be followed for all referrals and subsequent hearings.

1. Formal referrals from the Dean are sent to the AMB chair and must include at a minimum: A synopsis of the circumstances of the occurrence; any other violations found in the database maintained by the Academic Affairs Office; and contact information for all parties involved.
2. The AMB chair will provide board members with basic information and details about any referrals; this provides members opportunities to recuse themselves, if appropriate.
3. The AMB chair will select three of the serving faculty members to conduct a hearing in a timely manner. Additionally, the Registrar and Director of Academic Success will be present at each hearing to contribute information as appropriate.
4. The faculty members conducting the hearing will consider all available evidence and affirm the level of the violation indicated in the referral, or reclassify as necessary, and determine the culpability of the accused student. If the hearing members determine that the student is culpable, based on the preponderance of evidence, a sanction against the student will be imposed by majority vote, per the guidelines in UIU policy #107: Academic Misconduct Policy.
5. A faculty member from the hearing will submit a summary of their findings in writing to the AMB chair, who will notify the involved parties, the Dean, and the VPASA of the outcome of the hearing. The Director of Financial Aid will also be notified for non-cash paying students.
6. Hearing outcomes will be communicated to all AMB members at the next scheduled meeting.
7. AMB members will have access to a secure folder where all available evidence, audio recordings from hearings, and action letters for each case are kept; the folder will be maintained by the chair of the AMB.
8. The chair of the AMB will prepare an annual report summarizing case statistics in aggregate form for Faculty Senate each academic year.

\*All hearings are recorded, for internal use only.

#### **Mitigating/Aggravating Circumstances for Academic Misconduct**

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

1. Extent of misconduct. Misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.
2. Intent of misconduct. Misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness, and willfulness.
3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same

misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.

4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.
5. Prior offenses. Repeat offenses are especially serious.

## **CONTACTS**

Acting as the Policy Owner, the Academic Affairs Office is responsible for answering questions regarding the application of this policy.

## **SANCTIONS**

Sanctions will be dependent on the above listed tables.

## **HISTORY**

- Original policy was created on November 21, 2014.
- September 2016 – additional edits made by Dean of the School of Liberal Arts
- May 15, 2017 – recommended by University Policy Committee
- June 6, 2017 – approved by President's Council
- November, 2018 – revision recommended by Academic Affairs Committee to Faculty Senate and approved by Faculty Senate on November 14, 2018
- December 3, 2018 – revision recommended by University Policy Committee
- December 5, 2018 – revision approved by President's Council



## Academic Misconduct Process Flowchart



