

Texas Tech University

# Academic Integrity Policy

DRAFT

Academic Integrity Policy Review Task Force  
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# ACADEMIC INTEGRITY POLICY

Draft – September 9, 2010

## I. Academic Integrity

### TEXAS TECH UNIVERSITY STATEMENT OF ACADEMIC INTEGRITY

Academic integrity is taking responsibility for one's own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers.

The University Administration is responsible for making academic integrity an institutional priority and for providing students and faculty with effective educational programs and support services to help them fully understand and address issues of academic integrity. The administration is also responsible for working with other members of the University community to establish equitable and effective procedures to deal with violation(s) of academic integrity.

The Faculty shares the responsibility for educating students about the importance and principles of academic integrity. Individual faculty members are also responsible for informing students of the particular expectations regarding academic integrity within individual courses during the first week of class and periodically throughout the semester, including permissible limits of student collaboration and, where relevant, acceptable citation format.

Students are responsible for understanding the principles of academic integrity fully and abiding by them in all their work at the University. If there are questions of interpretation, students are responsible for seeking guidance from the faculty member teaching the course. As members of the University community, students share fully in the responsibility to uphold the standards of academic integrity.

## II. Violation(s) of Academic Integrity

Various ways in which academic integrity can be violated are described below. The comments and examples within each section provide explanations and illustrative material, but do not exhaust the scope of possible violation(s). Students are encouraged to discuss any questions about what constitutes a violation of academic integrity with the faculty member teaching the course.

### What Are Violation(s) of Academic Integrity?

#### “Cheating” includes, but is not limited to:

- a. Copying from another student’s test paper or devices.
- b. Using unauthorized materials during a test or other assignment.
- c. Failing to comply with instructions given by the person administering the test.
- d. Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids.
- e. Possessing, using, buying, stealing, transporting, selling or soliciting in whole or part items including, but not limited to, the contents of an unadministered test, test key, homework solution, data or computer program/software. Possession, at any time, of current or previous test materials without the instructor’s permission.
- f. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
- g. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
- h. Substituting for another person, or permitting another person to substitute for oneself in order to take a course, take a test, or complete any course-related assignment; including, but not limited to, signing in/registering attendance for another student without permission from the instructor.
- i. Paying or offering to pay money, other valuables, obtaining by any means, or coercing another person to obtain items including, but not limited to, an unadministered test, test key, homework solution or computer program/software, or information about an unadministered test, test key, homework solution or computer program.
- j. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
- k. Taking, keeping, misplacing, damaging or altering the property of the University, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.

#### “Plagiarism” includes, but is not limited to:

- a. The appropriation of, buying, receiving as a gift or obtaining by any means, material that is attributable in whole, or in part, to another source, including words, ideas, illustrations,

structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

- b. Plagiarism is the representation of the words or ideas of another as one's own in any academic work. It is not respectful to copy or utilize another's work without proper citation. To avoid plagiarism, every direct quotation must be cited properly according to the accepted format for the particular discipline. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one's own words. In addition to materials specifically cited in the text, other materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography.

**“Collusion” includes, but is not limited to:**

- a. The unauthorized collaboration with another person in preparing academic assignments offered for credit.
- b. Collaboration with another person to commit a violation of any section of the rules on academic integrity.

**“Falsifying academic records” includes, but is not limited to:**

- a. Altering or assisting in the altering of any official record of the University and/or submitting false information.
- b. Omitting requested information that is required for, or related to, any academic record of the University. Academic records include, but are not limited to, applications for admission, the awarding of a degree, grade reports, test papers, registration materials, grade change forms, and reporting forms use by the Office of the Registrar. A former student who engages in such conduct is subject to an administrative hold on readmission, revocation of a degree and withdrawal of a diploma.

**“Misrepresenting facts” to the University or an agent of the University includes, but is not limited to:**

- a. Providing false grades or resumes or other academic information.
- b. Providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment to obtain an academic or financial benefit for oneself or another individual.
- c. Providing false or misleading information in an effort to injure another student academically or financially.

### **III. Levels of Academic Integrity Violation(s)**

Any violation of academic integrity is a serious offense and is therefore subject to appropriate sanctions, conditions and/or restrictions. Academic integrity violation(s) at Texas Tech University are categorized into two levels according to the nature of the alleged violation. Level One violation(s) are generally non-separable offenses and are not likely to result in time-limited

academic integrity suspension, or expulsion, from the University. However, time-limited academic integrity suspension, or expulsion, is a possible sanction for repeat violation(s) at Level One, which elevates the violation to Level Two. Level Two violation(s), which are separable offenses, will result in time-limited academic integrity suspension, or expulsion, from the University.

Examples are cited below for each level of violation. These examples are meant to be illustrations and should not be considered all inclusive. Questions concerning the level of an alleged violation are to be directed to the Associate Academic Dean in each academic college, who will serve as the Academic Integrity Facilitator (AIF).

### **Level One (Non-Separable) Violation(s)**

Level One (non-separable) violation(s) may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest intent on the part of the student committing the violation(s). These violation(s) are generally quite limited in extent, occur on a minor assignment, and/or represent a small fraction of the total course work. However, some violation(s) are breaches of academic integrity that are more serious and/or that affect a more significant aspect or portion of the course work. Examples include, but are not limited to:

- a. Working with another student on a minor laboratory exercise or homework assignment when such collaboration is prohibited.
- b. Failure to footnote or give proper acknowledgment in a very limited section of an assignment.
- c. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- d. Submitting the same work, or major portions thereof, to satisfy the requirements of more than one course without permission from the instructor to whom the work is submitted for the second or subsequent time.
- e. Using data or interpretive material for a laboratory report without acknowledging the sources or the collaborators. All contributors to the acquisition of data and/or to the writing of the report must be acknowledged.
- f. Failure to acknowledge assistance from others, such as help with research, statistical analysis, computer programming, or field data collection, in a paper, examination, or project report.
- g. Knowledge of and failure to report alleged violation(s) of academic integrity.

## **Level Two (Separable) Violation(s)**

Level Two (separable) violation(s) are breaches of academic integrity that are more serious in nature and/or that affect a more significant aspect or portion of the course work compared with Level One violation(s). Examples include, but are not limited to:

- a. Second, or subsequent, Level One violation(s).
- b. Presenting the work of another as one's own.
- c. Copying or allowing the copying of work on an examination or project.
- d. Plagiarizing major portions of a written assignment.
- e. Using prohibited materials, such as books, notes, calculators, or other electronic devices during an examination.
- f. Conspiring before an examination to develop methods of illicitly exchanging information during the examination.
- g. Altering examinations for the purposes of regarding.
- h. Acquiring or distributing a copy of an examination from an unauthorized source.
- i. Submitting purchased materials as your own work.
- j. Removing or damaging posted or reserve material, or preventing others from having access to the material.
- k. Fabricating data by inventing or deliberately altering material. Fabrication includes citing "sources" that are not, in fact, sources.
- l. Using unethical or improper means of acquiring data.
- m. Committing a violation of academic integrity that breaks the law or resembles criminal activity.
- n. Having a substitute take an examination or taking an examination for someone else.
- o. Sabotaging another's work through actions designed to prevent the successful completion of an assignment.
- p. Fabricating evidence, falsifying data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, a master's thesis, a doctoral dissertation, a scholarly article submitted for publication, or any other work represented as his or her own by a graduate or professional student.
- q. Knowingly violating a canon of the ethical code of the profession for which a graduate or professional student is preparing.

## **Second, or Subsequent, Offenses**

As stated above, second, or subsequent, non-separable violation(s) at Level One may be treated as Level Two, and hence separable, violation(s). Likewise, any subsequent violation(s) of academic integrity committed after returning from academic integrity suspension for a Level Two violation(s) will be treated as cause for expulsion.

## **IV. Roles and Responsibilities**

### **Chief Academic Officer (CAO)**

The Senior Vice President for Academic Affairs and Provost is the University's Chief Academic Officer (CAO) and has the ultimate responsibility for implementing and overseeing the Academic Integrity Policy; this includes investigation, adjudication, and/or the rendering of final sanction(s), condition(s), and/or restriction(s) for students found responsible for violations of academic integrity. The CAO also has the responsibility to make sure that the Academic Integrity Policy is implemented consistently and administered fairly across all the University's academic colleges.

### **Campus Academic Integrity Designees (CAIDs)**

The CAO shall either exercise the responsibilities described above personally or delegate them annually to one or more Vice Provosts called Campus Academic Integrity Designees (CAIDs).

### **Academic Deans (ADs)**

Academic Deans serve as a referral agent for their respective colleges to the CAID for students who do not accept responsibility for Level Two (separable) violations reviewed and investigated at the college level.

### **Academic Integrity Facilitators (AIFs)**

An Associate Academic Dean in each academic college will serve as the Academic Integrity Facilitator (AIF) appointed annually by the Dean of the respective academic college. AIFs shall help to educate the University community concerning academic integrity policies and procedures and shall review, investigate, adjudicate and/or refer to the Academic Integrity Review Committee (AIRC) alleged separable violation(s) of the Academic Integrity Policy. The AIF also serves as the appeal agent for decisions rendered by faculty members.

### **Faculty Members (FMs)**

Faculty members identified as instructors of record play a role in the education and administration of the Academic Integrity Policy. FMs shall review, investigate, and adjudicate allegations of non-separable violation(s) of academic integrity. FMs shall not handle allegations of separable violation(s) of academic integrity, but must refer such allegations to the AIF in the academic college in which the student's major is housed at the time of the alleged violation(s) for review, investigation, and/or adjudication.

### **University Academic Integrity Review Committee (AIRC)**

The University Academic Integrity Review Committee considers cases of students accused of separable violation(s) of academic integrity who do not accept responsibility for the alleged violation(s) in cases reviewed, investigated and/or adjudicated by an AIF.

#### **a. Committee Composition**

The committee will be composed of ten (10) faculty members and ten (10) students and will be recognized as a University committee. Each member will be appointed for a single one-year academic term by the CAO. Committee members may be reappointed for consecutive one-year terms.

**b. Committee Appointments**

University Academic Integrity Review Committee appointments will be made as follows:

1. Five (5) undergraduate and five (5) graduate student members will be appointed by the CAO, who will invite recommendations by the President of the Student Government Association.
2. Ten (10) faculty members that must include five (5) graduate faculty members will be appointed by the CAO, who will invite recommendations by the President of the Faculty Senate.
3. Such recommendations must be received and final appointments confirmed by the CAO in such a timeframe as to allow the committee to be oriented and fully functional no later than the 20<sup>th</sup> class day of the fall semester.
4. The CAO may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

**c. Committee Resource Person**

The Managing Director of Student Judicial Programs will serve as a non-voting resource person for the committee, as well as being responsible for recording the hearing.

**d. Committee Meetings**

The committee will convene when cases are referred by the CAID. Committee hearings will be conducted by a subgroup of the twenty (20) committee members. One member of the faculty will serve as the chair of the committee. Undergraduate students will serve to hear cases involving undergraduate students. Graduate students and graduate faculty will serve to hear cases involving graduate students.

**e. Committee Quorum**

A quorum for the committee consists of five (5) members, provided that at least two (2) members are present from each of the representative categories.

**f. Committee Deliberation**

When deliberating a case, the committee will meet in closed session with only voting members and the resource person present. Following deliberation, the committee will forward to the CAID their recommendation(s) of responsibility and sanctions, conditions, and/or restrictions, if any, to be imposed.

**g. Additional Committee Sections and/or Members**

The CAO may appoint additional sections and/or members of the University Academic Integrity Review Committee to expedite the orderly disposition of cases and/or to aid in the administration of academic integrity action within the University. The additional sections and/or members of the University Academic Integrity Review Committee will

have the same composition of membership, the same duties and the same authority as the original University Academic Integrity Review Committee.

**h. Committee Orientation**

Members of the University Academic Integrity Review Committee will be required to participate in an orientation facilitated by the Managing Director of Student Judicial Programs prior to serving as a participant of any committee hearing.

## **University Academic Integrity Appeals Committee (AIAC)**

The University Academic Integrity Appeals Committee (AIAC) considers appeals of academic integrity decisions rendered by the CAIDs.

**a. Committee Composition**

The committee will be composed of ten (10) full-time faculty members and ten (10) full-time students and will be recognized as a University committee. Each member will be appointed for a single one-year academic term by the CAO. Committee members may be reappointed for consecutive one-year terms.

**b. Committee Appointments**

University Academic Integrity Review Committee appointments will be made as follows:

1. Five (5) undergraduate and five (5) graduate student members will be appointed by the CAO, who will invite recommendations by the President of the Student Government Association.
2. Ten (10) faculty members that must include five (5) graduate faculty members will be appointed by the CAO, who will invite recommendations by the President of the Faculty Senate.
3. Such recommendations must be received and final appointments confirmed by the CAO in such a timeframe as to allow the committee to be oriented and fully functional no later than the 20<sup>th</sup> class day of the fall semester.
4. The CAO may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

**c. Committee Resource Person**

The Managing Director of Student Judicial Programs will serve as a non-voting resource person for the committee, as well as being responsible for recording the hearing.

**d. Committee Meetings**

The committee will convene when cases are referred by the CAO. Appeals reviews will be conducted by a subgroup of the ten (10) committee members. One member of the faculty will serve as the chair of the committee. Undergraduate students will serve to hear cases involving undergraduate students. Graduate students and graduate faculty will serve to hear cases involving graduate students.

**e. Committee Quorum**

A quorum for the committee consists of five (5) members, provided that at least two (2) members are present from each of the representative categories.

**f. Committee Deliberation**

When deliberating a case, the committee will meet in closed session with only voting members and the resource person present. Following deliberation, the committee will forward to the CAO their recommendation(s) as to grounds for appeal and whether the original decision should be affirmed or referred for a new hearing.

**g. Additional Committee Sections and/or Members**

The CAO may appoint additional sections and/or members of the University Academic Integrity Appeals Committee to expedite the orderly disposition of cases and/or to aid in the administration of academic integrity action within the University. The additional sections and/or members of the University Academic Integrity Appeals Committee will have the same composition of membership, the same duties and the same authority as the original University Academic Integrity Appeals Committee.

**h. Committee Orientation**

Members of the University Academic Integrity Appeals Committee will be required to participate in an orientation facilitated by the Managing Director of Student Judicial Programs prior to serving as a participant of any appeal review.

### **Academic Integrity Policy Review Committee**

The Academic Integrity Policy Review Committee will conduct an annual review of the Academic Integrity Policy and make recommendations to the CAO regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the Academic Integrity Policy. Such recommendations will be received annually by the CAO no later than February 15.

**a. Committee Composition**

The committee will be composed of three (3) faculty members, two (2) undergraduate students and two (2) graduate students and will be recognized as a University committee. Each member will be appointed for a single one-year academic term by the CAO. Committee members may be reappointed for consecutive one-year terms.

**b. Committee Appointments**

University Academic Integrity Review Committee appointments will be made as follows:

1. Two (2) undergraduate and two (2) graduate student members will be appointed by the CAO, who will invite recommendations by the President of the Student Government Association.
2. Three (3) faculty members will be appointed by the CAO, who will invite recommendations by the President of the Faculty Senate.
3. Such recommendations must be received and final appointments confirmed by the CAO in such a timeframe as to allow the committee to be oriented and fully functional no later than the 20<sup>th</sup> class day of the fall semester.

4. The CAO may remove a member from this committee when, in his or her judgment, the member has failed or refused to serve and perform the duties and functions of this committee.

**c. Committee Resource Person**

The Managing Director of Student Judicial Programs will serve as a resource person for the committee.

**d. Committee Meetings**

The CAO will establish meeting dates and times during which the Academic Integrity Policy will be reviewed and will provide for scheduling special meetings as needed. One member of the faculty will serve as the chair of the committee.

**e. Committee Quorum**

A quorum for the committee consists of four (4) members, provided that at least two (2) members are present from each of the representative categories.

**f. Committee Orientation**

Members of the University Academic Integrity Review Committee will be required to participate in an orientation facilitated by the Managing Director of Student Judicial Programs prior to serving as a participant of any committee hearing.

### **Managing Director of Student Judicial Programs (SJP)**

The Managing Director of Student Judicial Programs (SJP) coordinates the adjudication process for separable alleged academic integrity violation(s) as referred by the CAO or CAID. The Managing Director of SJP also coordinates the appeals review process for cases as referred by the CAO.

Student Judicial Programs receives notice of all academic integrity findings, responsible as well as not responsible, and serves as the central clearinghouse and repository for such.

### **Ombudsman for Students**

Students alleged to have violated the Academic Integrity Policy may utilize the Ombudsman for Students as a resource and for assistance in understanding the process of investigation and/or adjudication.

### **Student**

The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate or professional studies and/or those who attend postsecondary educational institutions other than Texas Tech University and who reside in University residence halls. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the University, are considered “students.”

### **University Community**

The term “university community” includes any person who is a student, faculty, or staff member, university official, or any person employed by the university, or campus visitors.

## **V. Procedures**

The procedures for adjudicating alleged violation(s) of academic integrity are different for Level One (non-separable) and Level Two (separable) violation(s) with regard to both the person authorized to handle the allegation(s) and the steps to be followed. Alleged Level One (non-separable) violations of academic integrity are reviewed, investigated and adjudicated by the faculty member serving as the instructor of record for the course in which the violation is alleged to have occurred. Alleged Level Two (separable) violation(s) of academic integrity shall be reviewed, investigated and/or adjudicated by the AIF in the academic college where the student's academic major is housed at the time of the alleged violation(s). Alleged academic integrity violation(s) by dual degree students shall be handled jointly by the AIFs in the academic colleges where the student's majors are housed at the time of the alleged violation(s). Any member of the University community who is uncertain where to report an alleged violation of the Academic Integrity Policy shall report such to the instructor of record in the course or to the Chair of the department offering the course.

Graduate students alleged to have violated the Academic Integrity Policy shall be reviewed, investigated and/or adjudicated by the AIF in the academic college where the student's academic major is housed at the time of the alleged violation(s). Any violation(s) of academic integrity by a graduate student are potentially separable; faculty members shall not handle allegations of academic integrity violation(s) by graduate students, but will refer all such allegations to the AIF in the academic college where the student's academic major is housed at the time of the alleged violation(s).

### **Level One (Non-Separable) Violations**

Allegations of Level One (non-separable) violations of academic integrity shall be adjudicated within thirty (30) university working days from the date the faculty member has knowledge of the alleged violation. Faculty members with such knowledge shall provide specific details of the allegation in writing to the department chairperson and the AIF (of the academic college in which the course is offered) within five (5) university working days of having such knowledge. The AIF will determine whether there are any previous academic integrity violations. The existence of previous academic integrity violations elevates the current alleged violation to a Level Two (separable) violation which must be reviewed, investigated and/or adjudicated by the AIF, with possible referral to the AIRC.

Once a faculty member has confirmation this is an alleged Level One (non-separable) violation, the faculty member will confer with their department chairperson and will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. The student(s) named in the allegation will be notified in writing of such and asked to appear before the faculty member. Through this written notification, the faculty member will assign a specified date and time (outside the student's academic schedule) for the proceeding, unless another reasonable date and time is otherwise requested by the student. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Mailed notification will be directed to the student's last known official, local address as provided by the student to the Registrar's Office and/or to the student's official assigned Texas Tech University email address. Failure of a student to receive notice does not prevent the academic integrity proceedings from being carried out.
- b. The written notification shall provide details regarding the student's rights and responsibilities, including:
  1. To receive notification of the specific alleged academic integrity violation(s).
  2. To know the source of the allegation(s).
  3. To know the sanctions, conditions and/or restrictions that may be imposed because of the alleged violation(s) of academic integrity.
  4. To be accompanied by another member of the University community at any academic integrity proceeding (for advisory purposes only, not for representation) if they so desire;
    - a. All students involved in academic integrity proceedings may be accompanied by another member of the University community they choose. The student accused of alleged violation(s) of academic integrity is responsible for presenting his or her own information, and therefore, this additional person is not permitted to participate. Students should select a person whose schedule allows attendance at the scheduled date and time for the proceedings.
  5. To refrain from making any statement relevant to the allegation(s).
  6. To know that any statements made by the student can be used during the proceeding.
- c. After notice has been properly given to the student, the faculty member shall proceed to conduct an investigation of the alleged academic integrity violation. Review and investigation will be conducted whether the student responds, fails to respond, attends the proceedings or fails to attend the proceedings. Should an absence of the student occur, the faculty member shall consider all available information, confer with the department chairperson, and render a decision regarding responsibility.
- d. Once a decision regarding responsibility has been made, the faculty member will notify the student in writing as to the findings within five (5) University working days.
  1. If the decision is that the student is not responsible for the alleged violation(s), no further action will be taken.

2. If the decision is that the student is responsible for the alleged violation(s), the faculty member will impose sanction(s), condition(s) and/or restriction(s).
3. The student may appeal the decision of a faculty member to the AIF in the academic college where the decision was rendered, as outlined in Section VI, subsection d.
- e. In addition to other possible sanction(s), condition(s), and/or restriction(s), and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student record to prevent further registration and transcript receipt. The administrative hold will be placed at the direction of the AIF in the academic college where the decision was rendered. The hold will remain until such time as the faculty member receives an appropriate response from the student.
- f. Decision letters will be forwarded to the AIF in the academic college where the decision was rendered and the AIF of the academic college where the student's major is housed at the time of the alleged violation. The academic college is also responsible to retain specific records regarding academic integrity violations for a minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.
- g. Regardless of the outcome, a copy of all decision letters issued concerning a student(s) related to alleged violations of academic integrity will be forwarded to the Managing Director of Student Judicial Programs, which serves as the clearinghouse and repository for such documentation. The decision letters remain on file in Student Judicial Programs for a minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.

### **Level Two (Separable) Violations**

Allegations of Level Two (separable) violations of academic integrity shall be adjudicated within thirty (30) university working days from the date the faculty member has knowledge of the alleged violation. Faculty members with such knowledge shall provide specific details of the allegation in writing to the department chairperson and the AIF of the academic college in which the student's academic major is housed within five (5) university working days of having such knowledge. A preliminary review and investigation shall be carried out by the AIF for the purpose of deciding whether the alleged violation of academic integrity is separable. If the AIF determines that the alleged violation is not separable, the AIF will return the matter to the faculty member and/or the department chairperson, who will follow the procedures for due process as outlined in Section V, subsection a, above, for Level One (non-separable) violations.

If the AIF determines the alleged academic integrity violation is separable, he/she will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. The student(s) named in the allegation will be notified in writing of such and asked to appear before the AIF. Through this written notification, the AIF will assign a specified date and time (outside the student's academic schedule) for the student to meet, unless another reasonable date and time is otherwise requested by the student. Notice is deemed

to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Mailed notification will be delivered to the student's last known official, local address as provided by the student to the Registrar's Office and/or to the student's official assigned Texas Tech University email address. Failure of a student to receive notice does not prevent the academic integrity proceedings from being carried out.

- b. The written notification shall provide details regarding the student's rights and responsibilities, including:
  1. To receive notification of the specific alleged academic integrity violation(s).
  2. To know the source of the allegation(s).
  3. To know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged academic integrity violation(s).
  4. To be accompanied by another member of the University community at any academic integrity proceeding (for advisory purposes only, not for representation) if they so desire.
    - a. All students involved in academic integrity proceedings may be accompanied by another member of the university community they choose. The student accused of alleged violations of academic integrity is responsible for presenting his or her own information and therefore, this additional person is not permitted to participate. Students should select a person whose schedule allows attendance at the scheduled date and time of the proceedings.
  5. To refrain from making any statement relevant to the allegation(s).
  6. To know that any statements made by the student can be used during the proceeding.
- c. After notice has been properly given to the student, the AIF shall proceed to conduct a review and investigation of the alleged academic integrity violation. Review and investigation will be conducted whether the student responds, fails to respond, attends the proceedings or fails to attend the proceedings. Should an absence of the student occur, the AIF shall consider all available information and render a decision regarding responsibility.
- d. Once a decision regarding responsibility has been made, the AIF will notify the student in writing as to the findings within five (5) university working days.
  1. If the decision is that the student is not responsible for the alleged violation(s), no further action will be taken.
  2. If the decision is that the student is responsible for the alleged violation(s), the AIF will impose sanction(s), condition(s), and/or restriction(s).
- e. If the student accepts responsibility for a Level Two (separable) violation and the sanction(s), condition(s), and/or restriction(s) imposed by the AIF, the matter is considered final. Within eight (8) University working days, a student may choose to

appeal the decision of an AIF. They will direct their written appeal to the CAO as outlined in Section VI, below.

- f. If the student is found responsible by the AIF, but the student does not accept responsibility for a Level Two (separable) violation, he or she is then referred to the CAID by the AIF through the academic dean of the college in which the student's academic major was housed at the time of the violation(s). The academic dean has five (5) university working days from the date he/she is notified in writing by the AIF that the student does not accept responsibility to forward the matter to the CAID. Upon receipt, the CAID will then direct the Managing Director of Student Judicial Programs to coordinate a University Academic Integrity Review Committee (AIRC) hearing. Such allegations will be adjudicated within thirty (30) university working days from the date the CAID receives the matter for review.
- g. In addition to other possible sanction(s), condition(s), and/or restriction(s), and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student record to prevent further registration and transcript receipt. The administrative hold will be placed at the direction of the AIF and will remain until such time as the AIF receives an appropriate response from the student.
- h. The Dean's Office in each academic college is responsible for retaining specific records regarding academic integrity violations for a minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.
- i. Regardless of the outcome, a copy of all decision letters concerning a student(s) related to the academic integrity procedure will be forwarded to the Managing Director of Student Judicial Programs, which serves as the clearinghouse and repository for such decisions. The decision letters remain on file in Student Judicial Programs for a minimum of seven years from the date the case is completed including academic integrity appeal procedures.

Once directed by the CAID, the Managing Director of Student Judicial Programs will ensure that the requirements of due process are fulfilled in accordance with the following procedures:

- a. The student(s) named in the allegation will be notified in writing of such and asked to appear before the Managing Director of Student Judicial Programs for a pre-hearing meeting. Through this written notification, the Managing Director will assign a specified date and time (outside the student's academic schedule) for the student to meet, unless another reasonable date and time is otherwise requested by the student. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student's official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Mailed notification will be delivered to the student's last known official, local address as provided by the student to the Registrar's Office and/or to the student's official assigned Texas Tech University email address. Failure of a

student to receive notice does not prevent the academic integrity proceedings from being carried out.

- b. During the pre-hearing meeting, the Managing Director and the student will inform each other of documents to be introduced, witnesses to be examined, and anticipated testimony of the witnesses. Information and/or supporting materials may not be considered unless the student and the Managing Director of Student Judicial Programs have been advised of the source and content at least five (5) university working days prior to the committee hearing.
- c. During the pre-hearing meeting, the Managing Director will review with the student their rights and responsibilities, including:
  1. To receive notification of the specific alleged academic integrity violation(s).
  2. To know the source of the allegation(s).
  3. To know the sanctions, conditions, and/or restrictions that may be imposed because of the alleged academic integrity violation(s).
  4. To be accompanied by another member of the University community at any academic integrity proceeding (for advisory purposes only, not for representation) if they so desire.
    - a. All students involved in academic integrity proceedings may be accompanied by another member of the university community that they choose. The student accused of alleged violations of academic integrity is responsible for presenting his or her own information and therefore, this additional person is not permitted to participate. Students should select a person whose schedule allows attendance at the scheduled date and time of the proceedings.
  5. To refrain from making any statement relevant to the allegation(s).
  6. To know that any statements made by the student can be used during the proceeding.
- d. During and/or following the pre-hearing meeting, a “Notification of Alleged Academic Integrity Violation and Pending Academic Integrity Review Committee Hearing” will be delivered in person and/or sent to the student’s last known official, local address as provided by the student to the Registrar’s Office. Notice is deemed to have been properly provided when written notification is placed in First Class U.S. Mail, campus mail, sent to student’s official assigned Texas Tech University email, or personally delivered to the student no less than five (5) university working days prior to the scheduled appearance. Mailed notification will be delivered to the student’s last known official, local address as provided by the student to the Registrar’s Office and/or to the student’s official assigned Texas Tech University email address. Failure of a student to receive notice does not prevent the academic integrity proceedings from being carried out.
- e. After notice has been properly given to the student, the University may proceed to conduct a University Academic Integrity Review Committee hearing and deliver a recommendation regarding responsibility and/or sanction(s), condition(s), and/or restriction(s) to the CAID. The University Academic Integrity Review Committee

hearing may be held and a recommendation made regardless of whether the student responds, fails to respond, attends the hearing, or fails to attend the hearing. Should an absence of the student occur, the University Academic Integrity Review Committee may consider all available information and render a recommendation regarding responsibility and/or sanction(s), condition(s), and/or restriction(s).

### **University Academic Integrity Review Committee (AIRC) Hearing**

- a. The University Academic Integrity Review Committee, the AIF (or designee) of the academic college where the student's academic major was housed at the time the alleged violation took place, and the student will have a reasonable opportunity to question witnesses. Hearing proceedings, including all deliberations of the University Academic Integrity Review Committee, will be recorded by the Managing Director of Student Judicial Programs. The confidential hearing will be closed unless the student directs a request, in writing, to the Managing Director of Student Judicial Programs no less than five (5) university working days from the date of the "Notification of Alleged Academic Integrity Violation and Pending Academic Integrity Review Committee Hearing" that the hearing be open to the public. The University Academic Integrity Review Committee chairperson is responsible for conducting an orderly hearing. Prospective witnesses will be excluded from the hearing room until they are given the opportunity to present their information, knowledge, and/or perception of the alleged incident. The chairperson may deny admission into, or remove from, the hearing anyone due to space limitations or disruptive behavior.
- b. Following the hearing, the University Academic Integrity Review Committee will recommend to the CAID in writing whether or not the student is responsible for the alleged violation(s) and sanction(s), condition(s), and/or restriction(s) to be imposed, if appropriate.
  1. If the recommendation is that the student is not responsible for the alleged violation(s), the CAID reviews the recommendation and either accepts as submitted or declines the recommendation, finding the student responsible.
  2. If the recommendation is that the student is responsible for the alleged violation(s), the CAID will either accept or amend the recommendation(s) and impose sanction(s), condition(s), and/or restriction(s).
  3. Regardless of whether the CAID does or does not accept the Committee's recommendations regarding responsibility and/or sanction(s), condition(s) and/or restriction(s), he or she will notify the student in writing of the final decision within five (5) university working days.
- c. In addition to other possible sanction(s), condition(s), and/or restriction(s), and in the event that a student fails to respond to written notification, an administrative hold may be placed on the student record to prevent further registration and transcript receipt. The

administrative hold will be placed at the direction of the CAID and will remain until such time as the CAID receives an appropriate response from the student.

- d. The Dean's Office in each academic college is responsible for retaining specific records regarding academic integrity violations for a minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.
- e. Regardless of the outcome, a copy of all decision letters concerning a student(s) related to the academic integrity procedure will be forwarded to the Managing Director of Student Judicial Programs, which serves as the clearinghouse and repository for such decisions. The decision letters remain on file in Student Judicial Programs for a minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.

Any determination of responsibility for a separable violation of academic integrity may be appealed to the CAO as outlined in Section VI, below. If an appeal is accepted for review, the Appeals Committee will make a recommendation to the CAO, who shall have the final decision.

## **VI. Academic Integrity Sanctions, Conditions, and/or Restrictions**

Sanctions are defined as the primary outcome of responsibility for violation(s) of academic integrity. Conditions are educational or personal elements that occur in conjunction with an assigned sanction. Restrictions are secondary, consequential components that occur in conjunction with imposed sanctions and conditions.

A faculty member may impose sanction(s), condition(s), and/or restriction(s) when a student has been found responsible for a Level One violation(s) of academic integrity. An AIF may impose sanction(s), condition(s), and/or restrictions following a finding of responsibility for Level Two (separable) violation(s) of academic integrity. The University Academic Integrity Review Committee may recommend sanction(s), condition(s), and/or restriction(s) to the CAID following a University Academic Integrity Review Committee hearing. Upon receipt of the Committee's recommendations regarding responsibility, the CAID may impose sanction(s), condition(s), and/or restriction(s). Any implementation of the sanction(s), condition(s), and/or restriction(s) will not begin until either the time for an appeal has expired or until the appeal process is exhausted.

The outlined sanction(s), condition(s), and/or restriction(s) below at each level are not binding, but are intended as general guidelines for the academic community. Moreover, due to mitigating circumstances, a sanction, condition, and/or restriction is not always imposed, even when a student is found responsible for a given violation. Culpability may be assessed and sanction(s), condition(s), and/or restriction(s) imposed differentially for those with more or less experience as members of the academic community. Therefore, violation(s) of academic integrity by graduate students will normally be sanctioned more severely than violation(s) by first-year undergraduate students. In fact, any violation(s) of academic integrity by a graduate student will automatically

be adjudicated as a Level Two (separable) violation, as outlined previously. In cases involving more than one student, culpability may be assessed and sanction(s), condition(s), and/or restriction(s) imposed differentially according to each student's level of involvement with regard to the alleged violation(s).

Level One (non-separable) violation sanction(s), condition(s) and/or restriction(s) may include one or more of the following, although this list is not all-inclusive:

- Required participation in a non-credit academic integrity seminar as offered by the Ethics Center.
- An assigned paper or research project related to academic integrity.
- A make-up assignment that is different than the original assignment.
- No credit for the original assignment.
- A reduction in grade for the assignment and/or course.
- A failing grade on the assignment.
- A failing grade for the course (XF).
- A policy warning.

Level Two (separable) violation(s) will result in the imposition of one of two possible sanctions, associated mandatory conditions, and/or additional consequential restrictions, although this list is not all-inclusive:

a. **Time-Limited Academic Integrity Suspension:**

Time-limited academic integrity suspension is a sanction for a period of time in which a student may not attend class or participate in university-related activities as the student is withdrawn and separated from the university for a specific period of time, which may commence immediately, but would begin no later than the beginning of the next semester. The status of academic integrity suspension will be shown on the student's academic record, including the transcript, during the period of academic integrity suspension. At the direction of the CAID, a hold will be placed on the student record by the Academic Dean's office in the academic college where the student's major is housed at the time of the violation(s) which will prevent registration for classes. Notification of academic integrity suspension of a student will indicate the date on which the academic integrity suspension begins and the earliest date, if any, upon which the application for student readmission will be considered.

It is the student's responsibility to be mindful of the university's published dates for readmission as outlined in the University Catalog. The student must contact the CAID in writing prior to applying for readmission. The CAID will then determine if the student has satisfied the sanction(s), condition(s), and/or restriction(s) imposed. If the student has failed to satisfy any sanction(s), condition(s), and/or restriction(s) that have been imposed prior to application for readmission, the CAID may deny readmission to a student.

- b. **Academic Integrity Expulsion:**  
Academic integrity expulsion is a sanction which occurs when a student is permanently withdrawn and separated from the university and will commence immediately upon exhaustion of the appeals process. The status of expulsion will be shown on the student's academic record, including the transcript. A hold will be placed on the student record by the Academic Dean's office in the academic college where the student's major is housed at the time of the violation(s) which will prevent registration for classes.
- c. The mandatory conditions associated with academic integrity sanction include the following:
  - 1. XF for the course(s) in which the academic integrity violation occurred.
  - 2. Required registration and successful completion of a non-credit academic integrity seminar, as provided by the Ethics Center, during the initial semester of reenrollment at the university (applies to time-limited academic integrity suspension only).
- d. The secondary, consequential restriction(s) that may occur in conjunction with sanctions and conditions are as follows, although this list is not all inclusive:
  - 1. Dismissal from a departmental program.
  - 2. Denial of access to internships or research programs.
  - 3. Loss of appointment to academically-based positions.
  - 4. Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.
  - 5. Removal of fellowship or assistantship support.
  - 6. Official trespass from University property

### **Other Consequences of Violating the Academic Integrity Policy**

A student who commits a violation of academic integrity encounters university sanction(s), condition(s), and/or restriction(s). Additionally, such behaviors could significantly affect future educational and employment opportunities. The notation of a time-limited academic integrity suspension or academic integrity expulsion will be included on the student's academic transcript. In all adjudicated cases in which a grade of "XF" is assigned for academic disciplinary reasons, the "XF" shall remain on the student's academic transcript and be included in the GPA calculation, even if the student retakes the specific course and achieves a passing grade.

Moreover, prospective employers and other educational institutions frequently use recommendation forms that ask for judgment and comment on an individual's ethical behavior. Since such forms are sent with the permission of the student, who thereby waives any right he or she may have under the Family Educational Rights and Privacy Act to keep academic integrity sanction(s), condition(s), and/or restriction(s) confidential, University faculty and administrators with knowledge of academic integrity violation(s) are ethically bound to report such violation(s). Students should be aware that academic integrity records are maintained for a period of seven (7) years from the date of adjudication.

## VII. Appeals

Students found responsible for academic integrity violations may appeal. Failure to file a written request for an appeal within eight (8) university working days from the date of the decision letter will render the original decision final and conclusive.

a. Grounds for Appeal

Appeals must be based on:

1. Procedural error which fundamentally affected the decision.
2. Substantive error, i.e., the sanction(s), condition(s), and/or restriction(s) are not consistent with the gravity of the academic integrity violation.
3. Newly discovered relevant information not previously available and sufficient to alter the decision.

b. The specific questions to be addressed on appeal are:

1. Were the procedures of the *Academic Integrity Policy* followed?
2. If a procedural error was committed, were the rights of the student materially violated so as to effectively deny the student a just process?
3. Was the process conducted in a way that permitted the student adequate notice and the opportunity to present and respond to information?
4. Would newly discovered information, if presented, be sufficient to alter the decision?

c. Notification of Appeal

Students found responsible for academic integrity violation(s) will find information on the appropriate contact for an appeal in the decision letter issued by the faculty member, AIF, or CAID. The written appeal must be made in sufficient detail to outline the grounds for appeal. The appeal is not intended to afford a rehearing of the case. This process serves to review the written content and validity of the appeal submitted by the student, the record of the case, decision making procedures, and consideration of newly discovered information, if any.

d. A student found responsible for a Level One (non-separable) violation by a faculty member may appeal the decision, in accordance with the limitations outlined above, to the AIF in the academic college where the alleged violation occurred. The decision rendered by the AIF in such matters shall be considered final and conclusive.

e. A student found responsible for a Level Two (separable) violation by the AIF or the CAID may appeal the decision, in accordance with the limitations outlined above, to the CAO.

f. Upon receipt of the written appeal, the CAO will direct the Managing Director of Student Judicial Programs to convene the University Academic Integrity Appeals Committee to review the case and make a recommendation. The Committee may then recommend one of the following:

1. Find that the written appeal submitted is not sufficient to establish grounds for appeal and affirm the decision.
2. Find that no substantive and/or procedural error has occurred and affirm the decision.
3. Refer the matter for a new hearing.

e. Final Decision

The student will be notified in writing of the final academic integrity decision. If referred to the University Academic Integrity Appeals Committee, the chairperson will notify the CAO in writing of the committee's recommendation regarding the appeal. The CAO will

make the final academic integrity decision and impose sanction(s), condition(s), and/or restriction(s), if any, providing written notice of the decision to the student within five (5) university working days via First Class U.S. Mail, campus mail, student's official assigned Texas Tech University email, or personal delivery.

### **VIII. Withdrawal and Assignment of Grades During Adjudication**

Once a student has been notified of an alleged violation of academic integrity, he or she may not drop the course or withdraw from the University until the adjudication process is completed. The student may, however, file a request with the CAO for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty, if and only if he or she is found not responsible for the alleged violation.

If a faculty member must submit a final course grade before an allegation of a violation of academic integrity is resolved, the involved student(s) shall be given a temporary grade of X, which does not affect the student's GPA, until the adjudication process is completed. Upon completion of the academic integrity process, the final grade will be assigned through the appropriate academic channels.

### **IX. Rescinding Allegation of Academic Integrity Violation(s)**

Members of the university community may not make allegations of violation(s) of academic integrity against a student or students and then rescind those allegations once the adjudication process has commenced. Once an allegation has been made, the allegation must be investigated to its logical conclusion and a finding issued as to responsibility and sanction(s), condition(s), and/or restriction(s) to be imposed, if any. Records shall be maintained on all allegations of violations of academic integrity and, regardless of outcome, copies of all decision letters shall be forwarded to the Managing Director of Student Judicial Programs.

Members of the faculty are cautioned not to judge or penalize a student who may be addressing an allegation of violation(s) of academic integrity in another course. Faculty members should avoid preconceived notions about whether or not students can perform honestly in various academic venues.

### **X. Removal of XF Grades**

Requests for removal of the "X" from an "XF" grade must be submitted in writing to the CAO, who has the final decision on such requests. Such requests will not be considered until at least two (2) calendar years from the time of the violation that resulted in the "XF" grade assignment. In order for the request to be granted, the student, at a minimum, must have an exemplary record with respect to academic integrity since the original violation, must have successfully completed the non-credit academic integrity seminar, and must satisfactorily answer a required series of

essay questions on why the “X” should be removed. If the request is denied, the student must wait one (1) year to submit another request.

## **XI. Keeping of Academic Integrity Records**

Each academic college shall maintain specific records of academic integrity violation(s) in the appropriate Dean’s Office. In addition, a copy of all decision letters, regardless of outcome, issued in relation to allegations of academic integrity violation(s) must be sent to the Managing Director of Student Judicial Programs. The University maintains student records, including records concerning violation(s) of academic integrity, in the Office of Student Judicial Programs. Expulsion files are considered active permanently and shall be retained indefinitely. All other files are considered active until the student graduates and shall be retained for seven (7) years after adjudication of the violation.

### **Acknowledgment**

Texas Tech University’s academic integrity policy is modeled on a similar policy developed by Rutgers, the State University of New Jersey.