

LEARNING WITH INTEGRITY

A Manual on
Academic Integrity for Faculty



VILLANOVA
UNIVERSITY

Revised: February 15, 2018
Technical Updates March 8, 2021; November 23, 2021



VILLANOVA UNIVERSITY

From: Craig Wheeland
Vice Provost for Academics

To: New Faculty

Subject: Academic Honesty and Integrity

Date: February 15, 2018; Technical Updates March 8, 2021, November 23, 2021

As you will discover, Villanova students are hard-working and disciplined young people. As faculty members, one of the most important ways that we can support their continued moral development is to insist on a culture where students do their work honestly and avoid dishonest behaviors such as cheating, plagiarism, or unauthorized collaboration. Each year we do have a few students who, for one reason or another, violate our expectations. It is important that we both sanction and educate those students, both for their own benefit, and to support the large majority of our students who learn with integrity.

This booklet is designed to introduce you to the ways that we reinforce academic integrity at Villanova. Please use this booklet as part of your efforts to set the highest possible standards for academic integrity in your own classes. The booklet covers these topics:

1. Frequently Asked Questions
2. A Form for reporting academic integrity violations
3. Tips for avoiding academic integrity problems in your classes
4. Villanova's program for Educating Students Responsible for an Integrity Code Violation
5. Villanova's Academic Integrity Code
6. Villanova's Academic Integrity Policy
7. Flow Chart Summarizing the Process
8. Summary of Procedures for Appeal

Please do not hesitate to contact my office for further advice about academic integrity or to discuss any other questions you may have about Villanova. My direct dial number is 610-519-4518. Also, visit the [Academic Integrity](#) webpage for more information.

1. Frequently Asked Questions

What actions violate the code of academic integrity?

The Code puts it this way: “Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.

When does poor documentation become plagiarism?

Faculty members are often puzzled about whether to treat problematic documentation as plagiarism or as a simple writing problem that requires correction but not punishment. This is ultimately the faculty member's decision, but you can always contact your chair or the Senior Vice Provost for Academics for confidential advice. Just asking for advice, in other words, doesn't mean that you must report the student. Here are three questions to consider when deciding whether to treat a case as a simple documentation error or as plagiarism:

1. Is the problematic documentation significant and/or extensive?
2. Is there an element of deception?
3. Were you clear in your instructions as to how work should be documented?

If the answer to each question is "yes," then you should work through the formal policy. Otherwise you may wish to handle the case as an educational issue within your own class. In general, if you are unsure, you should consult with your department chair or the Senior Vice Provost for Academics (610-519-4520).

Please note that if you impose a grade penalty because you think the student plagiarized then you must report the violation, so the student has the opportunity to appeal the allegation. You may mitigate the seriousness of the charge by recommending that the student receive a Class II violation, rather than the more serious Class I violation. A Class II violation is defined as a “minor” violation or there are “mitigating” circumstances. A student who receives a Class II violation is not liable for suspension or expulsion if there is a second offense.

What should I do if I find that students have violated the Code?

The policy requires you to take three actions:

1. **Discuss.** Discuss the offense with the student, (in person if possible, or by email) giving the student an opportunity to respond. Following this initial communication with the student, all subsequent communications by the student or parent go to the dean (or designee).
2. **Penalize.** As the faculty member, the grade penalty you give to an academic integrity violation is your individual academic decision. In most cases, faculty members give an F for the

assignment, or a more severe penalty up to and including an F for the course. In the School of Business all faculty members assign a grade of zero to any work in violation of the code. In some cases, faculty members ask the student to redo the assignment rather than impose a grade penalty. If they redo the assignment without penalty, then you do not need to report the case as an academic integrity violation. If you are not sure what penalty is appropriate, consult with your department chair or the Senior Vice Provost for Academics (610-519-4520).

3. **Report.** Report the incident and your grade penalty to your dean (or designee) and your chair, using the form for reporting violations available in MyNOVA: [Report a Violation of the Academic Integrity Code | MyNova \(villanova.edu\)](#)

Why shouldn't I just handle this myself, rather than going through the University policy?

Not reporting the incident tends to trivialize the seriousness of academic integrity violations. Reporting an academic violation also ensures that the student will be much less tempted to cheat in other classes. Reporting the incident means that the student will also have to undergo an educational program mandated by the office of the student's dean, which will further help emphasize the seriousness of academic integrity. Also, since the policy requires you to report violators if you impose a grade penalty, if you fail to do so, you will be in violation of the University policy. If the students should, at some later point, object to the way you handled the incident, you may be in a vulnerable legal position if you have not followed the policy.

If I report a student, is there a danger that I will be sued and need to hire an attorney?

In the unlikely case of a lawsuit, faculty members who work within the framework of the University's policy will be represented by University counsel. Normally courts are very reluctant to intervene in cases where universities follow their own policies. Legal problems typically arise when faculty members do not follow the University's own policy, for example, when they penalize students without also reporting them.

If I report the student, does that mean that someone else will decide what grade the student should get for the course or the project?

The grade and academic penalty is your decision (except the School of Business requires faculty to assign a zero to work in violation of the code). You may give the student an F for the paper or project, and F in the course, or you may ask the student to redo the project without a grade penalty. The student may appeal the grade penalty under the "Grade Appeals and Complaints against Faculty" policy found in the Faculty Handbook. Grade appeals are heard by your department chair.

If I do report a student, does that mean that I will get involved in a complicated legal process involving hearings and documentation?

Once you have made your report to your dean and chair, you are finished with the process

(although the dean may ask you for further clarification). In a minority of cases, students appeal a faculty member's decision. There will be a hearing, but you do not have to attend the hearing if you do not wish to. The appeal is heard by a panel of three faculty and two students who decide by voting. The vote is by secret ballot and the majority decides if the student is responsible or not responsible. The panel members vote based on the "preponderance of evidence" (i.e., the weight of the evidence amounts to 50% plus some additional amount).

What will happen to the student after I make my report?

If this is a first offense or a relatively minor offense, the student will be required to complete an academic integrity educational program supervised by the student's dean (or designee). (See below for more details on the educational process). If the student has a previous academic integrity violation (Class 1), the student's record at the university will be reviewed by the student's dean. The dean (or designee) may impose additional penalties including suspension, dismissal from the University, or adding a permanent notation on the transcript.

Suppose the student denies having committed an academic integrity violation?

The case will be referred by your dean to the Chair of the Board of Academic Integrity. A panel will be assembled consisting of two students, three faculty members and the chair of the Board of Academic Integrity (non-voting). The panel will hold a hearing. The panel will review the evidence submitted by the student and faculty member. Based on a "preponderance of evidence" test, the panel will decide by secret ballot if the student is responsible or not responsible. If the panel determines that no academic integrity violation has occurred, you will be asked to review the grade you gave and remove the penalty on the assumption that no academic integrity violation was involved. If the panel finds the student responsible, then the grade penalty remains, and the student completes the educational program designed by his or her dean.

Suppose the student admits to having violated the code, but says that my grade penalty was too harsh?

The student has the right to appeal the grade through the normal procedures concerning complaints about grades (this is spelled out in the Faculty Handbook). This procedure will be handled by your own department. Grade appeals do not address the question of whether an academic integrity violation has occurred, but only review the severity of the penalty.

What if I need advice about how to handle cases?

Please do not hesitate to ask for advice before dealing with academic integrity issues. Talk to your chair or call the Senior Vice Provost for Academics (610-519-4520), who handles these issues. You can also consult the [Academic Integrity](#) website for more information.

2. Form for reporting violations of the academic integrity code.

Use this form found in MyNOVA for all violations of academic integrity code: [Report a Violation of the Academic Integrity Code | MyNova \(villanova.edu\)](#)

3. Tips for Avoiding Academic Integrity Problems in your Classes

- ❑ **Establishing a culture of integrity.** Mention academic integrity in your syllabus and explicitly discuss it with your students. Set high standards in the way you meet your own responsibilities as a teacher.
- ❑ **Academic Integrity Gateway.** The Office of the Provost and Falvey Library collaborated to create the “Academic Integrity Gateway,” a web site with information about academic integrity and avoiding plagiarism. You can ask your students to visit the Gateway, complete the interactive quiz, and use the web site as resource for writing papers. I suggest including the Gateway link in your syllabus as well: <https://library.villanova.edu/research/subject-guides/academicintegrity>
- ❑ **Plagiarism.** Students who are assigned long papers with non-specific topics sometimes panic and use unauthorized sources. Where possible, favor more specific paper assignments. Ask students to hand in papers in stages, rather than requiring a single product. Students might first clear a topic with you, then a bibliography, then an outline, a draft, and then the final paper. In Blackboard, you have the option of asking students to submit their papers to you electronically using “SafeAssign.” If you decide to use “SafeAssign,” then I encourage you to allow students to submit a draft to allow students to see mistakes and correct any documentation problems before they submit the final version to you. “SafeAssign” can be a useful tool to help teach students proper documentation. Another Blackboard option is to use “Direct Submit” in order to check a paper that is suspicious. “SafeAssign” and “Direct Submit” check papers against a variety of databases containing publications and papers. If you need help using “Direct Submit,” see your chair.
- ❑ **Graded projects.** Students sometimes have problems knowing when it is acceptable to collaborate with other students. Make your expectations and guidelines on collaboration explicit and clear, so that your students know exactly when it is improper for them to work with other students.
- ❑ **Testing.**
 - ❑ Do not allow for situations where some students have access to old examinations and others do not. This undermines our attempt to support fairness. Some faculty members put old examinations on the web while others collect the examination papers and do not let students take them out of the room. Do not use the same examination at a later time for a different section or for another semester.

- ❑ Use open-book, open-notes examinations when appropriate. These exams can be extremely challenging but they also “level the playing field” so that cheaters have no advantage over anyone else.
- ❑ Supervise the seating in your examination room to minimize the opportunities for a student to copy from another student; for example, spread the students out so they cannot see other students’ work.
- ❑ In crowded rooms, consider preparing two or three different versions of the test, so that each version has the same questions but in a different order with different numbers. This makes it less tempting for students to copy.
- ❑ Students sometimes try to raise their grade by doctoring their exam booklet after you have handed it back, then resubmitting the altered booklet and asking for additional points. For essay or short answer questions, put your mark at the end of the student’s essay, so they cannot add new materials. Some faculty members photocopy examinations before returning them.

4. Educating Students Responsible for an Integrity Code Violation

We try hard to maintain high standards, both by eliminating practices that encourage cheating and by detecting and sanctioning those who do violate our policy. Students who are responsible for academic integrity violations meet with their college dean (designee). The dean’s designee will develop an individualized education program to help educate the student about the seriousness of academic integrity. Our goal is to make sure the student does not have a second academic integrity offense. In many cases, however, academic integrity violations are a symptom of other problems, and in those cases, we also try to help the student resolve some of those problems. The education program may include some of the following elements:

- ❑ *Academic Integrity Gateway.* All students “responsible” for an integrity violation will visit Villanova’s Academic Integrity Gateway to read Villanova’s Academic Integrity Code, Academic Integrity Policy and take the interactive quiz. In plagiarism cases, students will also visit additional links and complete additional quizzes on the Academic Integrity Gateway.
- ❑ *Time Management.* Many students have academic integrity problems because they do not manage their time well. We typically refer these students to the Study Skills counselor for individual or group sessions on time management.
- ❑ *Psychological Counseling.* In some cases, academic integrity violations are associated with personal problems such as stress, illness, or even things like eating disorders. We do not force students to do psychological counseling, but we do make referrals for students who express an interest.
- ❑ *Documentation Mentoring.* Students who have a problem with plagiarism or documentation are typically referred to a documentation mentor. This faculty member or tutor reviews the principles of documentation with them to be sure that they understand how to avoid plagiarism in the future.
- ❑ *Apology Letters.* Where it is appropriate to do so, we ask students to write an apology letter to the faculty member. Since our goal is to teach greater integrity, we do not force students to write such letters if they feel that it would be insincere for them to do so.

- ❑ *Community Service.* In some cases, we also ask students to participate in community service programs as well, although in most cases we prefer service to be a voluntary activity.
- ❑ *Other Referrals.* Depending on the situation we have referred students to other services, such as the Writing Center, Learning Support Services, or Residence Life.

5. Villanova's Code of Academic Integrity

June 15, 1998, University Senate Resolution #9798-7-1, Approved April 17, 1998, Revised January 15, 2000, Academic Policy Committee. Reformatted January 14, 2002. VPAA revision January 11, 2005. Revision: February 15, 2018; Revision November 23, 2021

Statement of Purpose

Academic integrity lies at the heart of the values expressed in the University's Mission Statement and inspired by the spirit of Saint Augustine. When students come to Villanova, they join an academic community founded on the search for knowledge in an atmosphere of cooperation and trust. The intellectual health of the community depends on this trust and draws nourishment from the integrity and mutual respect of each of its members.

Institutional experience suggests that maintaining academic honesty can most easily be achieved by planning ahead and keeping lines of communication open. By consulting with their instructors, students can resolve any questions they have before submitting their work.

The development of knowledge relies upon the synthesis and analysis of existing sources and the work of scholars across nations, cultures, and time periods. Proper citation and attribution are fundamental elements of advanced learning; they acknowledge the intellectual work upon which new scholarship builds and they serve as guideposts for future projects.

Code of Academic Integrity

The following are some rules and examples regarding academic dishonesty. Since academic dishonesty takes place whenever anyone undermines the academic integrity of the institution or attempts to gain an unfair advantage over others, this list is not and cannot be exhaustive. Academic integrity is not simply a matter of conforming to certain rules; it must be understood in terms of the broader academic purposes of a Villanova education.

A. Cheating:

While the university encourages and lauds collaborative learning (i.e. sharing notes and resources, forming study groups), when completing an individual class assessment (i.e. assignment, quiz, lab report, exam, etc.) students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students should not rely on others' work (code, programming, spreadsheets, etc.) or use outside sources unless the assignment specifically allows it.

Please consult with your faculty member if you are uncertain whether outside sources/support are allowed.

Such cheating includes trying to give or obtain information about a test when the instructor states that it is to be confidential. It also includes trying to take someone else's exam or trying to have someone else take one's own exam.

B. Fabrication:

Students shall not falsify, invent, or use in a deliberately misleading way any information, data, or citations in any assignment.

This includes making up or changing data or results, or relying on someone else's results, in an experiment or lab assignment. It also includes citing sources that one has not actually used or consulted.

C. Assisting in or contributing to academic dishonesty:

Students shall not help or attempt to help others to commit an act of academic dishonesty.

This includes situations in which one student copies from or uses another student's work; in such situations, both students are likely to be penalized equally severely. If the assisting student is not enrolled in the particular course, the student's Dean will formulate a suitable and equivalent penalty. Students are responsible for ensuring that their work is not used improperly by others. This does not include team projects where students are told by their instructor to work together or when the student whose work is used by another did not know their work was being used.

D. Plagiarism:

Plagiarism is defined as the appropriation of another's work and the unacknowledged submission or incorporation of that work as one's own offered for credit. Plagiarism takes place whether it is accidental or intentional. The most common way to acknowledge reliance on another's work or indebtedness is to use footnotes or other documentation. Faculty members will introduce students to the tools used in their disciplines, providing guidance on how to show clearly when and where they are relying on others -- and students are expected to apply these tools in their writing.

Unacknowledged appropriation involves either using another's work without any reference or acknowledgement.

Examples of unacknowledged appropriation include not referencing quoted text, paraphrasing another's ideas without referencing the source(s), and acquiring a pre-written paper. Unacknowledged appropriation also includes borrowing sentences, phrases, and paragraphs from outside sources, and can also occur when students follow the expression of another's ideas or structure of another's argument too closely. When engaged in knowledge creation and academic

research, students must be careful to provide proper attribution and develop their own original language, ideas and arguments in all assignments.

Another's work includes someone else's published statements, ideas, data, or illustrations. Sources of this work include written text (in any format including Powerpoint slides), podcasts, or video lectures.

The following are examples (not exhaustive) of sources that require citation or acknowledgement: blog posts or any commentary found on social media platforms, online articles found on journal sites or websites, comments by a lecturer in an online video lecture, information from another person's Power Point slide(s) or other presentation modality, hardcopy texts, any authored source whether it has multiple authors or is institutionally authored or is listed as anonymous. If a student is uncertain about whether their submission violates academic integrity, whether by failing to adequately acknowledge sources or by adhering too closely to another's argument, it is recommended they contact the faculty member to discuss prior to submission.

Ideas that occur to the student in conversation with roommates, other students, etc., should be considered the natural result of collaborative learning and do not require specific citation. At the same time, per academic standards, students may wish to acknowledge indebtedness to conversations with roommates, parents, friends, professors, and others in a footnote at the end of the writing assignment.

E. Multiple submissions of work:

Students shall not submit the same academic work, or substantially the same work, for more than one class course without prior approval of both faculty members. Faculty create assignments in order to foster a certain kind of learning in a course. Handing in work done for a previous course may preclude this learning.

F. Unsanctioned collaboration:

When doing out-of-class projects, homework, or assignments, students must follow their faculty member's instructions regarding any collaboration with other students to complete the work. When a faculty member requires students to complete the work individually, then students may not collaborate to complete the work.

Many Villanova courses involve team projects and out of class collaboration, but in other situations, out of class collaboration is forbidden. While study groups are permitted and even encouraged, students must follow the faculty member's instructions regarding any collaboration.

G. Other forms of dishonesty:

Acting honestly in an academic setting includes more than just being honest in one's academic assignments; students are expected to be honest in all dealings with the

University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than those listed above. These kinds of dishonesty include (but are not limited to) the following:

- ❑ Misrepresenting oneself or one's circumstances to an instructor (for example, in requesting a makeup exam or a special due date for an assignment, or in explaining an absence).
- ❑ Forging parts of, or signatures on, official documents (including both university documents, such as drop-add slips or excused absence slips, and relevant outside documents, such as doctors' notes).
- ❑ Taking credit for work in a team-project even when the student has made little or no contribution to the work of the team.
- ❑ Stealing or damaging library books.
- ❑ Unlawfully copying computer software.

These serious offenses will be handled by the University's disciplinary procedures.

Appeal of Allegation

Students who receive an academic integrity violation may, if they believe that they have not committed an academic integrity violation, take their case to the Board of Academic Integrity.

Penalties

Individual Course Penalty. The academic penalty will be determined by the student's instructor. The instructor may impose a grade penalty up to and including failure in the course. In the School of Business, all faculty members assign a grade of zero to any work in violation of the Code. Students who feel that the penalty is too harsh may appeal their grade through the normal University procedure for resolving grade disputes.

If the penalty for the violation is an F for the course, the student will not be permitted to withdraw from the course. If, after the penalty grade has been taken into account, the student is still passing the course, the student may withdraw from the course prior to the final deadline for withdrawing from a course.

University Penalty. Students who violate the code of Academic Integrity are also referred to their Dean for a University penalty. Two kinds of penalty are available – Class I and Class II. A full academic integrity violation is a Class I violation and Class II violations are usually appropriate for less serious cases, or in cases where there are mitigating circumstances. Typically, a student with two Class I violations will be dismissed from the university. In some

cases, the Dean (or designee) may choose to treat a violation of the Academic Integrity Code as a Class II violation. Typically, a student may receive only one Class II violation during his or her four-year career as an undergraduate. All subsequent violations are treated as Class I violations.

Students who have committed an academic integrity violation will be expected to complete an educational program, supervised by the student's college Dean (or designee), to help the student come to a fuller understanding of academic integrity. Students who fail to complete the educational program to the satisfaction of the Dean (or designee), and within the timelines specified by the Dean (or designee), will have a hold placed on their transcript until the program has been completed.

Revisions Recommended by Academic Policy Committee: October 20, 2021

Recommended by Council of Deans: November 17, 2021

Approved by Provost: November 17, 2021

Approved by President: November 23, 2021

6. Academic Integrity Policy

January 3, 2000 (modified and reissued August 10, 2004; February 27, 2015; February 15, 2018)

A. Jurisdiction

This policy covers all cases where graduate or undergraduate students are alleged to have committed academic dishonesty at Villanova University in the Colleges of Liberal Arts and Sciences, Engineering, Nursing, Professional Studies or School of Business. This policy does not apply to students solely in the School of Law, which has its own policy.

B. Procedure

If a faculty member believes that a student has committed an academic integrity violation, the faculty member shall, under normal circumstances, notify the student, allowing the student an opportunity to respond. Following this initial communication with the student, all subsequent communications by the student or parent go to the dean (or designee). Faculty members who have questions about whether an incident constitutes an academic integrity violation are urged to consult with their chair, dean, or with the chair of the Academic Integrity Board. If the faculty member continues to believe that a violation has occurred, the faculty member assigns an appropriate grade penalty. The instructor may impose a grade penalty up to and including failure in the course. In the School of Business, all faculty members assign a grade of zero to any work in violation of the Code. At the sole discretion of the faculty member, the faculty member may offer the student an opportunity to redo the work or complete an alternate or additional piece of work. If the faculty member assigns a grade penalty, the faculty member must report in writing to his or her dean (or designee) and chair or program director that an academic integrity violation has occurred. A form is available for reporting violations or faculty members may write a letter. The letter should give a brief account of the matter and, where appropriate, should include copies of the assignment and other documentary evidence. The faculty member must also make a recommendation to the dean (or designee) as to whether the violation should be treated as a Class I violation or as a Class II violation. Typically, violations of the Academic Integrity Code are treated as Class I violations, but in cases which are less serious or where there are mitigating circumstances, the violation may be treated as a Class II violation.

When the faculty member's dean (or designee) receives the report, the dean (or designee) reviews the case. If the dean (or designee) has questions about the case, the dean (or designee) may request further consultation with the student, the faculty member, or the chair. Unless the faculty member wishes to withdraw the case at this point, the faculty member's dean (or designee) makes a determination of the level of the violation (whether Class I or Class II), giving serious weight to the recommendation of the faculty member. If a student has previously received a violation, (either Class I or Class II), then all subsequent violations will normally be held to be Class I violations.

The faculty member's dean (or designee) sends a hard copy or e-mail letter (using the official University e-mail system) to the student informing the student that the student is being charged

with having committed an academic integrity violation, and indicating the level of the violation. The letter to the student should include a copy of the academic integrity policy. Copies should also be sent to all parties (defined as follows): the faculty member; the student; the student's dean (if different); the faculty member's chair; the faculty member's program director (if different); and the chair of the board of academic integrity. The student shall respond in writing to the faculty member's dean (or designee) within five business days of receipt of the notice of complaint (excluding public and University holidays), either admitting the violation or asserting innocence. Failure to respond will be construed as admission that a violation has occurred. The faculty member's dean (or designee) will send copies of the student's letter to all of the parties indicated above. If the student admits that a violation has occurred but asserts that there are extenuating circumstances, the student should explain this in the letter to the dean (or designee). The dean (or designee) may, at any point in the proceedings, change the level of the violation from Class I to Class II.

If the student denies that an academic integrity offense has occurred, the dean (or designee) will refer the matter to the Chair of the Board of Academic Integrity, with notification of this to the other parties.

Upon receiving notice from the dean (or designee), the chair of the Board of Academic Integrity will assemble a panel consisting of three faculty and two student members of the Board of Academic Integrity. The panel will make a determination (based on a preponderance of the evidence) of whether academic dishonesty has occurred. The Chair of the Board of Academic Integrity will convey the panel's finding to the dean (or designee), the student, the faculty member and department chair; and will advise the student and faculty member of their rights of appeal. If several students are involved in one case, the dean (or designee) may request that the panel consider the situation of all involved students, even if one or more do not deny having committed an academic integrity offense. If the panel finds that no violation has occurred, the faculty member's dean (or designee) or the Chair of the Board of Academic Integrity will advise the faculty member to re-grade the assignment in question (on the premise that no violation has occurred), and notification will be sent to all parties. The Chair of the Board of Academic Integrity may make informal recommendations to the dean (or designee) on issues relating to the level of the violation, but the purpose of the panel is to consider whether an academic integrity violation has occurred. The panel does not make recommendations on issues such as mitigating circumstances or the severity of the punishment.

If the panel determines that a violation has occurred, the original grade assigned by the faculty member will stand. If a student believes that the grade assigned is inappropriate, the student may appeal the grade through the normal procedure for handling complaints concerning grades. In such cases, the instructor's stated policy regarding grading and academic integrity will be taken into account and given great weight. The complaint process will only consider the grade, and will not review the panel's decision that an academic integrity violation has occurred.

If the student accepts responsibility, the faculty member's dean (or designee) sends a notification to all parties. If the student is found responsible by the panel hearing the appeal, then the Chair of the Board of Academic Integrity sends a notification to all parties. Once it has been determined that a violation has occurred, the case is turned over to the student's dean (or

designee). The student's dean (or designee) will supervise a program of education and reflection on the meaning and importance of academic integrity. This may include any or all of the following: written exercises; participation in an academic integrity educational program supervised by the college; or community service. If this program is not carried out within the timelines specified by the dean and to the dean's satisfaction, the dean will impose a judicial hold on the student's records (and inform the student that such a hold has been placed). This will prevent the student from registering for courses or graduating until the conditions imposed by the dean have been satisfied. The student's dean (or designee) may also impose or recommend additional disciplinary penalties.

A student who has two Class I violations of the academic integrity code will be reviewed by his or her dean (or designee). The dean (or designee) will review the student's file and also consult with other academic deans if one or more of the cases occurred in another college. Absent extenuating or mitigating circumstances, the student will be dismissed from the University and a record of the reason for the dismissal will be retained in the student's permanent file and will appear on the student's official transcript. At the sole discretion of the dean (or designee), the student may be suspended or put on probation instead of dismissed, with or without a permanent indication on the transcript.

Materials on academic integrity violations will be retained in the files until the student graduates or otherwise severs all relationship with the University. If there is no indication of an academic integrity violation on the student's transcript, the files will be removed and destroyed. If there is an indication on the student's transcript, the files will be retained.

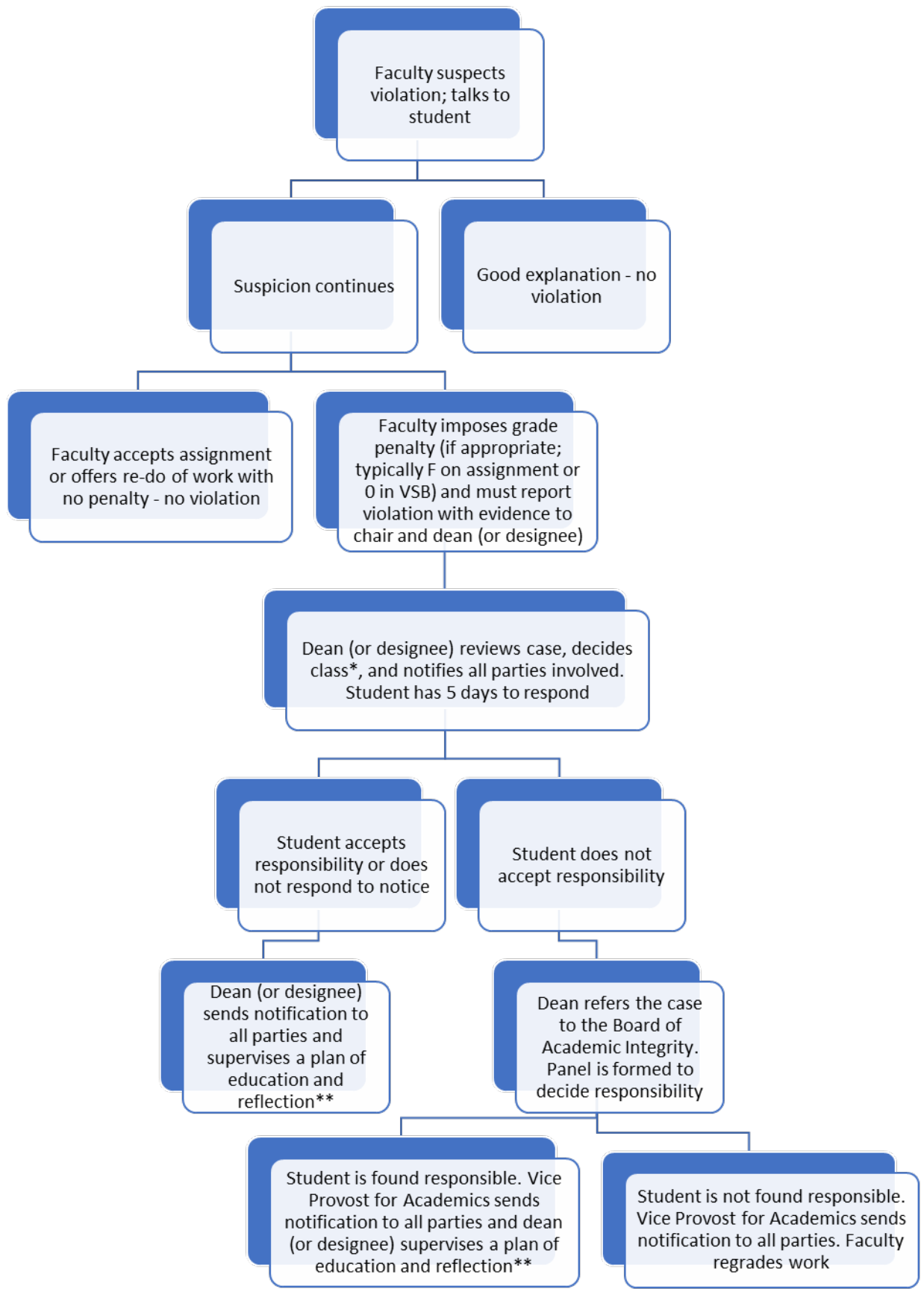
Students who believe that an integrity violation has occurred should report the suspected violation to the faculty member. If the faculty member does not act on the report, the student may also report the matter, in writing, directly to the faculty member's chair or dean (or designee), who will then make a judgment as to whether an academic integrity violation has occurred, and, if so, will follow the process described above.

7. Flow Chart of the Process

See flow chart on next page. The * and ** symbols on the flow chart indicate the following -

*Second violations are automatically Class 1

**Grade appeals are a separate process



8. Summary of the Procedure for Appeals

1. The Provost appoints the Chair of the Board of Academic Integrity and a Board of Academic Integrity consisting of faculty members and students representing all four colleges.
2. If a student appeals, the Chair of the Board of Academic Integrity (currently the Director of Faculty Affairs) assembles hearing panels for individual cases. The panel will include six individuals: the chair (non-voting), three faculty members (with at least one from the faculty member's college), and two students. The accused student presents evidence to the panel. The faculty member may attend to present evidence but is not required to do so. Panelists and the Chair may ask the student and faculty questions.
3. The panel makes its decision if the student is responsible or not responsible by majority vote. The panelists use the “preponderance of evidence” standard to determine if the student is responsible or not
4. The Chair of the Board may also make recommendations to the Dean on the level of the violation (Class I or Class II) and to the faculty member on the grade penalty for the infraction.
5. Students may appeal the decisions of the panel to the faculty member's dean, but only based on defects in the process or new evidence.

For additional information visit the [Detailed Statement of Procedures](#) is available at: