

Academic Integrity Policy and Procedures

From its beginnings as an academy in 1852 to its present status as a multi-purpose university, California University of Pennsylvania has endeavored to provide quality education, a preparation for life, an intellectual and moral regimen that has always emphasized Responsibility, Civility and Integrity.

These core values must guide the University into the 21st century, serving as the foundation for all learning. As long ago as 1914, when the school became California State Normal School, it possessed a written honor code incorporating these values. Such a precedent requires our endorsement and our commitment to uphold the standards expressed in this hallowed document.

Consequently, these policies and procedures have been developed to preserve academic integrity.

As Leo J. O'Donovan, S.J., of Georgetown University asserts, "Academic integrity reminds us that the pursuit of intellectual truth has always been basic to the pursuit of learning, and the pursuit of learning is the raison d'être of the University."

California University of Pennsylvania fully embraces academic integrity, and therefore does not tolerate cheating, academic impersonation, plagiarism, improper research practices or dishonesty in publication. Violations of academic integrity will not be ignored and will become part of the student's permanent academic record at the University.

I. Types of Academic Integrity Violations

Academic integrity may be violated by any of the following:

- A. Cheating: Cheating is the attempt to gain an improper advantage in an academic evaluation. For example, obtaining a copy of an examination before it is officially available or learning an examination question before it is officially available; copying another person's answer to an examination question; consulting an unauthorized source during an examination; and obtaining assistance by means of documentary, electronic or other aids not approved by the instructor.
- B. Academic Impersonation: The impersonation by another of one's self in class, during a test or examination, or in connection with any other type of assignment in a course is a breach of academic honesty. Both the impersonator and the individual impersonated may be charged.
- C. Plagiarism: Plagiarism is the representation of another's ideas or writing as one's own. The most obvious form of this kind of dishonesty is the

presentation of all or part of another's published work as one's own. However, paraphrasing another's writing without proper acknowledgement may also be considered plagiarism. Further, to represent another's artistic or technical work or creation as one's own violates academic honesty.

- D. Improper research practices: Improper research practices include the dishonest reporting of investigative results either through fabrication or falsification; taking or using the research results of others without permission or due acknowledgement; misrepresentation of research results or the methods used; and the selective reporting or omission of conflicting information or data to support a particular notion or hypothesis. Furthermore, all researchers have a responsibility to refrain from practices that may unfairly inhibit the research of others now or later.
- E. Dishonesty in publication: Dishonesty in publication includes the publishing of information that will knowingly mislead or deceive readers, including the false fabrication of data or information, as well as failing to credit collaborators as joint authors or listing as others who have not contributed to the work. Plagiarism is also considered a form of dishonesty in publication.

(The above definitions have been adapted with permission from the Senate Policy on Academic Honesty," August 1995, of York University.)

II. Procedures for Dealing with Charges of Violating Academic Integrity

An instructor who believes a student has violated academic integrity has an obligation to meet with the student to discuss the charge before assigning a penalty. If the instructor decides the situation warrants no penalty, the matter is concluded. If after talking with the student the instructor believes academic integrity has been violated and assigns a penalty to the student, the instructor must prepare a written record. Charges of violating academic integrity will be handled in this manner;

- A. The instructor will meet with the student to discuss the charge and will prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student and the instructor. The instructor keeps a copy, the student keeps a copy and the instructor sends a copy to Academic Records (or to the Graduate School) to be placed in the student's permanent file. (The student's signature indicates merely that the student has read the record and has received a copy.)
- B. If the meeting with the instructor is unsatisfactory to the student, the student may appeal to the department chair within 10 working days. The department chair will then hold a meeting with both the student and the instructor present and will also prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student, the instructor, and the chair.

Each keeps a copy and the chair sends a copy to Academic Records (or to the Graduate School) to be placed in the student's permanent file. (The student's signature and the instructor's signature indicate merely that each has read the record and has received a copy.)

- C. If the meeting with the department chair is unsatisfactory to the student, the student may appeal within 10 working days to the dean of the college in which the course is taught. The dean will then hold a meeting with both the student and instructor present. The dean will also prepare a written record (on the Academic Integrity form) of the meeting to be read and signed by the student, the instructor, the chair and the dean. (In the case of a graduate course, the undergraduate dean and the graduate dean will be involved, and the graduate dean will prepare the written record.) Each keeps a copy, and the dean sends a copy to Academic Records (or the Graduate School) to be placed in the student's permanent file. (The signatures of the student, of the instructor, and of the chair indicate merely that each has read the record and has received a copy.)
 - 1. If the student decides to pursue the academic integrity appeals process to the dean, he/she forfeits the right to drop the course.
- D. If the appeal to the dean is unsatisfactory to the student, the student may appeal to the Academic Integrity Committee. Forms for this appeal may be obtained from the dean's office and must be filed within 30 days of the meeting with the dean. The dean will forward the form to the chair of the Academic Integrity Committee, who will arrange a hearing within 21 working days.
- E. When the chair of the committee receives the appeal form from the dean, he/she will immediately 1) contact the student to arrange for a hearing; 2) contact Academic Records (or the Graduate School) for copies of the records of the preceding meetings; and 3) send copies of these records to all committee members.

III. Academic Integrity Committee

A. Purpose and Function

The purpose of the Academic Integrity Committee is to oversee and implement the academic integrity policy. Specifically, the committee serves as the final level in the appeal process and will render a recommendation to the provost regarding such academic integrity matters.

B. Membership and Membership Selection

1. The membership will consist of one full-time tenured faculty member from each undergraduate college and one full-time tenured faculty member from the Graduate School; one full-time student in good standing from each undergraduate college and one student in good standing from the Graduate School; and one representative from the Provost's Office, who will serve as chair.
 - a. One alternate for each of the above members will be selected according to the same criteria. Alternates are expected to attend all hearings.
2. Faculty members (and alternates) will be selected by the dean through the appropriate College Council. The provost will select his/her representative.
3. Appointment to the committee will be for a period of two years, and members may be reappointed. In order to create staggered terms, half of the initial appointments will be for one year.
4. Members are expected to attend all hearings and to do whatever work is necessary for a hearing. A member may have two absences in any semester before being dismissed from the committee and replaced by the appropriate alternate. No member may participate in a final vote unless he/she has attended all hearings of the case.

C. Procedures for Hearings

1. At the beginning of the hearing, the chair will introduce those present and see that arrangements have been made for keeping an accurate record of the proceedings.
 - a. If the student fails to appear and does not submit an acceptable excuse to the chair within 48 hours of the hearing, the student forfeits the opportunity for a hearing, and the professor's initial recommendation will stand. If the professor fails to appear and does not contact the chair within 48 hours of the hearing with an acceptable excuse, the professor will forfeit the opportunity for a hearing, the case will be dismissed, and the professor's penalty eliminated.
2. The faculty member will then present his/her case to the committee. Next, the student presents his/her case. Either party may have witnesses available. These witnesses will remain outside the hearing room until their testimony is called for.
3. Committee members may question either party or any witness.

4. When the chair determines that both faculty member and student have presented their cases fully, and when the committee members have completed their questioning, the chair will dismiss all those present except for the committee members who will begin their deliberations.
 5. The committee's decision will be determined by a majority vote of those present. The standard shall be that of a preponderance of the evidence.
 6. Within 10 working days, the chair will submit the committee's decision and recommendation to the provost, to the student and to Academic Records (or to the Graduate School) to be filed in the student's permanent record.
 7. Within 20 working days, the provost will inform the student and the committee of his decision whether or not to uphold the committee's recommendation. The provost is free to exercise his or her discretion. The provost will also send a copy to Academic Records (or to the Graduate School) to be placed in the student's permanent record.
 8. If the student is found innocent of the charge of violating academic integrity, the Provost's Office will see that all paperwork relating to the charge is removed from the student's permanent record.
- D. If a student is found to have violated academic integrity, sanctions will be applied. If the professor has clearly indicated penalties for violations on a syllabus distributed at the beginning of the course, those penalties will apply, and may include penalties (a) through (d) from the list below. If the professor has not specified any penalties in the syllabus or in other appropriate circumstances where required, the provost, upon recommendation of the Academic Integrity Committee, will determine which sanction to apply from the list below.

E. List of Sanctions

Any of the following may be applied:

- a. written disciplinary reprimand
- b. a make-up assignment or examination
- c. lower grade or failure on the assignment or exam
- d. failure in the course
- e. suspension from the University for a defined period
- f. notation on transcript
- g. withholding or rescinding a California University of Pennsylvania degree, diploma or certificate
- h. retroactive failure of the course with a transcript notation of the reason for the grade change

The above sanctions are adapted with permission from the “Senate Policy on Academic Honesty,” August 1995, of York University.

Academic Integrity Policy adopted by California University of Pennsylvania on Aug. 28, 1998.