

Policy on Student Academic Integrity

For the most updated version of the **Policy on Academic Integrity and University grievance procedures**, please refer to the **University's Web site**, www.salisbury.edu.

► Introduction

Integrity is a principle which permeates all the activities of the University and which guides the behavior of faculty, students and staff. The spirit of academic integrity denotes adherence to the precept that "one's work is one's own." The process by which integrity is upheld assumes clear communication of University expectations, standards and policies and clear communication of students' and faculty's rights and responsibilities.

► Scope

This policy is intended to foster student academic integrity and to address cases of student academic misconduct which may include, but is not limited to, the following:

DEFINITIONS

Lying

Communicating untruths or withholding information as part of an investigation, or in order to gain an academic or employment advantage.

Cheating

The act of wrongfully using or attempting to use unauthorized materials, information, study aids or the ideas or work of another in order to gain an advantage. It includes, but is not limited to:

- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or projects;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on test, quizzes, assignments or projects;
- Altering or falsifying any information on tests, quizzes, assignments or projects;

- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- Working on any project, test, quiz or assignment outside of the time constraints imposed;
- Submitting an altered project or assignment to an instructor for grading;
- Failing to adhere to an instructor's specific directions with respect to the terms of academic integrity or academic honesty;
- Other acts generally recognized as dishonorable or dishonest which bear upon academic endeavors.

Plagiarism

Plagiarism occurs when a student intentionally or unintentionally deceives or disregards proper scholarly procedures; presents information, ideas or phrasing of another as if they were his/her own; and/or does not give appropriate attribution to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source, moreover students are responsible for learning proper scholarly procedures.

- Plagiarism: presenting as one's own work, whether literally or in paraphrase, the work of another.
- Illicit collaboration with other individuals in the completion of course assignments.
- The use of fraudulent methods in laboratory, studio, fieldwork or computer work.

PROCEDURES FOR HANDLING CASES OF ACADEMIC MISCONDUCT

Academic Policies Committee

Under this policy the Academic Policies Committee serves to review appeals of faculty-imposed sanctions, hears cases referred by faculty members where the sanction may include dismissal from a major or program, suspension or expulsion from the University, and handle cases of repeat offenders.

► Reviews by Committee

In all matters referred to the Academic Policies Committee, the committee will review all documentation submitted in the case and will then have the following options:

1. to render a written decision based on evidence submitted and/or,
2. to initiate an investigation and/or,
3. to initiate a formal hearing. In all cases where suspension or expulsion is recommended, a hearing will be granted.

► Investigation

If it is determined that an investigation should be undertaken, written notice shall be sent to all parties that the case will be investigated through a series of interviews for the purpose of collecting additional information and evidence necessary for an informed and reasoned judgment to be rendered. The investigation, conducted by the Academic Policies Committee, may include interviews with the parties in the case and with any witnesses to the events and a review of any pertinent documents or any other actions deemed appropriate.

► Authority of Committee

The Academic Policies Committee, and not an individual faculty member or department committee, will handle cases of academic misconduct under three conditions:

1. If it is determined that misconduct warrants a sanction greater than an issuance of an F in the course, the faculty member or departmental committee must refer the case in writing to the Academic Policies Committee. Additional sanctions can include, but are not limited to, dismissal from a major, dismissal from a program, suspension from the University or expulsion from the University. A copy of all such referrals must be sent to the student and to the Dean of Students. The written materials must include a letter endorsing the recommended sanction signed by the Chair of the department or program involved and a letter of endorsement signed by the Dean of the school.
2. Repeat offenses as reported to the Dean of Students will be automatically referred to the Academic Policies Committee, which will decide on any additional sanctions beyond

those imposed by individual faculty members or departmental committees, up to and including expulsion from the University, and/or an F on the transcript identified as an “academic dishonesty F.”

3. All appeals as described below.

Faculty Action

Individual faculty members have the right and responsibility to deal directly with any cases of academic misconduct that arise in their courses. If a faculty member believes a student has committed an act of academic misconduct, the faculty member will advise the student in a timely fashion of the accusation and will allow the student an opportunity to question or respond to the charge before implementing a sanction. The faculty member may check with the Dean of Students to ascertain whether there is a prior history of academic misconduct, and what an appropriate sanction might be.

Individual faculty members reserve the right to impose any sanction they deem appropriate, and which reflects the seriousness of the act or may delegate authority only for determining a sanction to a duly designated standing departmental committee. The departmental committee may elect, but is not required, to meet with the student and faculty member for the sole purpose of determining an appropriate sanction.

Course-based sanctions include:

- warning issued
- reduction in grade recorded for the test, assignment, etc.
- issuance of an F on test, assignment, etc.
- issuance of an F in the course and removal from the course
- other

If a sanction is issued, the faculty member or departmental committee must complete an Academic Integrity Violation Incident Report in a timely manner. Copies of the Academic Integrity Violation Incident Report are sent to the Dean of Students and to the student as an official notification of the sanction. The faculty member and departmental committee (when appropriate) have the responsibility to retain any materials or documents that may be pertinent to the case until its final resolution.

Student Appeal of Faculty Action

The student's right to appeal is outlined in the following procedures. Students are entitled to the assistance of an advocate. An advocate assists the student in the preparation and presentation of the case. The advocate may be selected by the student or, at the request of the student, appointed by the Dean of Students. In all cases, the advocate must be a member of the University faculty, staff or student body.

The appeal process must be in accordance with the following provisions:

1. A student appeal, including the grounds for the appeal, is submitted in writing to the Dean of Students in the Office of the Vice President of Student Affairs within five working days of receiving the Academic Integrity Violation Incident Report.
2. The student's written appeal ordinarily will be forwarded to the Academic Policies Committee by the Dean of Students within five working days of its filing. In the event the Academic Policies Committee is not available, the Dean of Students will forward the appeal to the Provost, who will create an ad hoc committee to handle the review. (All further references in this policy to the Academic Policies Committee include the ad hoc committee where appropriate.)
3. The student is strongly encouraged to continue coursework pending the results of the appeal.

Hearing

If a hearing is to be held, written notice of the time, date and location shall be sent to all parties. The hearing shall be conducted as follows:

1. The hearing shall be held at a reasonable time when all parties are available or have an opportunity to be present.
2. The parties shall be entitled to make opening and closing statements.
3. The parties shall be entitled to present evidence through witnesses and documents, and shall be entitled to question witnesses. At the discretion of the Chair, direct questioning by a party or a witness, including an opposing party, may not be permitted; rather, the parties may be required to convey their

questions to the Chair, who will then convey them to the witness.

4. The parties shall be entitled to each have an advocate to assist in the preparation and presentation of the case.
5. No one may be represented by an attorney at the hearing, unless the student is facing or is likely to face criminal charges relating to the alleged academic misconduct. If so, both the student and the faculty member may elect to have counsel assist them. Counsel for the hearing body may also be present. Legal counsel may not give opening or closing statements, present documents, or question witnesses.
6. The hearing shall be closed with attendance limited to individuals directly connected with the case as determined by the Chair.
7. Formal rules of evidence need not be followed at the hearing. The hearing body may receive such evidence as a reasonable person would consider reliable in making important decisions. If a question arises about the authenticity of a document or the reasonableness, relevance or redundancy of evidence, the Chair of the Academic Policies Committee (or administrator hearing the case) shall be the final decision maker on the admissibility of the evidence.
8. The parties may request, in writing, that the committee contact specified persons to appear at the hearing to testify on behalf of the parties. The request must be made at least five working days before the scheduled hearing in order to allow ample time for the hearing body to make the requests.
9. The Chair of the Academic Policies Committee (or administrator hearing the case) shall be responsible for conducting the hearing in an efficient and decorous manner and shall rule on all disputes related to the procedures used throughout the proceedings. Reasonable limits may be set on the length and nature of the opening and closing statements, the evidence presented and on the duration of the hearing. At any time, the Chair (or administrator hearing the case) may seek the advice of legal counsel.
10. The party that has imposed or recommended sanctions under this policy has the burden to prove by a preponderance of the evidence that a violation of this policy did occur.
11. Since the University lacks full judicial authority, such as the power to subpoena or

place witnesses under oath, a student's due process rights cannot be coextensive with or identical to the rights afforded the accused in a civil or criminal legal proceeding. The procedures outlined are designed, however, to assure fundamental fairness and to protect students from arbitrary or capricious disciplinary action. Deviations from these procedures shall not necessarily invalidate a hearing or the results of a hearing unless significant prejudice results.

Findings

After it has completed its review, the Academic Policies Committee shall issue written findings of fact and conclusions, usually within three to five days, and shall provide a copy of the findings along with the sanction to be imposed to the student, faculty member and Dean of Students.

Appeals from the Academic Policies Committee Findings

For sanctions of written warning, imposition of an F and/or dismissal from a course, the decision of the committee is final and no further appeal will be allowed. For more severe sanctions, an additional appeal of the committee's findings will be allowed. Appeals must be filed within five working days of receiving notice of the committee's decision. The written appeal must be filed with the Provost and should set forth all of the reasons that support reversal of the committee's findings. It will be handled as follows:

- 1) When the committee recommends the sanction of dismissal from a major or program, the Provost will review the written appeal and the documentation associated with the case. The Provost has the discretion to take any action necessary to thoroughly complete a review, and then will issue a decision, which will be binding and final.
- 2) When the committee recommends the sanction of suspension or expulsion from the University, the University President or designee will review the appeal, take all necessary action and make the final, binding decision. In all cases, the decision will be conveyed in writing to the student, the faculty member, the Dean of Students and the Academic Policies Committee.

Impact of F Grade for Academic Misconduct

If the sanction imposed is an F in the course, the student ordinarily shall not be permitted to withdraw from the course even if the sanction was imposed prior to the last day of the University schedule adjustment period. The imposed F shall stand for the course, unless the student successfully appeals the sanction. A course grade of F received for academic integrity violation(s) will remain in the student's GPA and on the transcript. The course can be repeated, but both grades will be calculated in the GPA and remain on the transcript. A student who has received a course grade of F for academic integrity violation(s) will not be allowed to graduate with University honors.

► University System of Maryland Policy

In accordance with Board of Regents policy, students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admissible to any other System institution if expelled, or during any period of suspension.

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