

Texas Tech University

Academic Integrity Policy

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ACADEMIC INTEGRITY POLICY

Final Draft – February 3, 2011

I. Academic Integrity

TEXAS TECH UNIVERSITY STATEMENT OF ACADEMIC INTEGRITY

Academic integrity is taking responsibility for one's own class and/or course 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 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. *[Texas Tech University Quality Enhancement Plan, Academic Integrity Task Force, 2010]*

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 class and/or course 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

This policy primarily covers matters of academic conduct in class and/or course work; it does not cover other areas of academic conduct such as allegation(s) of misconduct in original research and scholarship and creative activities. Refer to Operating Policy and Procedure 74.08 for such allegation(s). It also does not cover allegation(s) of misconduct related to professional ethics and/or patient/client confidentiality which might arise in some academic disciplines.

Additionally, this policy recognizes for accreditation and/or credentialing purposes academic departments may have written procedures which will contribute to the investigative process.

Further, this policy is inapplicable to students enrolled at the School of Law. Those students are governed by the Honor Code of the School of Law and the related procedures set forth in the School of Law's *Student Handbook*.

What Are Violation(s) of Academic Integrity?

Various ways in which academic integrity in class and/or course work 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.

A. Cheating

“Cheating” includes, but is not limited to:

1. Copying from another student’s test paper or devices.
2. Using unauthorized materials during a test or other assignment.
3. Failing to comply with instructions given by the person administering the test.
4. Possession of materials during a test which are not authorized by the person administering the test, such as class notes or other unauthorized aids.
5. 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.
6. Collaborating with, seeking aid, or receiving assistance from another student or individual during a test or in conjunction with other assignments without authority.
7. Discussing the contents of an examination with another student who has taken or will take the examination without authority.
8. 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.
9. 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.
10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.
 11. 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.
 12. Other forms of cheating, not elsewhere described above.

B. Plagiarism

“Plagiarism” includes, but is not limited to:

1. 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.
2. 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.
3. Other forms of plagiarism, not elsewhere described above.

C. Collusion

“Collusion” includes, but is not limited to:

1. The unauthorized collaboration with another person in preparing academic assignments offered for class and/or course credit.
2. Collaboration with another person to commit a violation of any section of the rules on academic integrity.
3. Other forms of collusion, not elsewhere described above.

D. Falsifying Academic Records

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

1. Altering or assisting in the altering of any official record of the University and/or submitting false information.
2. 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 used by the Office of the Registrar.

3. Other forms of falsifying academic records, not elsewhere described above.

E. Misrepresenting Facts

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

1. Providing false grades or resumes or other academic information.
2. 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.
3. Providing false or misleading information in an effort to injure another student academically or financially.
4. Other forms of misrepresenting facts, not elsewhere described above.

III. Levels of Academic Integrity Violation(s)

Any violation of academic integrity is a serious offense and is therefore subject to appropriate sanction(s), condition(s) and/or restriction(s). 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 academic integrity expulsion, from the university. However, time-limited academic integrity suspension, or academic integrity 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 academic integrity expulsion, from the university, as well as additional condition(s) and/or restriction(s), as appropriate.

Examples are cited below for each level of violation. These examples are meant to be illustrations, but do not exhaust the scope of possible violation(s) 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 class and/or 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 class and/or course 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.
- h. Other Level One (non-separable) violation(s), not elsewhere described above.

Level Two (Separable) Violation(s)

Level Two (separable) violation(s) of academic integrity are more serious in nature and/or affect a more significant aspect or portion of the class and/or course work compared with Level One violation(s). Dishonest intent on the part of the student committing the violation(s) may be present. Examples include, but are not limited to:

- a. Any violation(s) by a graduate student.
- b. Second, or subsequent, Level One violation(s).
- c. Presenting the work of another as one's own.
- d. Copying or allowing the copying of work on an examination or project.
- e. Plagiarizing major portions of a written assignment.
- f. Using prohibited materials, such as books, notes, calculators, or other electronic devices during an examination.
- g. Conspiring before an examination to develop methods of illicitly exchanging information during the examination.
- h. Altering examinations for the purposes of regrading.
- i. Acquiring or distributing a copy of an examination from an unauthorized source.
- j. Submitting purchased materials as your own work.
- k. Removing or damaging posted or reserve material, or preventing others from having access to the material.
- l. Fabricating data by inventing or deliberately altering material. Fabrication includes citing "sources" that are not, in fact, sources.
- m. Using unethical or improper means of acquiring data.

- n. Committing a violation of academic integrity that breaks the law or resembles criminal activity.
- o. Having a substitute take an examination or taking an examination for someone else.
- p. Sabotaging another's work through actions designed to prevent the successful completion of an assignment.
- q. 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.
- r. Knowingly violating a canon of the ethical code of the profession for which a student is preparing.
- s. Other Level Two (separable) violation(s), not elsewhere described above.

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 will be cause for academic integrity expulsion from the university.

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 violation(s) 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 of each academic college 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, investigated and adjudicated 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 educate the University community concerning academic integrity policies and procedures and shall review, investigate, adjudicate and/or refer to the CAID alleged Level Two (separable) violation(s) of the Academic Integrity Policy. The AIF also serves as the appeal agent for Level One (non-separable) decisions rendered by faculty members.

Department Chairs (DCs)

Department Chairs will work with faculty members to ensure students accused of academic integrity violation(s) are afforded due process as outlined in the Academic Integrity Policy. Should a student fail to respond to written notification from a faculty member, the Department Chair will assist the faculty member in rendering a decision regarding responsibility and sanction(s), condition(s), and/or restriction(s) to be imposed, if any.

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 Level One (non-separable) violation(s) of academic integrity. FMs shall not handle allegation(s) of Level Two (separable) violation(s) of academic integrity, but must refer such allegation(s) 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) full-time 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 20th 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 facilitating audio 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 will serve to hear cases involving graduate students.

e. Committee Quorum

A quorum for the committee consists of five (5) members, provided at least two (2) members are present from each of the representative categories of students and faculty, as outlined above.

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 sanction(s), condition(s), and/or restriction(s), 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 Appeals 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) full-time 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 20th 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.

d. Committee Meetings

The committee will convene when cases are referred by the CAO. Appeal reviews 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 review cases involving undergraduate students. Graduate students will serve to review cases involving graduate students.

e. Committee Quorum

A quorum for the committee consists of five (5) members, provided at least two (2) members are present from each of the representative categories of students and faculty, as outlined above.

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, specific questions to be addressed on appeal, and disposition¹ of the case.

g. Additional Committee Sections and/or Members

¹ As in Merriam-Webster's Collegiate Dictionary, 11th Ed., 2003, disposition is final arrangement: settlement <the disposition of the case>.

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 Committee

The Academic Integrity Policy Committee will conduct an annual review of the Academic Integrity Policy and make written 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 written recommendation(s) will be received annually by the CAO no later than March 1.

a. Committee Composition

The committee will be composed of four (4) full-time 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 Policy 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. Four (4) full-time 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 20th 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 at least two (2) members are present from each of the representative categories of students and faculty, as outlined above.

f. Committee Orientation

Members of the University Academic Integrity Policy 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 meeting.

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) referred by the CAO or CAID. The Managing Director of SJP also coordinates the appeals review process for cases 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 documentation.

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. 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 for Adjudicating Alleged Violation(s) of Academic Integrity

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 process/procedures to be followed. Alleged Level

One (non-separable) violation(s) of academic integrity are reviewed, investigated and/or adjudicated by the faculty member serving as the instructor of record for the course in which the violation(s) 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 student(s) 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). Alleged academic integrity violation(s) by students whose academic major is housed within the undergraduate education unit of the Office of the Provost shall be handled at the discretion of the Vice Provost for Undergraduate Education, who will assign an AIF. Any member of the University community who is uncertain where to report an alleged violation(s) 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. Academic integrity proceedings are based on the review of all relevant information gathered during investigation, and student(s) are found responsible for violating the Academic Integrity Policy when a preponderance² of such information supports the allegation.

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 is potentially Level Two (separable); faculty members shall not handle allegation(s) of academic integrity violation(s) by graduate students, but will refer all such allegation(s) to the AIF in the academic college where the student's academic major is housed at the time of the alleged violation(s). Academic departments may have written procedures which will contribute to the investigative process. The results of such shall be considered in the review.

Level One (Non-Separable) Violations

Allegation(s) of Level One (non-separable) violation(s) of academic integrity shall be adjudicated within thirty (30) university working days from the date the faculty member has knowledge of the alleged violation(s). Faculty members with such knowledge shall provide specific details of the allegation(s) 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 confirm with the Managing Director of Student Judicial Programs whether there are any previous academic integrity violation(s). The existence of previous academic integrity violation(s) elevates the current alleged violation(s) to a Level Two (separable) violation which must be reviewed, investigated and/or adjudicated by the AIF of the college where the student's academic major is housed at the time of the alleged violation(s), with possible referral to the CAID.

² As in Merriam-Webster's Collegiate Dictionary, 11th Ed., 2003, preponderance is superiority in weight, power, importance, or strength; majority.

Once a faculty member has confirmation the case is an alleged Level One (non-separable) violation, the faculty member will confer with their department chairperson and will ensure 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 the allegation(s) 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 sanction(s), condition(s) and/or restriction(s) 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 responding to allegation(s) and/or 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 have the opportunity to respond to the allegation(s) and/or present information.
 6. To refrain from making any statement(s) relevant to the allegation(s).
 7. To know any statement(s) made and/or information presented by the student can be considered during the proceeding.
- c. After notice has been properly given to the student, the faculty member shall proceed to conduct a review and investigation of the alleged academic integrity violation(s). The student(s) shall have an opportunity to respond to the allegation(s) and/or to present information. Review, investigation, and rendering of a decision regarding responsibility 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 of the findings within five (5) university working days.
 1. If the decision is the student is not responsible for the alleged violation(s), no further action will be taken.
 2. If the decision is the student is responsible for the alleged violation(s), the faculty member will impose sanction(s), condition(s) and/or restriction(s). The decision of the faculty member is considered final, notwithstanding an appeal.
 3. The student may appeal the decision of a faculty member to the AIF in the academic college where the violation occurred, as outlined in Section VII, subsection b(1).
- e. In addition to other possible sanction(s), condition(s), and/or restriction(s), and in the event 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 violation occurred. The hold will remain until such time as the faculty member receives an appropriate response from the student.
- f. Issued 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 sixty (60) 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. Academic departments may have written procedures which will contribute to the investigative process. The results of such shall be considered in the review. The AIF will confirm with the Managing

Director of Student Judicial Programs whether there are any previous academic integrity violations. If the AIF determines the alleged violation(s) 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, above, Level One (non-separable) violations.

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

- a. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) 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 sanction(s), condition(s), and/or restriction(s) 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 responding to allegation(s) and/or 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 have the opportunity to respond to the allegation(s) and/or present information.
 6. To refrain from making any statement(s) relevant to the allegation(s).
 7. To know any statement(s) made and/or information presented by the student can be considered 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(s). Academic departments may have written procedures which will contribute to the investigative process. The results of such shall be considered in the review. The student(s) shall have an opportunity to respond to the allegation(s) and/or to present information. Review, investigation, and rendering of a decision regarding responsibility 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 of the findings within five (5) university working days.
 - 1. If the decision is the student is not responsible for the alleged violation(s), no further action will be taken.
 - 2. If the decision is the student is responsible for the alleged violation(s), the AIF will impose sanction(s), condition(s), and/or restriction(s), subject to the student's right to accept or deny responsibility as outlined in subsections (e) and (f), below.
- 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, notwithstanding an appeal. A student may choose to appeal the decision of an AIF. They will direct their written appeal to the CAO as outlined in Section VII, subsection b(2), 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.
- 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

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.

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

- a. The student(s) named in the allegation(s) will be notified in writing of the allegation(s) and asked to appear before the Managing Director of Student Judicial Programs for a pre-hearing meeting. Through this written notification, the Managing Director of Student Judicial Programs 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 of Student Judicial Programs 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 of Student Judicial Programs 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 sanction(s), condition(s), and/or restriction(s) 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 responding to allegation(s) and/or 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 have the opportunity to respond to the allegation(s) and/or present information.
6. To refrain from making any statement(s) relevant to the allegation(s).
7. To know any statement(s) made and/or information presented by the student can be considered 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, as outlined in subsection a, above.
- 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 student(s) shall have an opportunity to respond to the allegation(s) and/or to present information. The University Academic Integrity Review Committee hearing may be held and recommendation(s) 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(s) 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(s) took place, and the student(s) will have a reasonable opportunity to respond to allegation(s) and/or present information and/or question witnesses. Hearing proceedings, excluding all deliberations to determine responsibility and recommend sanction(s), condition(s), and/or restriction(s), if any, will be audio recorded by the Managing Director of Student Judicial Programs. The confidential hearing will be closed unless the student provides 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” 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 Committee chairperson may deny admission into, or remove from, the hearing anyone due to space limitations and/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 any.

1. If the recommendation is the student is not responsible for the alleged violation(s), the CAID reviews the recommendation(s) and either accepts as submitted or declines the recommendation, finding the student responsible and imposing sanction(s), condition(s), and/or restriction(s), as appropriate.
 2. If the recommendation is the student is responsible for the alleged violation(s), the CAID reviews the recommendation(s) and 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 recommendation(s) regarding responsibility and/or sanction(s), condition(s) and/or restriction(s), he or she will notify the student in writing within five (5) university working days. The decision rendered by the CAID is considered final and conclusive, notwithstanding an appeal. A student may choose to appeal the decision of the CAID. They will direct their written appeal to the CAO as outlined in Section VII, subsection b(2), below.
- 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 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.

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

Sanction(s) are defined as the primary outcome of responsibility for violation(s) of academic integrity. Condition(s) are educational or personal elements that occur in conjunction with an assigned sanction. Restriction(s) are secondary, consequential components that occur in conjunction with imposed sanction(s) and condition(s). Any implementation of sanction(s), condition(s), and/or restriction(s) does not begin until either the time for an appeal has expired or until the appeal process is exhausted.

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 restriction(s) 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 recommendation(s), the CAID may impose sanction(s), condition(s), and/or restriction(s). The CAO may direct the convening of the University Academic Integrity Appeals Committee to review decisions rendered by an AIF or CAID. Upon receipt of the Committee's recommendation(s) regarding grounds for appeal, the CAO may affirm or amend the original decision and amend or impose sanction(s), condition(s), and/or restriction(s). The decision of the CAO is considered final and conclusive.

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, sanction(s), condition(s), and/or restriction(s) are 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 student(s) will normally be sanctioned more severely than violation(s) by first-year undergraduate student(s). 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:

- Academic integrity probation
- 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.
- Other appropriate sanction(s), condition(s), and/or restriction(s).

Level Two (separable) violation(s) will result in the imposition of one of two possible sanction(s) (a or b, below), associated mandatory condition(s), and/or additional consequential restriction(s), 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 AIF and/or 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 considered³; or

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 academic integrity appeals process. The status of academic integrity expulsion will be shown on the student's academic record permanently, 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; and

c. The mandatory condition(s) associated with academic integrity sanction (a) or (b), above, 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 sanction only); and

d. The secondary, consequential restriction(s) in conjunction with sanction (a) or (b), above, and condition(s) (1) and/or (2), above, are as follows, although this list is not all inclusive:

1. Dismissal from a departmental program.

³ 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 AIF and/or CAID in writing prior to applying for readmission. The AIF and/or 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 AIF and/or CAID may deny readmission to a student.

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.
7. Other appropriate restriction(s).

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. See Section X, below.

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. 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 minimum of seven (7) years from the date the case is completed including academic integrity appeal procedures.

A former student who engages in any misconduct described herein is subject to an administrative hold preventing readmission, revocation of a degree and withdrawal of a diploma.

VII. Appeals

Student(s) found responsible for academic integrity violation(s) may appeal, as outlined below. Appeals must be submitted in writing and must be signed by the student. Failure to file a written and signed 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. Notification of Right to Appeal and Process for Appeal

Students found responsible for academic integrity violation(s) will find specific information regarding their right to 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.

- b. Person(s) Responsible for Receiving Appeals
 - 1. A student found responsible for a Level One (non-separable) violation(s) by a faculty member may appeal the decision, in accordance with the limitations outlined in this section, to the AIF in the academic college where the alleged violation(s) occurred. The appeal decision rendered by the AIF shall be considered final and conclusive.
 - 2. A student found responsible for a Level Two (separable) violation(s) by an AIF or CAID may appeal the decision, in accordance with the limitations outlined in this section, to the CAO. The appeal decision rendered by the CAO shall be considered final and conclusive.
- In either case, the grounds for appeal, the specific questions to be addressed on appeal, and the possible dispositions are described below.
- c. 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.
- d. 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. Are the sanction(s), condition(s), and/or restriction(s) imposed substantively consistent with the gravity of the academic integrity violation?
 - 4. Was the process conducted in a way that permitted the student adequate notice and the opportunity to respond to allegation(s) and present information?
 - 5. Would newly discovered information, if presented, be sufficient to alter the decision?
- e. Appeal Process
 - 1. Upon receipt of the written and signed appeal of a Level One (non-separable) decision, the AIF will consider the grounds for appeal, the specific questions to be addressed on appeal, and make a determination regarding disposition, as described below.
 - 2. Upon receipt of the written and signed appeal of a Level Two (separable) decision, 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, having considered the grounds for appeal and the specific questions to be addressed on appeal, may then recommend one of the dispositions, as described below. The CAO will review the recommendation(s) of the committee and make a determination regarding disposition, as described below.
- f. Disposition of the Appeal
 - 1. Find the written appeal submitted is not sufficient to establish grounds for appeal and affirm the decision.
 - 2. Find no substantive and/or procedural error has occurred and affirm the decision.
 - 3. Affirm the decision regarding responsibility, but recommend amending previously imposed sanction(s), condition(s), and/or restriction(s), if any.

4. Refer the matter for a new hearing before the University Academic Integrity Review Committee.
- e. Final Decision
The AIF or CAO will make the final and conclusive academic integrity appeal 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(s) of academic integrity, he or she may not drop the course or withdraw from the university until the adjudication process is completed. The AIF of the academic college where the student's major is housed at the time the alleged violation(s) occurred will place an administrative hold on the student's record to prevent drop or withdrawal. 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 violation(s) 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 academic integrity adjudication process is completed. Upon completion of the academic integrity adjudication process, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form.

IX. Rescinding Allegation of Academic Integrity Violation(s)

Members of the university community may not make allegation(s) of violation(s) of academic integrity against a student(s) and then rescind those allegation(s) once the adjudication process has commenced. Once an allegation(s) has been made, the allegation(s) 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.

Members of the faculty are cautioned not to judge or penalize a student(s) who may be addressing an allegation(s) of violation(s) of academic integrity in another course. Faculty members should avoid preconceived notions about whether or not student(s) 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 date of adjudication of the violation(s) which resulted in the “XF” grade being assigned, including academic integrity appeal procedures. 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(s), must have successfully completed the non-credit academic integrity seminar, and must satisfactorily answer a required essay question on why the “X” should be removed. If the request is approved, only the “X” will be removed. The “F” will 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, as previously outlined. If the request is denied, the student must wait one (1) calendar 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. Academic integrity expulsion files are considered active permanently and shall be retained indefinitely. All other files are considered active until the student(s) graduates and shall be retained for seven (7) years after adjudication of the violation.

XII. Acknowledgment

This Academic Integrity Policy was written by an *ad-hoc* committee of students, faculty, and administrators with extensive vetting by many other members of the Texas Tech University community. The Academic Integrity Policy Task Force gratefully acknowledges the help of all who participated in the review of this document.

Major aspects of this Policy are modeled on the academic integrity policy of Rutgers, the State University of New Jersey. We gratefully acknowledge the guidance obtained from that policy.

Academic Integrity Policy
Approved by the Board of Regents on May 12/13, 2011
Effective Monday, May 16, 2011

The Academic Integrity Policy is subject to change without notice.