

8.0 VIOLATION OF ACADEMIC INTEGRITY

8.1 Defined

A violation of academic integrity involves any activity that seeks to gain credit for work one has not done or to deliberately damage or destroy the work of others. It includes, but is not limited to, the following:

Plagiarism—the misrepresentation, either by intent or negligence, of another’s ideas, phrases, discourse, or works as one’s own.

Cheating—the act, or attempted act, of giving or obtaining aid and/or information by illicit means in meeting academic requirements, including examinations.

Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic sense in any academic exercise.

See Appendix A for a listing of examples of violations of academic integrity.

8.2 Academic Integrity Policy

This policy applies to all courses offered in the CBPA, regardless of the status of the student involved and the college/school of the student.

If it is determined by an instructor that a student has violated academic integrity, it is the prerogative of the instructor to assign a penalty. Possible penalties are a reprimand, a grade reduction (including the possibility of a failing grade), and dismissal from the course with a failing grade. The penalty for violating academic integrity will vary from incident to incident depending upon the scope and magnitude of the offense and the circumstances in which it occurred; upon the prior record of the student being penalized; and upon evidence suggesting the existence or absence of a pattern of violations in the academic performance of the student committing the offense.

If a penalty for the violation of academic integrity is imposed by the instructor, the incident must be reported immediately in writing to the Dean of the College of Business and Public Administration. The report must, at a minimum, state the nature of the misconduct and the penalty assigned. The Dean’s copy will be kept in a file devoted exclusively to reports of this kind. This file will be accessible only to individuals who have a need to know its contents. If the student is not enrolled in the College of Business and Public Administration, the Dean will report the incident for information purposes to the Dean of the college/school in which the student is enrolled.

Upon receipt of a report, either from a CBPA instructor or concerning a CBPA student taking a course in another college/school, the Dean may concur with the action taken by the instructor or impose or recommend further disciplinary action. Further action may include probation, suspension, or dismissal from the University. *If* the student is a CBPA student, the Dean may impose further disciplinary action. If

the student is not a CBPA student, the Dean may recommend further disciplinary action to the student's college/school. Within 14 calendar days of the receipt of the report from the instructor, the Dean will notify the student in writing regarding his/her concurrence with the penalty imposed by the instructor or the imposition/recommendation of any additional penalty. Any additional disciplinary action imposed by the Dean or recommended by the Dean to another college/school also will be reported to the Provost.

If the student wishes to appeal the instructor's determination of a violation of academic integrity and/or the penalty imposed by the instructor or if the student wishes to appeal any additional penalty imposed by the Dean, the grievance procedure provided in section 9.0 of this document will be followed beginning with Step Three in the process. If after appeal, it is determined that there is insufficient evidence of a violation of academic integrity, the instructor is bound by that finding and may only evaluate the assignment as to its content or other time-honored bases of academic evaluation.

8.3 Academic Integrity Policy Committee

The Committee will:

- a. review policies for dealing with violations of academic integrity;
- b. implement policies for dealing with violations of academic integrity;
- c. serve as the final review panel in the grievance procedure explained in section 9.0 below

The Committee will be composed of three tenured faculty members and two students. The faculty members will be elected at large by the participating faculty members of the College in the spring of the preceding year. Each faculty member will serve a two-year term, and the terms will be staggered for continuity. A chair will be elected from among the three faculty members, with only the faculty members voting. One student will be an undergraduate student and one will be a graduate student. The Dean will select the students at the beginning of the fall semester after consultation with the Student Advisory Board (for the undergraduate student) and the Assistant Dean of Graduate and Professional Programs (for the graduate student). Student members will serve one-year terms with the option of continuing service for a second year.

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9.0 GRIEVANCE PROCEDURE

9.1 Grievance Defined

A grievance is a circumstance thought to be unjust with a basis for complaint. A grievance may be brought by any undergraduate or graduate student who believes that a faculty member or administrator of the College of Business and Public Administration has

- a. unlawfully discriminated against the student on the basis of sex, race, color, religion, creed, national or ethnic origin, age, disability, veteran or veteran disability status, or sexual orientation.
- b. assigned an academic evaluation of the student that required a different standard of performance of the student than that required of other students in the class.
- c. unfairly determined that a student violated academic integrity and/or imposed an unfair penalty for the violation of academic integrity per section 8.0 of the CBPA Faculty Handbook.

9.2 Steps of the Grievance Process

9.21 Step One

The student must contact the faculty member or administrator by February 1 or September 15, if the circumstance initiating the grievance occurred in the fall semester and spring or summer semesters respectively, to attempt to work out a satisfactory solution. The faculty member or administrator will endeavor to meet with the student within 14 days of notification if possible, certainly in no more than 30 days from the date of notification. If the parties cannot agree on a solution, the faculty member or administrator will confirm the lack of resolution with the student by email. The student may then progress to Step Two of the Grievance Process.

9.22 Step Two

The student must consult with the Department Chair of the faculty member involved or the supervisor of the administrator involved within 14 calendar days after notification of a lack of resolution with the faculty member or administrator in Step One. If the department chair is the faculty member involved in the circumstance, then one of the other department chairs will be designated by the Associate Dean of Academic Affairs to complete this step. The Department Chair/supervisor will investigate the circumstance and seek to resolve the issues arising from the circumstance with the student and the faculty member/administrator. The Chair/supervisor will endeavor to resolve the grievance within 14 days of notification if possible, certainly in no more than 30 days from the date of notification. If the parties cannot agree on a solution, the Department Chair/Supervisor will confirm the lack of resolution with the student by email. The student may then progress to Step Three of the Grievance Procedure.

9.23 Step Three

No later than 14 calendar days after the notification of a lack of resolution from the Department Chair/supervisor in Step Two, the student must file a formal, written

complaint stating specifically in what way the student has been wronged, indicating supporting evidence, and explaining the corrective action desired by the student. Undergraduate students will file their written complaint with the Associate Dean for Academic Affairs of the College of Business and Public Administration. Graduate students will file their complaint with the Assistant Dean of Graduate and Professional Programs of the College of Business and Public Administration. Receipt of the complaint will be acknowledged in writing. The Associate Dean/Director will then convene an Appeals Panel from the membership of the Academic Integrity Policy Committee within 14 calendar days. If either of these two individuals is the faculty member/administrator involved in the circumstance, the Dean of the College of Business and Public Administration will complete this step.

9.24 Step Four

The Appeals Panel will consist of two faculty members and one student from the Academic Integrity Policy Committee (see section 8.3 above). The student member should be of the same status (undergraduate or graduate) as the student bringing the appeal. The Appeals Panel will conduct whatever investigation it deems necessary and determine a date for a hearing. The chair of the Appeals Panel will notify the student of the date of the hearing. The hearing will follow the guidelines in Appendix B of this document. The Panel will make a written recommendation to the Dean regarding the disposition of the complaint. The Dean will review the recommendations of the Appeals Panel and provide a written conclusion to the student and the faculty member/administrator. This ends the grievance procedure within the College of Business and Public Administration. Any further appeal must be taken to the Provost of the University.

9.30 Notice of Grievance Process

Notice of this grievance process will be available to the public through the CBPA website. Faculty members will be encouraged to reference the web address in their syllabi.

(Approved 5-9-08)

Appendix A - Examples of Academic Dishonesty

Examples of academic dishonesty include, but are not limited to:

- copying from another student's paper, laboratory report, or other report, or computer files and listings;
- using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test;
- without the instructor's permission, collaborating with another, knowingly assisting another or knowingly receiving the assistance of another in writing an examination or in satisfying any other course requirements.
- incorporating into written assignments materials written by others without giving them credit, or otherwise improperly using information written by others (including that which might be stored on computer disks or other technological devices); buying and submitting commercially prepared papers as one's own;
- submission of multiple copies of the same or similar papers without prior approval of the several instructors involved;
- claiming as one's own work that which was done by tutors or others with no mention of credit to or the assistance of those persons;
- deliberately damaging or destroying another's laboratory experiments, computer work or studio work;
- knowingly obtaining access to, using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release;
- substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation;
- intentional and unauthorized falsification or invention of any information or citation in an academic exercise;
- forgery, alterations, or misuse of University documents;
- falsifying information submitted or failure to reveal relevant information in any University application form or offering any false information in any University disciplinary proceeding.