

3.0 Academic Integrity – Interim Fall 2014

The University of Southern Indiana is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness, and fostering partnerships through comprehensive outreach programs. The campus is dedicated to a culture of civility among students, faculty, and staff. Academic integrity is vital to the campus mission and culture. The academic integrity statement serves as an educational tool, defining academic integrity, violations of academic integrity, outlining sanctions for violations and administration of academic integrity policy.

Academic Integrity:

- Demonstrates respect for all students' right to a safe, quality learning environment
- Does not interfere with others educational goals
- Promotes professional and ethical behaviors of all majors
- Appropriately cites others ideas, writings, and/or work
- Prohibits unapproved assistance with all academic endeavors which includes but is not limited to tests, writing, research, analysis, interpretation

Academic Integrity ensures:

- Fairness to students
- All students have the same opportunities
- Everyone receives appropriate credit for their work
- Academic honor
- A culture of civility

Failure to uphold academic integrity:

- Diminishes degree value
- Threatens the credibility of the institution and students

The benchmarks of any great university are high academic standards and academic integrity. Academic integrity is the hallmark of truth and honesty in an engaged university community. Students have the right and responsibility to pursue their educational goals with academic integrity. All members of the university are accountable for their actions in maintaining high standards of academic integrity. Students are responsible for completing academic requirements without action and/or material that violate academic integrity.

3.1 Violations of Academic Integrity

3.1.1 Cheating: Cheating is intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:

- Using external assistance during any examination unless the instructor has specifically authorized such assistance. Examples of external assistance include but are not limited to: books, calculators, notes, formula lists, cues on a computer, photographs, cell phones, symbolic representation, and electronic devices.
- Copying from another student's work. Examples include, but are not limited to: a test, paper, project, product, performance, or electronic document of file.
- Completing assignments for someone or having someone complete an assignment for them
- Taking a test for someone
- Having someone take a test for them
- Submitting the same academic work more than once without permission from all instructors who may be involved.
- Obtaining a copy of an examination from an authorized source
- Submitting another's works as their own, using commercial term-paper companies, and/ or past papers

3.1.2 Interference: Interference is behavior that detracts from a safe, quality learning environment of others educational goals. Examples of interference include, but are not limited to:

- Disruptive classroom behavior
- Disrespectful classroom behavior
- *Failure to comply with instructor instructions*

3.1.3 Fabrication: Fabrication is creating something for the purpose of deception. Examples of fabrication include, but are not limited to:

- Creating false citations
- Falsifying research, lab, clinical activities, data, or source material

3.1.4 Plagiarism: Plagiarism is using the work and/or ideas of another person as if it is your own. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual work without appropriate citation
- Using another person's ideas, opinion, or theory without appropriate acknowledgement
- Using facts, statistics, or other illustrative material without appropriate citation

3.1.5 Academic Sabotage: Academic sabotage is intentional impediment of others academic progress. Examples of academic sabotage include, but are not limited to:

- Destroying another's work
- Impeding another from completing their work
- Removing books, papers, journals and/or electronic devices from a student or the university
- Changing another students data, papers, results, and/or assignments
- Defacing resources

3.1.6 Facilitating Academic Dishonesty: Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty. Examples of facilitating academic dishonesty include, but are not limited to:

- Allowing another to copy assignments, papers, examination answers, lab results
- Providing copies of unauthorized examinations
- Providing copies of papers, examinations, lab results
- Developing methods for exchanging information during an examination

3.1.7 Violation of research or professional ethics: Violations in this category include professional ethical codes, university code of conduct, ethical research protocol and/or any professional standard communication by a professor or program. Examples of violations of research or professional ethics and/ or standards include, but are not limited to:

- Violation of professional ethical codes of behavior or professional standards
- Conducting research without completing university procedures
- Misuse of funding
- Misuse of positions, such as teaching assistant, graduate assistant, or student worker

3.1.8 Violations Involving Potentially Criminal Activity: Violations in this category include actions such as theft, fraud, forgery, and/or distribution of unauthorized materials. Examples of violations include, but are not limited to:

- Stealing material, including electronic files
- Forging any university documents such as grade change forms

- Falsifying transcripts or grades
- Selling stolen materials
- Violating state and federal regulations governing a profession

3.2 Levels of Violations and Sanctions

A violation of academic integrity is a serious offense subject to sanction. The University of Southern Indiana classifies violations into three levels. Classification of violations depends upon several factors, such as premeditation/ planning, dishonest or malicious intent, first-time violation/ multiple violations, the academic experience, and the assignment. The classification of violations examines offenses in the context of the situation, facts, and evidence. Therefore, academic integrity violations committed by graduate students often are more severely penalized than the same violation committed by an inexperienced undergraduate student. Violation of academic integrity, even a first offense, places the student in jeopardy of the most severe form of sanction – expulsion from the University.

Levels of violations and possible sanctions are defined as follows.

3.2.1 Level I: Level I violations result from students’ academic inexperience. These types of violations involve a small portion of work not cited or unauthorized assistance/ collaboration on assignments, disruptive classroom behaviors, and first violation.

3.2.2 Level II: Level II violations typically result from active dishonesty, facilitation of dishonesty in a significant part of course work, disruptive classroom behaviors, and/ or two or more violations.

3.2.3 Level III: Level III violations often involve legal issues, major portion of course, involve repeat offenses, falsification of records, ethics, disruptive behavior, and/ or two or more violation

Severity of Offense	Examples	Possible Sanctions
Level I	<ul style="list-style-type: none"> • small portion of work not cited • unauthorized assistance/ collaboration on assignments • disruptive classroom behaviors • first violation 	<ul style="list-style-type: none"> • Failing the assignment • Educational activity • Rewriting the assignment for partial credit • Removal from the class
Level II	<ul style="list-style-type: none"> • Plagiarism • Using unauthorized devices or material on exams • Facilitating dishonesty • Multiple violations 	<ul style="list-style-type: none"> • Failing the class • Dismissal from the program • Probation
Level III	<ul style="list-style-type: none"> • Falsifying data • Violating research and/or professional ethics or standards • Criminal activities • Destroying or obstructing another student's work • Multiple violations 	<ul style="list-style-type: none"> • Dismissal from the program • Academic probation • Expulsion from the institution

3.3 Administration of Academic Integrity Policy

The administration of the Academic Integrity Policy is designed to address academic violations, prevent future academic violations, and provide due process. Due process allows violations to be: 1) addressed and resolved in an expedient manner; 2) provide a mechanism for a fair and consistent hearing; and 3) provide a fair and consistent appeals process. The University of Southern Indiana follows the processes outlined below in addressing all academic violations. This process is aligned with the University’s Conduct Process as outlined in the *Student Rights and Responsibilities: A Code of Behavior*. Students who wish to report suspected academic integrity violation by other students should meet with the faculty member to share that information.

3.3.1 Informal Resolution

The first step of any resolution should be at the lowest unit level between the student and the faculty member involved or the appropriate administrator. If no resolution results at this level, informal resolution may be sought at the departmental level. If the issue cannot be resolved informally, then the complaint may move to the formal level. The informal resolution will be documented in the student’s academic integrity case file by the department chair.

3.3.2 Formal Resolution

Process

1. When a faculty member suspects a violation or receives a report of an alleged academic integrity violation, he/she organizes evidence of the alleged incident.
2. The faculty member meets with the department chair to discuss the suspected violation. The department chair serves as the academic hearing officer or assigns the case to someone else.
3. If the academic hearing officer determines that there is evidence of a potential academic integrity violation, the department chair, or designee, creates an academic integrity conduct case file.
4. The student is notified of the alleged violation and charges within 10 days, including the hearing time, date, and location. This notification also includes information regarding the student's rights and responsibilities as outlined in the *Student Rights and Responsibilities: A Code of Behavior* published in the University's Student Handbook and which can be found on the [Dean of Students](#) website.
5. The academic hearing officer (department chair or designee) meets with the student and any witnesses, individually, to discuss the allegations and may ask questions of the alleged student and others. Witnesses may be brought forward by the alleged student or identified by the hearing officer.
6. The student has the right to have an advisor present during the hearing as outlined in the *Student Rights and Responsibilities: A Code of Behavior*.
7. During the conduct hearing, the student's rights are reviewed and the evidence of the alleged academic integrity misconduct is shared.
8. At the time of the conduct hearing the student is given every reasonable opportunity to respond to all the facts of the case and to related reports and information as outlined in the *Student Rights and Responsibilities: A Code of Behavior*.
9. While no specific sanctions are determined during the hearing, the possible range of sanctions may be discussed during the meeting.
10. Generally within 5 business days, the academic hearing officer (the department chair or designee) determines if the student is responsible for violating the University's academic integrity policy. The academic hearing officer will follow the Standard of Proof definition outlined in the *Student Rights and Responsibilities: A Code of Behavior*.
11. Upon making a decision, the academic hearing officer (the department chair or designee) generates an outcome letter which describes the alleged violation and charges, summarizes the investigation, and outlines the decision and specific sanctions. The outcome letter also includes information about the University's appeal process.
12. The appeals process occurs at the academic college administrative level (the Dean's office) and is consistent with the process outlined in the *Student Rights and Responsibilities: A Code of Student Behavior* and outlined.
13. Typically, academic integrity cases are heard by an academic hearing officer (department chair or designee), however, a student does have the right to request that the case be heard by the University Hearing Board. The procedure for the Academic University Hearing Board follows the Student Academic Grievance Procedure outlined in the University Handbook and on the [Dean of Students](#) website.