

## **Intellectual Integrity**

[The text of section I is closely based on the statement about Intellectual Integrity adopted by the Faculty on April 1, 1968; the process and text of points II and II is based on the 2013 Academic Integrity Code]

### ***Preamble***

Intellectual integrity is an essential condition for the health of an academic community and is vital to the achievement of its intended objectives. Consequently, any effort on the part of a person to submit work that is not their own in fulfillment of course or examination requirements cannot be tolerated.

### ***I. Definition of Cheating***

- A. The use or attempted use of any form of notes, tables, books or other devices (whether paper, electronic, or other media) to assist in the writing of an examination or test of any kind is strictly prohibited except in those instances when an instructor permits or prescribes the use of given materials.
- B. The use of quotations or close paraphrasing of any source material without proper punctuation marks and proper credit to the source is a violation of intellectual integrity. All sources used in the preparation of a paper or other assignments should be listed in the bibliography, and specific quotations and references should be indicated by citations. The use of an occasional synonym to alter material slightly is not a proper use of source materials; the material should be summarized in the student's own words except in those instances when exact quotations are used.
- C. A student giving or receiving aid by any means, without the faculty member's permission, including notes, signs, words, or gestures is guilty of cheating. There is no difference between giving and receiving such aid.
- D. The submission of work that is not the actual accomplishment of the person submitting it is a violation of intellectual integrity.
- E. The submission of a work written for one class to fulfill the requirements of another class is a violation of intellectual integrity, unless it is specifically allowed by both professors.
- F. Assistance in typing or proofreading a paper is not considered improper unless specifically forbidden by the instructor.
- G. Faculty may define disciplinarily specific forms of cheating and include language forbidding them on syllabi, exams, paper assignments, etc., as necessary.

### ***II. Process for Dealing with Cheating***

- A. When a faculty member encounters a student who has cheated, he or she should follow this process:
  - 1. She or he will contact the office of Academic Affairs to determine if this is the student's first offense. If so, they will execute a consequence that

seems appropriate. They will submit documentation or evidence of cheating and their punishment to the Office of Academic Affairs within five (5) class days.

2. If the incident is not the student's first offense, the faculty member will submit the evidence of cheating to the Office of Academic Affairs, which will investigate the incident and mete out an appropriate punishment. This may include suspension or dismissal.

#### B. Appeals Process

1. If a student accepts the finding of cheating and the punishment, no further action is needed.
2. If a student wishes to appeal the finding of cheating and/or the severity of the punishment, they must make an appeal in writing to the Office of Academic Affairs within five (5) class days of receiving notification of the accusation of cheating and punishment.
3. The Office of Academic Affairs will organize a meeting of the Honor Board to hear the student's appeal within five (5) class days. The Honor Board will consist of two students and two faculty members.
4. A Dean from the Office of Academic Affairs will normally chair the hearing.
  - a) If the hearing is an appeal of a second offense punishment (II.A.2), the meeting will be chaired by a faculty member on the Honor Board.
5. At the hearing, the Honor Board will hear from both the faculty member and the student. It will have the opportunity to question each of the parties involved.
6. After the Honor Board's questions have been answered, the faculty member and student will leave. The Board will discuss the case and vote. A simple majority of the Board's voting members will determine the result of the hearing.
7. The Chair of the Board votes only in case of a tie between the other Board members.
8. The Office of Academic Affairs will report the Board's decision to the student as quickly as possible and must do so within five (5) class days.
9. The Board's decision is final.
10. All materials related to Academic Integrity Hearings will be retained by the Office of Academic Affairs for one year after the student graduates and then will be destroyed.

#### C. Class Withdraw Policy

1. If the incident is the student's first Honor Code violation and the punishment is a zero (0) on the test or assignment, the student may

withdraw from the class as long as they do so before the withdrawal deadline.

- a) If they have begun the appeal process before the deadline but the Honor Board has not issued a ruling before the deadline, the deadline for that student to withdraw from the class will be extended to the date of the hearing plus six (6) class days.
2. If the incident is the student's first Honor Code violation and the punishment is an F in the class, the student may not withdraw from the class.
3. If the incident is not the student's first Honor Code violation, they cannot withdraw from the class.

### **III. Honor Board Composition and Duties**

#### **A. Composition of the Honor Board**

1. The Honor Board will be comprised of
  - a) Voting members:
    - (1) three students
    - (2) three faculty members
  - b) A Dean from the Office of Academic Affairs (normally, the Dean of Faculty).

#### **B. Selection Process**

1. Student Members:
  - a) The Student Senate will appoint three of its members to serve on the Honor Board, after their spring elections in April.
    - (1) Students must have a cumulative 2.0 GPA and have no Honor Code violations (which will be confirmed by the Office of Academic Affairs) to be able to serve on the Honor Board.
    - (2) Students will serve on the Honor Board from May 1 to April 31.
  - b) If a student position becomes vacant, the Senate will appoint a replacement from among other senators. The replacement must meet the criteria listed above (III.B.1.a.(1)).
2. Faculty Members:
  - a) The Office of Academic Affairs will recruit three faculty members to serve on the Honor Board.
    - (1) They will serve staggered three-year terms.
    - (2) If a faculty member position becomes vacant, the Office of Academic Affairs will recruit a replacement to serve the remainder of the term.

(3) Faculty members should be drawn from different disciplines.

C. Chair of the Board

1. The Honor Board will be chaired by a Dean from the Office of Academic Affairs, normally the Dean of Faculty.
2. The Chair of the Honor Board is responsible for
  - a) organizing meetings and hearings;
  - b) running meetings and hearings;
  - c) communicating with Board members, faculty, and students;
  - d) working with the Office of Academic Affairs to gather and disburse documentation before and after hearings;
  - e) keeping accurate notes and documentation of hearings; and
  - f) producing written reports summarizing hearings.

D. Honor Board Duties

1. All members of the Honor Board are expected to attend meetings, participate in hearings (as needed per II.B.3), and maintain strict confidentiality about every aspect of the appeal process, including the names of faculty, students, and classes.
2. A member of the Honor Board may be removed by a simple majority vote of the other Board members if they do not attend meetings or fulfill other expectations of Board members.

E. Conflict of Interest

1. If a voting member – whether student or faculty -- of the Honor Board feels they have a conflict of interest in the appeals case at hand, they should notify the Office of Academic Affairs at least three (3) class days before a hearing to allow sufficient time to find a substitute, following the normal vacancy process.
2. If other Board members feel that a voting member has a conflict of interest, a simple majority vote can remove them from the Board for the duration of the hearing in question.

**IV.** Implementation

- A. This document will go into effect after the Student Senate holds its elections in the spring of 2017, in order to be prepared for possible appeals in May, 2017.