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Texas Tech University

# Academic Integrity Policy

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## ACADEMIC INTEGRITY POLICY

### I. Academic Integrity

#### A. 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. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [*Texas Tech University ("University") Quality Enhancement Plan, Academic Integrity Task Force, 2010*]

B. Students must understand the principles of academic integrity, and abide by them in all class and/or course work at the University. If there are questions of interpretation of this Academic Integrity Policy ("Policy") or about what might constitute an Academic Integrity violation of the Policy ("Violation"), students are responsible for seeking guidance from the faculty member teaching the course in question.

C. The Academic Integrity Policy Committee ("AIPC"; *See Appendix I*) will conduct an annual review of the Policy and make written recommendations to the Senior Vice President for Academic Affairs and Provost or a Vice Provost designated by the Provost to serve as Chief Academic Officer ("CAO") regarding omissions, clarifications, constructive changes and other matters relevant to the proper interpretation and operation of the Policy. Such written recommendations will be received annually by the CAO no later than March 1.

### II. Academic Integrity Violations

This Policy covers matters of academic conduct in class and/or course work. This Policy does not cover (i) other areas of academic conduct such as allegations of misconduct in original research and scholarship and creative activities, which is covered by Operating Policy and Procedure 74.08; (ii) allegations of misconduct related to professional ethics and/or patient/client confidentiality which might arise in some academic disciplines; or (iii) students enrolled at the Texas Tech University School of Law, who 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*, except to the extent a University law student is enrolled in a University dual degree program. In

that case, this Policy applies to University class and/or course work outside the School of Law, and shall be administered by the Associate Academic Dean (“AAD”) of the college where the student’s non-law degree program is housed, and will be handled according to this Policy. This Policy recognizes that, for accreditation and/or credentialing purposes, academic departments may have written procedures which will contribute to the investigative process.

### **What Are Academic Integrity Violations?**

Academic integrity in class and/or course work can be violated in many ways (“Academic Integrity Violations” or “Violations”<sup>1</sup>), including, but not limited to, the following:

#### **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. 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/software.
10. Falsifying research data, laboratory reports, and/or other academic work offered for credit.

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<sup>1</sup> Unless the context indicates otherwise, in this policy (i) the use of the singular includes the use of the plural; and (ii) references to “violations” are deemed to mean “alleged violations”.

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.

#### **B. Plagiarism**

“Plagiarism” includes, but is not limited to representing the words, ideas, illustrations, structure, computer code, other expression or media of another as one’s own. Improper citation or lack of acknowledgment that direct, paraphrased, or summarized materials are not one’s own is also considered plagiarism.

#### **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.

#### **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.

#### **E. Misrepresenting Facts**

“Misrepresenting facts” 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.

### **III. Procedures for Reporting Alleged Academic Integrity Violations**

Any person becoming aware of alleged Violations of the Policy shall report such to the instructor of record in the course. The faculty member receiving the report or his/her successor

(the “referring faculty member”) shall forward the allegation to the Chair of the department and the AAD of the college offering the course. If the course is in a different college than that in which the student is enrolled, the AAD shall forward the allegation to the AAD of the college in which the student is enrolled. Unless the context required otherwise, references to “AAD” means the AAD in the academic college where the student is enrolled as this is the AAD responsible for evaluating the allegation and overseeing the process. Academic Integrity Violations by dual degree students, except dual law degree students, shall be handled jointly by the AADs in the academic colleges where the student’s majors are housed at the time of the Violations. The AAD shall evaluate the allegation, including contacting the Managing Director of Student Judicial Programs (“SJP”) to determine whether the student has any prior Academic Integrity Violations on record with SJP. After evaluating the allegation and considering any prior Academic Integrity Violations, the AAD, in consultation with the referring faculty member, will determine the level of the Violation. The AAD shall return the matter to the referring faculty member (for Level One Violations) or retain the allegation for processing (for Level Two Violations) pursuant to the procedures outlined below.

#### **IV. Levels of Academic Integrity Violations**

Any Academic Integrity Violation is a serious offense and is subject to sanctions, conditions and/or restrictions. Violations are categorized into two levels, in the discretion of the appropriate AAD in consultation with the referring faculty member, based on a number of factors, including, but not limited to the facts and circumstances in the case, including the nature of the Violation, the experience and knowledge of the student, whether the student has any prior Academic Integrity Violations on record with SJP, and whether more than one Violation is alleged. Violations by graduate students are deemed to be Level Two Violations. (*See Appendix 2 for examples of Level One and Level Two Violations*).

#### **V. Notice of Alleged Violations**

- A. No later than ten (10) University working days after receipt of the allegation, the referring faculty member or AAD, as the case may be, depending on whether the alleged Violation is determined to be Level One or Level Two, shall provide the student with written notice (“Notice”) including, but not limited to the following:
  1. source and substance of the Violation;
  2. level of Violation;
  3. student’s rights and responsibilities;
  4. procedures for processing such Violation;
  5. place, date, and time for the Academic Integrity proceeding (“Proceeding”) concerning the alleged Violation; and
  6. sanctions, conditions, and/or restrictions that may be imposed upon a finding of responsibility of such Violation.

- B. If the student accepts responsibility for the Violation and the sanctions, conditions, and/or restrictions that may be imposed in writing before the date of the Proceeding, the Proceeding is not necessary, the matter is final, and may not be appealed.
- C. The date and time of the Proceeding shall be set outside of the student's academic schedule, but in no case shall be more than 30 days after Notice has been provided by the AAD for Level One or 60 days after Notice has been provided by the AAD for Level Two Violations.
- D. Notice shall be deemed to have been received by the student on the date personally delivered or sent, including, but not limited, to the following delivery methods:
  - 1. Hand delivery;
  - 2. First Class U.S. Mail sent to the student's last known official, local address as provided by the student to the Registrar's Office;
  - 3. Campus Mail; and
  - 4. E-mail sent to the student's officially assigned Texas Tech e-mail address.

## **VI. Procedures for Adjudicating Alleged Academic Integrity Violations**

- A. **REVIEW, INVESTIGATION, AND RENDERING OF A DECISION REGARDING RESPONSIBILITY WILL BE CONDUCTED WHETHER THE STUDENT RESPONDS, FAILS TO RESPOND, ATTENDS THE PROCEEDING OR FAILS TO ATTEND THE PROCEEDING.**
- B. Alleged Violations of the Policy shall be adjudicated at the place, date, and time set in the Notice by the following individuals.
  - 1. **Level One Violations** – referring faculty member.
  - 2. **Level Two Violations and Any Violation by a Graduate Student** - AAD in the academic college where the student is enrolled at the time of the Violation. In cases referred to the Academic Integrity Review Committee, the Managing Director of Student Judicial Programs provides notice.
- C. The Proceeding is based on a review of all relevant information gathered during the investigation. A student will be found responsible for violating the Policy when a preponderance<sup>2</sup> of such information supports the allegation.
- D. At least five (5) University working days prior to the Proceeding, the referring faculty member or the AAD (as the case may be, depending on whether the Violation is Level one or Level Two) shall provide the student all relevant information gathered during the investigation and review of the allegation. The student may, but is not required, to respond to the allegation and/or to present his or her own information during the Proceeding. The student may be accompanied to the Proceeding by another member of the University community (for advisory purposes only, not for representation).

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<sup>2</sup> A "preponderance" is a standard of proof in which the evidence as a whole shows that the fact sought to be proved is more probable than not. Black's Law Dictionary, Sixth Ed., 1990.

**E. Level One Violations**

The referring faculty member will, with the assistance of the department Chair, ensure the requirements of due process are fulfilled in accordance with the following procedures:

1. Once the referring faculty member has made a decision regarding responsibility, the referring faculty member will (i) issue a decision letter (“Decision Letter”) to the AAD in the academic college where the decision was rendered and the AAD of the academic college where the student is enrolled at the time of the Violation; and (ii) notify the student in writing of the findings within five (5) University working days.
  - a. If the student is found not responsible for the Violation, no further action will be taken.
  - b. If the student is found responsible for the Violation, the referring faculty member will impose sanctions, conditions and/or restrictions, subject to the student’s right to accept or deny responsibility as outlined in subsections 2 and 3, below.
2. If the student accepts responsibility for a Level One Violation and the sanctions, conditions and/or restrictions imposed by the referring faculty member, the matter is final, and may not be appealed.
3. If the student is found responsible but does not accept responsibility for a Level One Violation, or disagrees with the sanctions, conditions, and/or restrictions imposed by the referring faculty member, the student may appeal the decision of the referring faculty member to the AAD as outlined in Section IX.

**F. Level Two Violations**

The AAD will ensure the requirements of due process are fulfilled in accordance with the following procedures:

1. After the student has been advised of the allegation(s), the student shall indicate whether an Administrative Hearing or Academic Integrity Review Committee Hearing is preferred. However, the AAD has the sole discretion in all cases to designate whether an Administrative or Academic Integrity Review Committee Hearing will be held or whether the AAD will refer the matter to the Academic Integrity Review Committee (“AIRC”).
2. Administrative Hearing
  - a. The administrative hearing process will be completed by the AAD in a timely manner based upon the specific circumstances of each case.
  - b. Once the AAD has made a decision regarding responsibility, the AAD will (i) issue a Decision Letter; (ii) provide a copy to the AAD in the academic college where the Violation occurred, if different than the academic college where the student is enrolled at the time of the Violation; and (iii) provide a copy of the Decision Letter to the student within five (5) University working days.
    - i. If the student is found not responsible for the Violation, no further action will be taken.

- ii. If the student is found responsible for the Violation, the AAD will impose sanctions, conditions and/or restrictions subject to the student's right to accept or deny responsibility as outlined in subsections 2 and 3, below.
  - iii. If the student accepts responsibility for a Level Two Violation and the sanctions, conditions, and/or restrictions imposed by the AAD, the matter is final, and may not be appealed.
  - iv. If the student is found responsible by the AAD, but the student does not accept responsibility for a Level Two Violation or disagrees with the sanctions, conditions, and/or restrictions imposed by the AAD, the student may appeal the decision of the AAD to the Assistant Vice Provost for Student Affairs (AVPSA).
3. Academic Integrity Review Committee Hearing
- a. Upon determination to utilize the Academic Integrity Review Committee, the AAD will direct the Managing Director of Student Judicial Programs to coordinate a hearing.
  - b. Procedure and notice requirements for AIRC hearings will be followed as outlined in section VI by the Managing Director of Student Judicial Programs.
  - c. AIRC membership, roles and responsibilities are outlined in the appendix.
  - d. Following the hearing, the AIRC will recommend to the AAD 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. The AAD will review the recommendation and either accept or amend the recommendation. Once the AAD has made a decision regarding responsibility, the AAD will (i) issue a Decision Letter; (ii) provide a copy to the AAD in the academic college where the Violation occurred, if different than the academic college where the student is enrolled at the time of the Violation; and (iii) provide a copy of the Decision Letter to the student within five (5) University working days.
  - e. The student may appeal the decision of the Dean to the Assistant Vice Provost for Student Affairs (AVPSA).

G. **Appeals Information in Decision Letters.** Specific information regarding a student's right to appeal will be provided in the Decision Letter issued for students found responsible for Academic Integrity Violations.

## VII. Academic Integrity Sanctions, Conditions, and/or Restrictions

- A. Sanctions are the primary outcome of responsibility for Academic Integrity Violations. Conditions are educational or personal components that occur in conjunction with an assigned sanction. Restrictions are secondary, consequential components that occur in conjunction with imposed sanctions and conditions. Implementation of sanctions,

conditions, and/or restrictions does not begin until either the time for an appeal has expired or until the appeal process is exhausted.

- B. The sanctions, conditions, and/or restrictions outlined below are intended as general guidelines for the academic community. Due to mitigating circumstances, sanctions, conditions, and/or restrictions will not be imposed in some cases. A student's experience as a member of the academic community may impact findings of responsibility, sanctions, conditions, and/or restrictions. For example, graduate students will normally be sanctioned more severely than first-year undergraduate students for Academic Integrity Policy Violations. In cases involving more than one student, culpability may be assessed, and sanctions, conditions, and/or restrictions imposed differentially based on each student's level of involvement with regard to the Violations.
- C. **Level One Violation** sanctions, conditions and/or restrictions may include, but are not limited to, one or more of the following:
1. Academic integrity probation
  2. Required participation in a non-credit academic integrity seminar.
  3. Assigned paper or research project related to academic integrity.
  4. Make-up assignment that is different than the original assignment (this sanction may only be rendered by the instructor of record).
  5. No credit for the original assignment.
  6. Reduction in grade for the assignment and/or course.
  7. Failing grade on the assignment.
  8. Failing grade for the course (XF).
  9. Academic Integrity Policy warning.
  10. Other appropriate sanctions, conditions, and/or restrictions not including Academic Integrity Suspension or Academic Integrity Expulsion.
- D. **Level Two Violations** may result in the imposition of one or more Level One Violation sanctions, and/or additional consequential restrictions, including academic integrity suspension. 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 during the period of academic integrity suspension. At the direction of the AAD, a hold may 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 Violations 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<sup>3</sup>; or

- E. Academic integrity expulsion is a sanction which occurs when a student is permanently withdrawn and separated from the University 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. 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 Violations which will prevent registration for classes; and
- F. Mandatory conditions associated with **Academic Integrity Suspensions and Academic Integrity Expulsions** include:
  - 1. XF for the course in which the academic integrity Violation occurred.
  - 2. Required registration and successful completion of a non-credit academic integrity seminar during the initial semester of reenrollment at the University (applies to time-limited academic integrity suspension sanction only); and
- G. Additional restrictions in conjunction with Academic Integrity Suspensions and Academic Integrity Expulsions and conditions F. 1. and 2., above, include, but are not limited to, one or more of the following:
  - 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.
- H. In all adjudicated cases in which a grade of "XF" is assigned for academic integrity 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.
  - 1. 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 Violations which resulted in the "XF" grade being assigned, including academic integrity appeal procedures.

**Comment [SAK1]:** Be consistent with initial capitals. If these are titles for specific suspensions and expulsions, capitalize throughout the Policy.

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<sup>3</sup> It is the student's responsibility to know and comply with the University's published dates for readmission as outlined in the University Catalog. The student must contact the AAD and/or VP in writing prior to applying for readmission. The AAD and/or VP will determine whether the student has satisfied the sanctions, conditions, and/or restrictions imposed. If the student has failed to satisfy any sanctions, conditions, and/or restrictions that have been imposed prior to application for readmission, the AAD and/or VP may deny readmission to a student.

2. In order for the request to be granted, the student, at a minimum, must have (i) an exemplary record with respect to academic integrity since the original Violations; (ii) successfully completed the non-credit academic integrity seminar; and (iii) satisfactorily answer a required essay question on why the “X” should be removed. If the request is approved, only the “X” will be removed.
  3. 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. If the request is denied, the student must wait one (1) calendar year to submit another request.
- I. In addition to other possible sanctions, conditions, and/or restrictions, 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 AAD and remain until the student completes the adjudication process.

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

Violating the University’s Academic Integrity Policy could significantly affect the student’s future educational and employment opportunities. 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, the student waives any right he or she may have under the Family Educational Rights and Privacy Act to keep academic integrity sanctions, conditions, and/or restrictions confidential. University faculty and administrators are ethically bound to report Academic Integrity Violations. A former student who engaged in any misconduct described herein is subject to an administrative hold preventing readmission, revocation of a degree and withdrawal of a diploma.

### **IX. Appeals**

- A. Students found responsible for Academic Integrity Violations may appeal, as outlined below. Appeals are to the AAD (as to Level One Violations) and the AVPSA (as to Level Two Violations)
- B. Appeals must be submitted by the student, in writing, within eight (8) University working days from the date of the Decision Letter, and must be signed by the student. Failure to file a written and signed request for an appeal within that timeframe will render the original decision final.
- C. On receipt of a timely filed appeal, a Notice of Hearing will be sent to the student stating the place, date, and time of the hearing (“Hearing Notice”).
- D. The written appeal contains sufficient detail to outline the grounds for appeal. An appeal is not a rehearing of the case. The appeals process involves a review of the written content and validity of the appeal submitted by the student, the record of the case, decision making procedures, and consideration of new information, if any.
- E. Where to Send Appeals/Finality of Appeal Decisions

1. Appeals for Level One Violation decisions must be sent to the AAD in the academic college where the Violations occurred.
  2. Appeals for Level Two Violation decisions must be sent to the AVPSA.
- F. Grounds for Appeal
- Appeals must be based on:
1. Procedural error which fundamentally affected the decision.
  2. Substantive error, i.e., the sanctions, conditions, and/or restrictions are not consistent with the gravity of the Academic Integrity Violation.
  3. Newly discovered relevant information that is sufficient to alter the decision.
- G. Specific questions to be addressed on appeal include:
1. Were the procedures of the *Policy* followed?
  2. If a procedural error occurred, were the rights of the student materially violated?
  3. Are the sanctions, conditions, and/or restrictions imposed consistent with the gravity of the Academic Integrity Violation?
  4. Was the process conducted in a way that provided the student adequate notice and the opportunity to respond to Academic Integrity Violation allegations and present information?
  5. Would newly discovered relevant information be sufficient to alter the decision?
- H. Appeal Process
1. Upon receipt of the timely filed, written and signed appeal of a Level One decision, the AAD will consider the grounds for appeal, the specific questions to be addressed on appeal, and make a determination regarding disposition of the appeal.
  2. Upon receipt of the timely filed, written and signed appeal of a Level Two decision, the AVPSA will consider the grounds for appeal and the specific questions to be addressed on appeal, may then impose one of the possible appeal outcomes described below.
- I. **Possible Appeal Outcomes.** The person deciding the appeal may-
1. Find the written appeal submitted was not timely filed or signed, and affirm the decision;
  2. Find the appeal is not sufficient to establish grounds for appeal and affirm the decision;
  3. Find no substantive and/or procedural error has occurred and affirm the decision;
  4. Affirm the decision regarding responsibility, but recommend amending previously imposed sanctions, conditions, and/or restrictions, if any;
  5. ;
  6. Render a final decision.

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

- A. Once a student has been notified of an Academic Integrity Violation allegation, the student may not drop the course until the adjudication process is completed. The AAD of the academic college where the student's major is housed at the time the Violations occurred will place an administrative hold on the student's record to prevent drop or withdrawal. If a student is found not responsible for Violations, student may file a

request with the AVPSA for approval to drop the course or withdraw from the University retroactively, without academic and financial penalty.

- B. If a referring faculty member must submit a final course grade before an Academic Integrity Violation allegation is resolved, the involved student shall be given a temporary grade of X, which does not affect the student's GPA, until the academic integrity adjudication process is complete. When the academic integrity adjudication process is complete, the final grade will be assigned through the appropriate academic channels and the completion of a grade change form.

## **XI. Rescinding Allegation of Academic Integrity Violations**

- A. Members of the University community may not make Academic Integrity Violations allegations against a student and then rescind the allegations once the adjudication process has started. Once an Academic Integrity Violation allegation has been made, it must be investigated and a decision rendered as to responsibility and sanctions, conditions, and/or restrictions to be imposed, if any.
- B. University faculty should not judge or penalize students in the process of addressing Academic Integrity Violation allegations.

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

Each academic college shall maintain specific records of Academic Integrity Violations in the appropriate Dean's Office. A copy of all academic integrity Decision Letters, regardless of outcome, issued in relation to allegations of Academic Integrity Violations must be sent to the Managing Director of SJP. Academic integrity expulsion files are permanent records and shall be retained by the University indefinitely. All other files are considered active until the student graduates and shall be retained for seven (7) years after adjudication of the Violation, or, if longer, as long as required by the University's Records Retention Policy.

## **XIII. Acknowledgment**

This Policy was written by an *ad-hoc* committee of students, faculty, and administrators with extensive vetting by many other members of the 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.

## IX. Appendix

### Appendix 1 -- Academic Integrity Policy Committee ("AIPC")

#### A. Committee Role & Responsibilities

The AIPC will conduct an annual review of the Academic Integrity Policy and make written recommendations to the Assistant Vice Provost for Student Affairs 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 AVPSA no later than March 1.

#### B. Committee Composition

The AIPC committee will be composed of four (4) full-time faculty members, two (2) undergraduate students and two (2) graduate students. Each member will be appointed for a single one-year academic term by the AVPSA. Committee members may be reappointed for consecutive one-year terms.

#### C. Committee Appointments

AIPC appointments will be made as follows:

1. Two (2) undergraduate and two (2) graduate student members will be appointed by the AVPSA, who will invite recommendations by the president of the Student Government Association.
2. Four (4) full-time faculty members will be appointed by the AVPSA, who will invite recommendations by the president of the Faculty Senate.
3. Such recommendations must be received and final appointments confirmed by the AVPSA in such a timeframe as to allow the AIPC committee to be oriented and fully functional no later than the 20<sup>th</sup> class day of the fall semester.
4. The AVPSA 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.
5. A committee chairperson shall be appointed by AVPSA\_\_\_\_\_.

#### D. Committee Resource Person

The Managing Director of SJP will serve as a resource person for the AIPC committee.

#### E. Committee Meetings

The AVPSA 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 AIPC committee.

#### F. Committee Quorum

A quorum for the AIPC committee consists of four (4) members, provided at least two (2) members are present from the two representative categories (students and faculty), as outlined above.

#### G. Committee Orientation

Members of the AIPC will be required to participate in an orientation facilitated by the Managing Director of SJP prior to serving as a participant of any committee meeting.

## Appendix 2 – Level One & Level Two Violations

Examples are cited below for each level of Academic Integrity Violation. These examples are meant to be illustrations and should not be considered all inclusive.

### Level One Violation(s)

Level One 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 Violation(s)

Level Two 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. Multiple 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 regrading.
- 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 student is preparing.

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

Multiple or subsequent Violation(s) at Level One may be treated as Level Two Violation(s). 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 academic integrity expulsion.

### **Appendix 3 – Academic Integrity Review Committee (“AIRC”)**

#### **A. AIRC Committee Role & Responsibility**

**The AIRC considers cases of students accused of Level 2 violation(s) of academic integrity who do not accept responsibility for the alleged violation(s) in cases reviewed, investigated and/or adjudicated by the AAD.**

#### **B. AIRC Committee Composition**

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

#### **C. AIRC Committee Appointments**

AIRC appointments will be made as follows:

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

**D. Committee Resource Person**

The Managing Director of SJP will serve as a non-voting resource person for the AIRC committee, as well as being responsible for facilitating audio recording AIRC hearings.

**E. Committee Meetings**

The AIRC committee will convene when cases are referred by the AAD (as to Level two Violations). 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 AIRC committee. Undergraduate students will serve to hear cases involving undergraduate students. Graduate students will serve to hear cases involving graduate students.

**F. Committee Quorum**

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

**G. Committee Deliberation**

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

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

The AVPSA may appoint additional sections and/or members of the AIRC 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 AIRC will have the same composition of membership, the same duties and the same authority as the original AIRC.

**I. Committee Orientation**

Members of the AIRC will be required to participate in an orientation facilitated by the Managing Director of SJP prior to serving as a participant of any committee hearing.

Academic Integrity Policy  
Approved by the Board of Regents on \_\_\_\_\_, 2011  
Effective \_\_\_\_\_, 2011

The Academic Integrity Policy is subject to change without notice.

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