



**CALIFORNIA UNIVERSITY**

**O F P E N N S Y L V A N I A**

## ACADEMIC INTEGRITY POLICY

### A. Purpose & Scope:

The purpose of a university is to provide a quality educational experience for its students. Students are expected to embrace academic integrity: to do their own work in seeking intellectual truth. The purpose of this policy is to ensure that all students (undergraduate and graduate) understand the importance of moral responsibility, honesty, and personal integrity in the learning process.

The policy and procedures herein pertain equally to all courses regardless of the method of delivery, whether it be face-to-face, blended, or online.

### B. Definition(s):

Academic Impersonation - Having another individual complete an assignment or exam for the student.

Cheating - The use of unauthorized materials, information, ideas, study aids, etc., in any academic exercise. May include, but is not limited to:

- Copying answers from another student's exam.
- Using notes, books, or other resources for an exam when not expressly permitted to do so.
- Using electronic devices when not expressly permitted to do so.
- Fraudulently obtaining or sharing an exam.
- Submitting a term paper or other assignment written by someone else.
- Plagiarizing the work of others.
- Submitting the same term paper or other assignment to more than one instructor without obtaining prior permission to do so.
- Having someone else take an online course or online exam for you.

Conference - Communication between two or more people. May be in person, by telephone or VOIP, in writing (including, but not limited to email, fax, or mailed letter), or through videoconferencing or other Internet-based meeting technologies.

Digital Violations - The following acts are violations of academic integrity when

done to benefit a student's own (or others') academic record:

- *Digital Privacy and Privacy Violations*: The willful violation of copyright laws through unauthorized sharing of information; use of material found online without proper acknowledgement of the source; interference with others' use of shared sites, etc.
- *Hacking/Cracking*: Seeking out weaknesses or breaking security in a computer network or system for personal gain or sabotage.

Dishonesty in Publication - Intentionally submitting/publishing inaccurate information.

Fabrication - The falsification or invention of any information or citation in academic work.

Improper Research Practices - Falsifying data, research procedures or protocol, violating subject confidentiality, or in any other way conducting research in an improper manner.

Misrepresentation of Academic Record - Falsifying, tampering with, or creating records such as transcripts, diplomas, verifications of enrollment; failure to report previous academic work when applying.

Plagiarism - The representation of the work of another as your own, without proper credit and/or citation. Every statement, image, or data that is not your own must be cited. Sources must be given regardless of whether the material is quoted directly, paraphrased, or summarized in the student's own words.

Signature - Signatures may be obtained via email or mailed letter, and may be either digital or by hand.

**A. Policy:**

The University fully embraces academic integrity, and therefore does not tolerate cheating, inappropriate communication, digital violations, fabrication of academic work, improper research practices, misrepresentation of academic records, impersonation, plagiarism, 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.

**B. Procedure(s):**

1. An instructor who believes a student has violated academic integrity has an obligation to hold a conference with the student to discuss the charge before assigning a penalty. This conference, and all conferences mentioned hereafter,

may take place in person, or in the case of a distance education student, it may be by email, video conference, phone, or other appropriate method.

**Note: If reasonable attempts to engage the student in conference fail to elicit a response, the procedure will continue without the student.**

If the instructor decides the situation warrants no penalty, the matter is concluded. If, after communicating 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 adjudicated in this manner:

- a. The instructor will hold a conference with the student to discuss the charge and will prepare a written record (on the Academic Integrity form) of the conference 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 the Office of Academic Success to be placed in the student's permanent record. (The student's signature indicates merely that the student has read the record and has received a copy.)
- b. If the conference with the instructor is unsatisfactory to the student, the student may appeal to the department chair within ten (10) working days. The department chair will then hold a conference with both the student and the instructor and will also prepare a written record (on the Academic Integrity form) of the conference to be read and signed by the student, the instructor, and the chair. Each keeps a copy, and the chair sends a copy to the Office of Academic Success to be placed in the student's permanent record. (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 conference with the department chair is unsatisfactory to the student, the student may appeal within ten (10) working days to the Dean of the college or school in which the course is taught. The Dean will then hold a conference with the student, the instructor, and the department chair. The Dean will also prepare a written record (on the Academic Integrity form) of the conference 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 the Office of Academic Success to be placed in the student's permanent record. (The signatures of the student, the instructor, and the chair indicate merely that each has read the record and has received a copy.) If the student decides to pursue the Academic Integrity appeals process to the Dean, he/she *forfeits the right to drop the course.*

2. 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 thirty (30) working 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 conference hearing within twenty-one (21) working days.
3. When the Chair of the Academic Integrity Committee receives the appeal form from the Dean, he/she will immediately 1) contact the student to arrange for a conference hearing; 2) contact the Office of Academic Success for copies of the records of the preceding conferences; and 3) send copies of these records to all committee members.
4. Possible infractions may include, but are not limited to:
  - a. Academic Impersonation
  - b. Cheating
  - c. Digital Violations
  - d. Dishonesty in Publication
  - e. Fabrication
  - f. Improper Research Practices
  - g. Misrepresentation of Academic Records
  - h. Plagiarism

### **C. Academic Integrity Committee**

1. 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.
2. Membership - The Academic Integrity Committee will consist of at least one (1) full-time tenured faculty member from each undergraduate college and one (1) full-time tenured faculty member who teaches in a graduate program; one (1) librarian; one (1) full-time student in good standing from each undergraduate college and one (1) student in good standing from the Graduate School; and one (1) representative from the Provost's Office, who will serve as Chair. One alternate for each of the above members will be selected according to the same criteria. Alternates are expected to attend all conference hearings.
3. Faculty members (and alternates) will be selected by the Dean through the appropriate College Council. The Provost will select his/her representative.

4. Appointment to the Committee will be for a period of two (2) years, and members may be re-appointed. In order to create staggered terms, half of the initial appointments will be for one (1) year.
5. Academic Integrity Committee members are expected to attend all conference hearings and to do whatever work is necessary for a conference hearing. A member may have two (2) 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 conference hearings of the case.

**D. Procedures for Conference Hearings**

1. At the beginning of a conference hearing, the Chair will introduce those present and see that arrangements have been made for keeping an accurate record of the proceedings. If the student fails to appear and does not submit an acceptable excuse to the Chair within forty-eight (48) hours of the conference hearing, the student forfeits the opportunity for a conference hearing, and the professor's initial recommendation will stand. If the professor fails to appear and does not contact the Chair within forty-eight (48) hours of the conference hearing with an acceptable excuse, the professor will forfeit the opportunity for a conference hearing, the case will be dismissed, and the professor's penalty eliminated.
2. The faculty member will then present his/her case to the Academic Integrity Committee. Next, the student will present his/her case. Either party may have witnesses available. These witnesses will remain outside the conference hearing room (or offline) until their testimony is requested.
3. Academic Integrity 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 Academic Integrity 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 Academic Integrity 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 ten (10) working days, the Chair will submit the Academic Integrity Committee's decision and recommendation to the Provost, to the student, and to the Office of Academic Success.

7. Within twenty (20) working days, the Provost will inform the student and the Academic Integrity Committee of his/her decision whether or not to uphold the Academic Integrity Committee's recommendation. The Provost is free to exercise his or her discretion. The Provost will also send a copy to the Office of Academic Success 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.
9. 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 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.
10. 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. Withholding or rescinding a California University of Pennsylvania degree, diploma, or certificate
  - G. Retroactive failure of the course

**Note:** The above sanctions are adapted with permission from the "Senate Policy on Academic Honesty" August 1995, of York University.

**F. Effective date: 2005-2006**

**Approved: 07-23-2019**

**by: President's Cabinet**

**Amended Date: June 26, 2012; July 10, 2019**

**ACADEMIC INTEGRITY**

**Record of Meeting on Charge of Violating Academic Integrity**

Student \_\_\_\_\_ ID# \_\_\_\_\_  
(Last) (First) (MI)

Course \_\_\_\_\_  
(Prefix) (Number) (Title) (Term) (Year)

Professor \_\_\_\_\_

Type of Suspected Violation \_\_\_\_\_

Documentation (State where and how suspected violation occurred; explain and/or attach evidence of violation)

\_\_\_\_\_

Summary of Meeting: Date \_\_\_\_\_ Time \_\_\_\_\_

(Recount discussion and list those present; use additional paper if necessary)

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**Outcome of Meeting**

\_\_\_\_\_ Student accepts responsibility for violating academic integrity and accepts professor's sanction.

\_\_\_\_\_ No resolution/agreement; appeal forwarded to (Chair, Dean, AIC)

I agree the above record is accurate:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Professor

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Dean(s)