

## ACADEMIC INTEGRITY POLICY

### *Location of the Process*

The Academic Dean of Regis College (or the designee) should be responsible for the administration of the Academic Integrity Policy.

### *Definition of Academic Integrity*

Our collective academic honesty is a simple prerequisite for the pursuit of knowledge. In particular, the Jesuit principles that underlie the Regis College mission statement and core philosophy, with their call to ethical inquiry and care of the whole person, demand students commit to academic integrity in their pursuit of a Regis College education. Students and faculty are expected to adhere to standards of good academic conduct: being responsible for one's own academic work, participating with good faith in academic discussions, acknowledging the work of others. Regis College takes very seriously violations of academic integrity, including but not limited to: plagiarism, cheating, duplicate submission of work, collusion, submitting false information, unauthorized use of computers or other electronic devices (e.g. during an exam), theft and destruction of property, and unauthorized possession of materials.

Students who violate the academic integrity policy in a course are subject to the sanctions of the course's syllabus. Course syllabi should set appropriate penalties for violations of academic integrity, including but not limited to resubmitting work with penalty, failure of the assignment, or failure of the course. Faculty will notify the Dean's office of these violations.

In the event of a student committing either a second violation of academic integrity, or committing a violation of academic integrity that does not occur in a class (e.g. defacing or mutilating library materials), students are subject to institutional penalties. These can range from probation to suspension and expulsion from the institution. Students committing a second or third violation of academic integrity can be subject both to course penalties and institutional penalties.

Students have the right to challenge accusations of academic dishonesty, or the institutional penalties for multiple infractions. Students challenge these accusations through the Dean's Office. Academic integrity hearings are conducted by a hearing panel consisting of three members: one faculty member, one student (appointed from the officers of the Regis chapter of National Society of Collegiate Scholars), and a faculty chair of the committee. The committee makes a recommendation of fact (if the student disputes the charge of academic dishonesty) and of penalty (if this is a successive violation and the student would be subject to institutional penalties). The recommendation goes to the Dean of the College; after consulting with the chair of the committee, the Dean assigns the penalty. Academic integrity hearings are separate and independent processes from student disciplinary processes; the processes are not binding on one another. Some student violations of academic integrity (e.g. vandalism of academic property) may also be violations of the code of student conduct; students can be subject to both processes and penalties.

## *Process*

1. Students will be introduced to the policy during New Student Orientation and the First-Year Seminar. Faculty members who are part of the Academic Integrity panel will be available to assist with orientation and training. In addition, all first-year students are required to complete an online tutorial about academic integrity during their fall semester. Students must complete the tutorial (with a passing grade on the assessment of 70% or better) to be allowed to register for spring courses.
2. The language contained in the syllabus of each faculty member is the underlying agreement with each student. Penalties for committing academic dishonesty that are tied to individual courses are separate from institutional penalties. Institutional penalties are enacted when students commit academic dishonesty not tied to a specific course (e.g. destruction of library property), or when students commit academic dishonesty a second or third time.
3. Initiating the process for a case of a perceived violation of the academic integrity policy:
  - A. *By a faculty member:* If a faculty member believes that a student has violated the academic integrity policy, the faculty member will first discuss the violation with the student. If at the end of the conversation the faculty member is convinced of the violation, the member should submit a very brief statement of a finding of violation of the academic integrity policy with appropriate supporting evidence to the Dean's office.
  - B. *By a student:* If a student believes that a fellow student has violated the academic integrity policy, the student shall begin the process by reporting the incident to the faculty member in whose class the problem arose, or the appropriate Department Chair or library department chair. If the incident is not linked to a course (e.g. vandalism of academic materials), the faculty or staff member should report the incident with appropriate evidence to the Dean's office. If the incident is connected to a course, the Chair will bring the matter to the attention of the faculty member. After the incident comes to the attention of the faculty member, the faculty member may choose how to proceed and whether or not to initiate the process to resolve the issue of the perceived violation of the academic integrity policy.
  - C. *By a librarian, faculty member not teaching the course, or staff person:* If one of these parties believes that a student has violated the academic dishonesty policy, the individual will begin the process by reporting the incident to the faculty member in whose class the problem arose or the appropriate department chair or library department chair. If the incident is reported to the Department Chair, the Chair will bring the matter to the attention of the faculty member. After the incident comes to the attention of the faculty member, the faculty member may choose how to proceed and whether or not to initiate the process to resolve the issue of the perceived violation of the academic integrity policy.
4. If the academic dishonesty is related to a course, the penalty outlined in the course applies. The Dean's office would keep a record of the academic dishonesty, and send a letter (by email,

with a paper copy sent) to the student informing them of their right to appeal the charge, the appeals process, the institutional record-keeping of violations, and institutional penalties for future infractions. Letters are copied to a student's academic advisor, the course professor, the Dean of Students, and (if applicable) the Director of Athletics. If this is a successive instance of academic dishonesty, the letter will also remind the student that there will be an automatic review for possible institutional sanctions. In three cases, academic integrity panels would convene a hearing:

A. The student wishes to dispute the charge of academic dishonesty; or

B. The violation of academic integrity occurs outside of the context of a course (e.g. altering computer records); or

C. This is not the first incident of academic dishonesty on the student's record.

5. Convening an appeal hearing:

A. Students who wish to dispute the facts of their charge have **five business** days after receipt of the letter to file an appeal **in writing** with the Dean's office.

B. If the incident occurs outside of the context of a course, or is a successive violation of academic integrity, the Dean's office will automatically initiate a hearing, and inform the student by letter.

6. Members of the Academic Integrity Board:

A. The Academic Integrity (AI) Board will be comprised of two faculty members and a student, appointed by the office of the Academic Dean. One faculty member will chair the Board and will not vote unless there is a tie. The other faculty member and the student will be voting members of the Board.

B. Each fall a pool of available faculty members and the student officers of the Regis chapter of the National Society of Collegiate Scholars will be identified and trained to assure competence and fairness. These people will be on call to be part of the Board tasked with a review of a faculty member's determination of a violation of the academic integrity policy, **or with reviewing a case of multiple violations, and recommending penalties to the Dean.**

C. The faculty representatives to the AI Board will not be from the same department as the faculty member whose finding of a violation of the academic integrity policy is being reviewed.

7. Process and timeline

a. For all reviews, the faculty member and student will submit written statements and/or any supporting documentation they wish to include to the Office of the Dean. The faculty member and student will each be sent copies of

what the other wrote; each has the opportunity to respond to what the other submitted in writing. The Board sees all documents.

- b. The faculty member and student have 15 business days of the semester after the initial contact from the Dean's office to submit their statements and documentation. In unusual circumstances (e.g. charges of academic dishonesty that occur during finals week), the faculty member and student will have through the first two weeks of the next semester to submit documentation. It is the responsibility of the Office of the Dean to communicate these deadlines.
- c. Boards will typically review and make judgments based on the paper records alone; however, they reserve the right to invite either or both parties to meet with them to ask clarifying questions.
- d. Board reviews will occur within 10 business days of the receipt of materials from the student and faculty member.
- e. A student may accede to the violation in writing, within 14 days of receipt of the letter. At that point the AI Board can recommend an appropriate penalty to the Dean.

Activity around the Academic Integrity policy is both anonymous and confidential. It is the responsibility of the Office of the Dean to ensure the confidentiality of student records around academic dishonesty. Except in cases of suspension or expulsion, such information does not become part of the permanent academic record and is normally removed from University files and records after one year following your departure or graduation from the University.

G. Board reviews are typically anonymous. The Office of the Dean communicates results and rationales for decisions to students and faculty members; and the students and faculty members are not told who the specific reviewers of their cases are.

H. The Academic Dean reserves the right to adjust the academic appeal process as it determines necessary in order to assure fairness.

- 8. The committee can invite witnesses to the hearing, or otherwise seek out whatever additional information it deems relevant to the hearing process.
- 9. If the committee finds no violation, the student's record will be expunged of any reference to the incident. If the committee finds a violation and it is a first violation, the committee will forward the finding to the Dean and the faculty member, who will assign the course penalty. If the violation is in an instance not connected to a course (e.g. destruction of library property), the committee will recommend a penalty.
- 10. If a student or faculty member disagrees with the finding of the committee, he or she may appeal the finding to the Dean. Unless the outlined process was not followed or new evidence was presented which would nullify the finding of the committee, the Academic Dean's decision is final.
- 11. All steps of the Academic Integrity process (including an appeal to the Dean, should it occur) will under normal circumstances be concluded by the end of the semester of appeal.

11. Consequences for successive violations of the academic integrity policy:

A. After the second violation, a student could be placed on academic probation for the next semester, suspended for a semester, or suspended for an academic year.

B. After the third violation, a student could be suspended for a semester, suspended for an academic year, or expelled from the University.

12. The report of a finding of academic dishonesty and the penalty imposed will be retained in a separate file in the Dean's office. The Dean will be responsible for maintaining the records, assuring confidentiality, and enforcing the consequences of academic dishonesty.