

Anna Maria College
Academic Integrity Policy and Procedures

The pursuit of knowledge can proceed only when scholars take responsibility and receive credit for their work. Recognition of individual contributions to knowledge and of the intellectual property of others builds trust within the College and encourages the sharing of ideas that is essential to scholarship. Similarly, the educational process requires that individuals present their ideas and insights for evaluation, critique, and eventual reformulation. Presentation of others' work as one's own is not only intellectual dishonesty, but it also undermines the educational process.

Standards

Academic integrity is violated by any dishonest act which is committed in an academic context. Types of violations are listed and defined below.

Definition of Academic Integrity Violations

1. Plagiarism - Plagiarism is the representation of someone else's words, ideas, or work as one's own without attribution. Plagiarism may involve using someone else's wording without using quotation marks—a distinctive name, a phrase, a sentence, or an entire passage or essay. Misrepresenting sources is another form of plagiarism. The issue of plagiarism applies to any work, including exams, papers, or other writing, computer programs, art, music, photography, video, and other media.

2. Inappropriate Collaboration - Inappropriate collaboration occurs when work that the professor presumes is original to the student is, in fact, the product of collaboration so close that the originality is no longer individual to the student. Professors often expect students to study together, to brainstorm together, and to read and criticize each other's work; group projects also require much collaboration. However, these forms of appropriate collaboration become inappropriate when the originality of the work is lost. Also, for many assignments, such as take-home examinations and some homework assignments, professors specifically limit or restrict collaboration, requiring that all of the work is entirely the student's own. Before submitting work, students should clarify with their professors what forms of collaboration are appropriate for that assignment to include the sharing of technology.

3. Dishonesty in Examinations (In Class, Online, or Take Home) - Dishonesty or cheating in examinations is the use of inappropriate or unauthorized materials, information, or study aids in a test. Unless the instructor directs otherwise, a test is assumed to be solely a student's own work. No communication is allowed among students either through voice, written, electronic, or any other form of transmission, nor are students permitted to consult books, papers, study aids or notes without explicit permission. Dishonesty in examination includes but is not confined to copying from another's paper, giving or receiving unauthorized assistance, obtaining unauthorized advance knowledge of questions on an exam, and using mechanical or marking devices or procedures to achieve false scores on machine-graded exams. Specific

policies regarding exams may vary with individual professors.

4. Dishonesty in Papers - Dishonesty in papers covers but is not limited to submitting material obtained from another person or company or purchased from either. All papers and materials submitted for a course must be the student's original work unless the sources are properly cited.

5. Work Done for One Course and Submitted to Another - This category of violation covers the presentation of the same work in more than one class at any time during a student's academic career without prior consent from both instructors. When incorporating their past research into current projects, students must cite previous work. This requirement applies even when the work submitted had been originally for a project for another institution. When the former instructor cannot be consulted, current faculty may permit such a submission.

6. Fabrication of Data - Fabrication is the falsification, distortion, or invention of any information or citation in academic work. Examples include, but are not limited to, inventing a source, deliberately misquoting, or falsifying numbers or other data.

7. Interference with Other Students' or Scholars' Work - Interference with the work of others covers but is not limited to acts that deny others access to scholarly resources, or deliberately impede the progress of another student or scholar. Examples include sabotaging laboratory experiments or research, giving misleading information, knowingly deceiving other members of a project team or group, disrupting class work, making library material unavailable to others, or altering the computer files of another.

8. Bribes, Favors, and Threats - Students may not bribe, offer favors to, or threaten anyone with the purpose of affecting a grade or the evaluation of academic performance.

9. Other Academic Misconduct - No particular set of rules or definitions can embrace every act of academic misconduct. A student who employs any form of academic deceit has violated the intellectual enterprise of the college.

10. Copyright Violations - Copyright laws must be observed. These rules govern practices such as making use of printed and electronic materials, duplicating computer software, photoduplication of copyrighted materials and reproducing audiovisual works. The Student Conduct Code prohibits theft and the unauthorized use of documents and requires adherence to local, state, and federal law. These provisions will be enforced through the Student Conduct Code.

Promoting Academic Integrity: Roles of Community Members

Student Roles in Maintaining Academic Integrity

Students have a responsibility to maintain high standards of academic integrity in their work, and thereby to preserve the integrity of their degree. It is their duty to be familiar with, and understand, the College policy on academic integrity.

Students who become aware of a violation of academic integrity by a fellow student should respond in one of the following ways:

- Students may discuss their concerns with the student whom they suspect of a violation. Direct contact with another student may be the best means of resolving the problem. Repeated demonstration of student concern for academic integrity will, in the long run, build a peer-regulated community.
- If the incident is a major violation or part of a repeated pattern of violations, students should bring their concerns to the attention of the instructor or the appropriate Academic Director and/or Program Director. Suspected violations by students reported to members of the faculty or an Academic Program Director will be handled according to the procedures set forth below.
- Students who have a grave concern that a faculty member is not living up to his or her responsibility to safeguard and promote academic integrity should speak with the faculty member directly or should bring their concern to the attention of the responsible Academic Director and/or Program Director.

Faculty Roles in Fostering Academic Integrity

Faculty should provide students with a positive environment for learning and intellectual growth and, by their words and actions, promote conditions that foster academic integrity. Faculty should be concerned about the impact of their behavior on students. Students are sensitive to messages communicated in informal discussions and casual faculty remarks about personal decisions and value judgments. Students are perhaps most sensitive to how responsibly faculty members fulfill their obligations to them in the careful preparation of classes, in the serious evaluation of student achievement, and in their genuine interest in and availability to students.

Faculty members/instructors should promote academic integrity in the following specific ways:

- At the beginning of each course, instructors should discuss academic integrity to promote an ongoing dialogue about academic integrity and to set the tone and establish guidelines for academic integrity within the context of the course, e.g., the extent to which collaborative work is appropriate. Where relevant, instructors should discuss why, when, and how students must cite sources in their written work.
- Instructors should provide students with a written syllabus that states course requirements and, when available, examination dates and times.
- Instructors are encouraged to prepare new tests and assignments where appropriate each semester to ensure that no student obtains an unfair advantage over his or her classmates by reviewing exams or assignments from prior semesters. If previous examinations are available to some students, instructors should ensure that all students in the course have similar access. Course examinations should be designed to minimize the possibility of cheating, and course paper assignments should be designed to reduce the possibility of plagiarism.
- Instructors are encouraged to assign papers that reduce plagiarism. For example, if students are asked to write about Freud there may not be much they could put in their

own words but if we ask them to think of a current topic in the news and how it might relate to Freud's theory they then have to think about the topic.

- Proctors should be present at all examinations, including the final examination, and should provide students with an environment that encourages honesty and prevents dishonesty.
- Instructors should be careful to respect students' intellectual property and the confidentiality of student academic information.
- Assignment of grades, which is the sole responsibility of the instructor, should be submitted on time and awarded in a manner fair and consistent for all students.

Academic Program Director Roles in Maintaining Academic Integrity

Academic Program Directors have overall responsibility for academic integrity within their programs. In particular, Academic Program Director responsibilities include the following:

- promoting an environment where academic integrity is a priority for both students and faculty,
- ensuring that students who are honest are not placed at an unfair disadvantage, and
- establishing procedures to adjudicate charges of academic dishonesty and to protect the rights of all parties.

Procedures

1. Faculty Jurisdiction

When convinced that a possible violation was an honest mistake rather than purposeful dishonesty, an instructor may use the occasion to educate the student about acceptable standards for academic work. In such cases, the instructor could, for example, require the student to rewrite or correct the original assignment or to submit a substitute assignment. An instructor may not, however, fail or level other grading penalties against the student for the assignment or the course before sending details of the case, in writing, to the Academic Director and/or Program Director. Referring the case to the Academic Director and/or Program Director's office ensures that the student receives due process for potential disciplinary action and allows the college to check for repeat offenses.

2. Administrative Jurisdiction

In all other circumstances, when the instructor believes that a case may be due to purposeful dishonesty, the following procedures will be observed:

- a. Instructors reporting an allegation of dishonesty to the Academic Director and/or Program Director should do so, in writing, within ten (10) business days from the date of discovery of the alleged dishonesty, supported by appropriate documentation.
- b. Instructors may award failing grades for any specific assignment or piece of work deemed to be in violation of the above policies after notifying the Academic Director and/or Program Director of the decision. In such cases, instructors will inform the student, in writing, of their disciplinary decision. A copy of the decision will be provided to and filed in the Vice President for Academic Affairs office.

- c. At their discretion, instructors may include in the report of the alleged misconduct to the Academic Director and/or Program Director a recommendation for further sanctions. For example, failure of the course.
- d. If further sanctions, beyond a failing grade for any specific assignment or piece of work, are recommended, after consulting with the instructor, and within five (5) business days from the date of the consultation, the Academic Director and/or Program Director will notify the student of the charge in writing and will arrange to discuss the charge with the student at a preliminary meeting.
- e. At the initial meeting, the student will be presented with the charge and the evidence, advised of the procedures, apprised of sanction options, and given the opportunity to respond. Either at the meeting or within five (5) business days, the student must submit a written statement that: (i) accepts or denies responsibility for the charge, and (ii) explains what occurred and why it occurred. The student's signed statement will become additional evidence in the case. If the student fails to attend this preliminary meeting, the Academic Director and/or Program Director may proceed with the process as appropriate.
- f. Within thirty (30) business days of the initial report, the Academic Director and/or Program Director will submit all written documentation to the office of the Vice President for Academic Affairs to ensure that the student receives due process for potential disciplinary action and allows the college to check for repeat offenses.
- g. Should the student wish to appeal the findings of the Academic Director and/or Program Director by requesting, a hearing with the Academic Integrity Committee, the student may do so, in writing through the Associate Vice President for Academic Affairs office, within five (5) business days following the meeting with the Academic Director and/or Program Director.
- h. Should the Academic Director also be the instructor then the responsible Associate Vice President for Academic Affairs will implement the above steps a. through h. and follow the same timeline.

Academic Integrity Committee

Once the Academic Director and/or Program Director has determined that there has been a violation of the Student Code of Conduct regarding academic integrity a student may request a hearing with the Academic Integrity Committee. The Academic Integrity Committee consists of members of the College community assigned to conduct a hearing when the Academic Director and/or Program Director has determined that a violation of the Student Code of Conduct may have occurred. Members of the Academic Integrity Committee shall act in a fair and impartial manner. This committee is composed of the two Associate Vice Presidents for Academic Affairs, two tenured faculty members (appointed by the Vice President for Academic Affairs), and the Director of Online Programs.

Academic Integrity Hearing

1. A hearing with the Academic Integrity Committee shall be scheduled by the responsible Associate Vice President for Academic Affairs not later than fifteen (15) days following an Accused Student's request for a hearing.

2. A written Statement of Charges shall be presented, in writing by the Chair of the Academic Integrity Committee, to the Accused Student not less than five (5) days before the hearing.
3. In a matter involving more than one Accused Student, the Academic Integrity Committee may permit, at its discretion, individual hearings for each Accused Student.
4. The Accused Student has the right to be accompanied by any advisor of his/her choosing and at his/her expense. The student must notify the Chair of the Academic Integrity Committee, not less than five (5) days before the hearing if an advisor will be attending the hearing. The advisor may be another student, faculty member, administrator or an attorney. The advisor may not otherwise be involved in the proceedings. An advisor's role is limited to serving as moral support and advising the Accused Student directly and discretely. An advisor is not permitted to participate directly in the hearing.

Conduct of Hearing

1. The hearing is chaired by the Associate Vice President for Academic Affairs under whose jurisdiction the program falls.
2. A hearing is normally conducted in private.
3. There shall be a record created of all hearings that may include an audio recording. The record shall be the property of the College and be filed in the office of the Vice President for Academic Affairs.
4. All procedural questions are subject to the final decision of the Academic Integrity Committee
5. Admission of any person(s) to the hearing shall be at the discretion of the Academic Integrity Committee

A hearing shall proceed as follows:

1. The Chair of the Academic Integrity Committee presents the Statement of Charges on behalf of the College. The Chair may submit documents, materials, and witnesses in support of the Statement of Charges.
2. Accused Student responds to the Statement of Charges. The student may present documents, materials, and witnesses in response to the Statement of Charges.
3. Following the parties' presentations, the Academic Integrity Committee may question each party, their witnesses and review all information presented. The Academic Integrity Committee has the discretion to request additional documents, materials, witnesses, or information from either party.
4. While direct cross-examination by the parties is not permitted, each party will be given the opportunity to question the other by presenting questions to the Academic Integrity Committee. If the Academic Integrity Committee determines a question is relevant, the other party will be asked to respond.
5. The Academic Integrity Committee shall have a final opportunity to question the parties.
6. After the hearing, the Academic Integrity Committee shall determine by majority vote whether the Statement of Charges has been proven.
7. The Academic Integrity Committee's decision shall be based on a preponderance of evidence standard.

8. Within fifteen (15) days of the conclusion of a hearing, the Academic Integrity Committee shall issue, through certified letter, a decision outlining its findings and disciplinary action, if any, to the parties.
9. A student found in violation of the College's Code of Conduct shall be subject to sanctions, including but not limited to:
 - Verbal or Written Reprimand
 - Restrictions/Loss of Privileges
 - Community Service
 - Educational Sanction
 - Restitution
 - Probation
 - Suspension
 - Expulsion

Notifications of Findings

The Academic Integrity Committee will notify the student in writing, through certified letter, of the results and penalties.

Appeal of the Academic Integrity Committee

A student may, within five (5) business days, submit a written appeal of the findings of the Academic Integrity Committee to the Vice President for Academic Affairs. The decision of the Vice President of Academic Affairs is final. Only those decisions resulting in academic dismissal may be appealed, in writing within three (3) business days, to the President of the College.

Request for Clemency after Petition

After the exhaustion of appeal, a student who has been expelled or dismissed from the College may apply for a reduction in sanction based on presidential clemency. The student must put the request and the basis for the request in writing to the President of the College within three working days of the conclusion of the petition. The President may choose to hear or dismiss the application for clemency. The President's decision is final and cannot be appealed. The student will be notified of the President's decision in writing.

Suspension or Dismissal

The decision as to whether suspension or dismissal is appropriate depends on the circumstances of each case.

1. The suspension is effective for not less than the session in which action is taken or for not more than one calendar year. A suspension may compromise a student's ability to remain in a major that requires specific clinical or other face to face experiential learning experiences. The Chair must consider this aspect by discussion with the Academic Director and/or Program Director. The length of a suspension will be specified at the time the action is taken. A suspended student is ordinarily entitled to resume studies in the same College at the end of the suspension provided the student has satisfied all requirements that were imposed by the Academic Integrity Committee.

2. Dismissal is reserved for serious violations of rules and regulations, and when circumstances indicate that a student's association with the college should be terminated in the interests of maintaining the standards of behavior and conduct normally expected in a college community. A student who has been dismissed but who has not been denied the privilege of returning to the college may apply for readmission after one calendar year. The calendar year begins on the final day of the session during which the dismissal was implemented. Readmission applications are evaluated based on the total record of the student and consistent with the admission practices in effect at the time of application. A readmitted student is governed by the academic requirements in effect at the time of readmission.

Footnote

Elements of these policies were derived from the Policies of Boston College and American University.

<http://www.american.edu/academics/integrity/code.cfm>

<http://www.bc.edu/offices/stserv/academic/integrity.html>

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