

**College for Professional Studies
Academic Integrity Policy
Approved by CPS Academic Council – December 20, 2010**

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Preamble:

The College for Professional Studies offers innovative, accelerated higher education for adult learners to meet their academic, professional and personal goals. In light of the Regis University Mission, which examines the question, “How ought we to live?” we inspire and challenge a diverse community of students, faculty and staff to:

Think skillfully, logically and critically

Search for truth, values and a just existence

Gain knowledge and abilities necessary for distinguished professional work and leadership and service to others

Consistent with the Regis University Mission, the College for Professional Studies expects its students, faculty and staff to conduct themselves and maintain relationships in a manner that is characterized by honesty, integrity, authenticity, and dignity as well as mutual respect for the contributions of all the members of the Regis community.

Introduction:

The term integrity is derived from the Latin *integritas*, meaning the quality of being whole, sound and unimpaired or unbroken. Academic integrity is built upon the values and virtues of honesty, loyalty and trustworthiness. A failure to observe these basic values undermines the very foundations and bonds of a learning community and impairs the most basic goals of education. As members of the CPS community, our collective academic integrity is a prerequisite for the pursuit of knowledge and excellence in professional practice. In particular, the Jesuit principles that underlie the Regis University mission and core philosophy, with their call to ethical inquiry and care of the whole person, demand that students commit to academic integrity in all aspects of their professional education and development. Likewise, faculty and all CPS employees must demonstrate and model the same high standards with respect to being responsible for

one's own academic work, participating with good faith in academic discussions, and acknowledging the work of others.

At Regis University, academic integrity is viewed as an academic matter rather than an issue of student conduct.

In order to establish and foster a community in which academic dishonesty and misconduct are socially and professionally unacceptable, all students and faculty are expected to adhere to the CPS Academic Honor Code. This Academic Honor Code is intended to support the shared responsibility of faculty and students in maintaining an academic environment in which the values of truth and justice prevail in all activities related to learning, teaching, research, scholarship and professional practice.

Academic Honor Code – Published in Each Syllabus:

Students and faculty of CPS are committed to the highest standards of academic integrity and assume full personal and professional responsibility for maintaining those standards. All members of the CPS community are to exhibit the qualities of honesty, loyalty and trustworthiness in all academic and clinical activities, holding themselves and each other accountable for the integrity of the learning community.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to this College for Professional Studies Academic Honor Code. In doing so, the student acknowledges that the work represented in all assignments and all examinations is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any assignment or examination to another student in any semester.

The CPS Academic Honor Code applies to any student in a CPS course, regardless of the student's home college or program, and will be enforced according to the policies and procedures of the Code. (In the cases of joint academic programs (e.g. National University of Ireland, Galway and Regis, ITESO and Regis, the academic integrity policies that comprise those joint program agreements apply and take precedence.)

Violations of academic integrity are taken very seriously in the College and include cheating, plagiarism, fabrication, collusion and other forms of academic misconduct. All violations will be reported with appropriate sanctions applied. All faculty have access to plagiarism detection software, which can be used with or without a student's knowledge in any CPS course.

Definitions:

Violations of academic integrity include, but are not limited to, the following:

Cheating:

A form of dishonesty by which the person misrepresents his or her mastery of the course content or clinical experience. Cheating applies to examinations, labs, written assignments, clinical experiences, online discussions and any other form of student assessment. Examples of cheating include:

- Copying from the work of another student.
- Having a tutor or other reviewer make extensive content revisions or complete a significant portion of an individual student's assignment.
- Misrepresenting an individual's contribution to a group project.
- Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination.
- Unauthorized access to or use of someone else's computer account or computer files to complete an assignment.
- Possessing or obtaining an examination without the instructor's authority or prior knowledge.
- Submission of an assignment purchased or obtained from a commercial or non-commercial entity (e.g., term papers or computer code).
- Unauthorized preprogramming of and/or access to electronic devices.

Plagiarism:

A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists. Examples of plagiarism include:

- Directly quoting another person's words without the use of quotation marks and/or acknowledging the source.
- Paraphrasing, or restating, another person's ideas, opinions or theories without acknowledging the source.
- Using facts, statistics or other material taken from a source without acknowledging the source.
- Using words or the work of others, including images, taken from the Internet without acknowledging the source.
- Failing to properly cite an original source when using a secondary source.
- Directly quoting one's personal words from a previously submitted work without the use of quotation marks and/or acknowledging the source.

Fabrication:

A form of dishonesty by which the person invents or falsifies information or research findings. Examples of fabrication include:

- Citing information not taken from the source indicated.
- Citing a source that does not exist.
- Distorting the meaning or applicability of data.

- Listing sources in a bibliography or reference list that was not used in the project.
- Inventing or falsifying data or source information in experiments, research projects or other academic assignments.
- Listing hours worked or activities performed during a clinical or service learning experience that did not occur.
- Misrepresenting one's contribution to scholarly research and/or publication.
- Misrepresenting or altering a resume or curriculum vitae

Collusion:

A form of dishonesty involving two or more persons acting in a manner so as to misrepresent individual effort, learning and/or contributions to course assignments.

Examples of collusion include:

- Allowing another student to copy from one's work.
- Completing an assignment for another student.
- Allowing another student to complete an assignment on behalf of another student.
- Unauthorized sharing of examination questions and/or answers before or after an examination.
- Unauthorized collaboration with another person during an examination or other assignment.
- Allowing one or more members of a group project to accept credit for the assignment if they did not participate or contribute.

Other Examples of Academic Misconduct:

- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access to use of another's computer account, access codes or electronic file.
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to, among other things, avoid or delay timely submission of academic work or the taking of an examination, or to request an incomplete or administrative drop in the course.
- Submitting the same work or extending previous work to fulfill the requirements of more than one course without the explicit permission of the instructors. This may be characterized as "self-plagiarism," or "recycled papers/assignments" and is a form of academic misconduct.
- Coercing any other person to engage in academic dishonesty or misconduct.
- Aiding any other person engaged in academic dishonesty or misconduct.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose.
- Denying access to scholarly resources or otherwise impeding the progress of another student or scholar. Violations include, but are not limited to giving other students false or misleading information; making library materials unavailable

through stealing or defacement; deliberately misplacing or destroying reserve materials or altering and/or destroying someone else's computer files.

Responsibility:

Achieving an atmosphere of mutual trust in which all members believe their right to learn is unimpeded by dishonest behavior is a responsibility shared by administration, faculty and students.

It is the responsibility of each individual student, faculty and other CPS employees to be able to recognize and refrain from any violation of academic integrity and to report observed violations. Numerous web-based resources addressing academic integrity are available. [Insert link to University central resources site] Questions regarding academic integrity should be directed to the assistant dean of the School in which the student is enrolled.

In addition, it is the responsibility of faculty and administration to foster and encourage honesty and a sense of fairness by creating and enforcing appropriate policies and systems. Administration provides the necessary resources as well as proper support for faculty when confronting violations of academic integrity.

The highest priority is to educate and encourage the development of appropriate academic and professional values and behaviors within individuals while also preserving the integrity of the learning community as a whole. All instances of academic dishonesty or misconduct will be reported and handled according to the Sanctions section of this policy. The Academic Integrity Board provides oversight of the Academic Integrity Policy.

Academic Integrity Board:

The CPS Academic Integrity Board (AIB) in CPS is chartered to implement, support, and monitor the Academic Integrity Policy. The purposes of the AIB are to:

- Provide consultation to academic departments, schools and faculty about violations of academic integrity and associated sanctions
This purpose is fulfilled when an individual member of the Board is called to consult with and/or advise an assistant dean and/or other faculty about a particular violation of academic integrity and the imposition of an associated sanction. This purpose is also fulfilled when the violation of academic integrity is a Level Three violation (see Section on Sanctions), making consultation with the Board mandatory.
- Maintain consistency across the College in identifying violation levels and sanctions.
- Renders final decisions on appeals regarding sanctions.
- Reviews all notifications of violations of the Academic Integrity Policy and maintains a database of violations.

- Recommends revisions to this and related policies and procedures as needed.
- Collaborates on the creation and maintenance of educational resources for students and faculty related to academic integrity.

AIB members are appointed by the school deans with the approval of the academic dean, and the AIB is comprised of:

- The CPS assistant deans, all of whom are voting members.
- The CPS associate dean for learning assurance (non-voting member).
- Four CPS faculty (one for each School) with the minimum rank of assistant professor (voting members). Voting members may serve a two- or three-year term as needed to ensure continuity. Terms are renewable.
- The CPS Academic Council appoints one of the four faculty members as chair. The chair serves a minimum three-year renewable term.
- Additionally, when an appeal is filed, the assistant dean of the school where the infraction occurred becomes a non-voting member for that specific case. When an appeal is filed in a case wherein a member of the Board has served as a consultant, the Board member will recuse himself/herself from voting on that particular case.
- Four alumni of Regis CPS (one individual from each School).

The AIB will meet once per semester and/or as needed.

In the conduct of business, a simple majority of voting members constitutes a quorum.

The Board does not impose sanctions for violations of policy. Violations are defined and sanctions are imposed by the assistant dean in each School. Assistant deans may consult with a member of the Board in defining violations and imposing sanctions, except for Level Three violations, when consultation with the Board is mandatory.

The decision of the assistant dean may be appealed to the Academic Integrity Board, whose decision is final. Regis University Legal Counsel may be consulted as necessary.

Sanctions for Violations of Academic Integrity:

The sanction process is intended to ensure compliance with the academic standards of integrity contained in this policy. The level of sanction depends on a number of factors including the severity of the violation, whether this is a first offense and willingness of the student or faculty member to accept responsibility.

Student Violations

Sanctions for violation of the CPS Academic Integrity Policy by a student may include a reduced or failing grade for the assignment, course failure, academic probation or suspension, and/or academic dismissal from the program, school and/or College. Receipt of a failing grade in the course, academic probation or academic suspension may be

indicated on the permanent transcript with the designated code. Violations may result in a recommendation for academic expulsion from the University. All instances of academic dishonesty will result in notification of the student's academic advisor, documentation in the student's file, and a report will be filed with the AIB and entered in the permanent AIB database for CPS.

Level One Sanctions:

Level One violations of the CPS Academic Integrity Policy predominantly include an initial minor violation of plagiarism and/or violations for which there are considered to be mitigating circumstances. Level One sanctions minimally include notification of the student's advisor with a note in the student's permanent file, and appropriate reduction in the grade for the assignment up to and including failure, and remedial action as directed by the instructor.

Level Two Sanctions:

Level Two violations of the CPS Academic Integrity Policy include all substantive violations of the policy not listed as a Level One violation and are considered very serious. Level Two sanctions, at a minimum, include failure of the assignment and potentially include failure of the course and/or academic probation.

Level Three Sanctions:

Level Three violations of the CPS Academic Integrity Policy are considered to be the most serious and will result in the highest level of sanction including academic probation, academic suspension, or permanent academic dismissal from the program, school and/or College. All Level Three violations result in a mandatory AIB consultation. Level Three violations may include, but are not limited to:

- Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination.
- Possessing or obtaining an examination without the instructor's authority or prior knowledge.
- Submission of an assignment purchased or obtained from a commercial or non-commercial entity (e.g., term papers).
- Inventing or falsifying data or source information in experiments, research projects or other academic assignments.
- Listing hours worked or activities performed during a clinical or service learning experience that did not occur.
- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access to use of another's computer account, access codes or electronic file.

- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to, among other things, avoid or delay timely submission of academic work or the taking of an examination, or to request an incomplete or administrative drop in the course.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose.
- Multiple violations of any portion of the policy.

Faculty Integrity:

CPS faculty are expected to be familiar with and adhere to Section 3.5 of the CPS Faculty Handbook (2009) as Revised and the Statement on Professional Ethics.

Non-Faculty Employee Violations:

Violations of the CPS academic integrity policy by a non-faculty employee, e.g., a program assistant or work study providing unauthorized access to exam materials to one or more students, will be handled by the appropriate Dean in consultation with the Department of Human Resources. Sanctions are determined in accordance with human resource policy. Any appeal or grievance by a non-faculty employee is handled according to human resource policies and procedures.

Procedure:

Student Violations:

1. The faculty member identifies an infraction of the Academic Integrity policy and first discusses the matter with the student. If, at the end of the conversation, the faculty member is convinced of the violation, the member should submit a brief statement regarding the charge of violation of the Academic Honor Code with supporting evidence to the academic administrator, and the following steps are completed:
 - a. The academic administrator (i.e., faculty chair, program coordinator) checks with AIB repository for any prior violations by that student and prior actions taken. Repeat violations automatically increase the level of sanction.
 - b. The faculty member and/or academic administrator notify the student about the charge. The faculty member and the student submit appropriate documentation and information regarding the charge. In the course of the investigation, the assistant dean of the School may consult with a member or members of the AIB regarding the investigation or determination of sanction by notifying the Chair of the AIB. Consultation requests will normally be responded to within one business day.

- c. The faculty member and the academic administrator determine the level of violation and the appropriate sanction, and report same to the assistant dean.
 - d. The assistant dean informs the student, the faculty member and the academic administrator of the violation and sanction in writing
 - e. The assistant dean completes and submits the Notification of Academic Integrity Policy Violation to the AIB.
 - f. A copy of the Notification of Academic Integrity Policy Violation, student/faculty correspondence and other documentation relevant to the incident and or investigation is placed in the student's academic file.
2. If the violation is otherwise egregious in nature
- a. The faculty member and/or academic administrator notify the student about the charge. The faculty member and the student submit appropriate documentation and information regarding the charge.
 - b. The Chair of the AIB is notified and a consultation is initiated (Level 3 violations are automatically referred to AIB). Consultations are generally initiated within one business day
 - c. Collaboratively with the AIB, the faculty and academic administrator determine the nature of the violation and the appropriate sanction and report same to the assistant dean.
 - d. The assistant dean informs the student, the faculty member and the academic administrator in writing, of the violation and sanction with a copy to the student's academic file.
 - e. The assistant dean completes and submits the Notification of Academic Integrity Policy Violation to AIB.
 - f. A copy of the Notification of Academic Integrity Policy Violation, student/faculty correspondence and other documentation relevant to the incident and or investigation is placed in the student's academic file.
 - g. The case is referred to the VP of Academic Affairs if academic expulsion is recommended.
3. In the event of course failure, academic suspension or academic probation in which the transcript code for violation of academic integrity is requested, the Office of the University Registrar is notified.

Appeals of Academic Integrity Sanctions:

Student Appeals

The student may appeal or dispute the charge itself, the level of violation assigned, and/or the specific sanction applied to the AIB by submitting a written request to the Chair of the AIB. The written request for appeal must include the student's reasons and rationale for the appeal.

The student has the right to read all written reports that document the charge, the level of violation and/or the specific sanction applied.

The student has the right to confidentiality in the conduct of the discussion with the members of the Academic Integrity Board.

The decision of the AIB is final. NOTE: The AIB appeal process is limited to consideration of matters that deal exclusively with academic integrity. Other aspects of student academic performance or related violations of the Student Code of Conduct must be handled according to the normal processes outlined in the University Bulletin and the relevant student handbook

1. The student submits a written request for appeal to the Chair of the AIB within one week of receiving notification of a charge, a violation and/or a sanction.
2. All relevant documentation is submitted by the faculty and student to AIB for consideration.
3. The AIB reviews all documentation and conducts further investigation if warranted. The appeal panel renders a decision, generally within three working days.
4. The AIB notifies the student, faculty, assistant dean and dean of decision in writing.
 - a. Student appeal is denied; the charge, the violation and/or the sanction is upheld
 - b. Student appeal is successful; the charge, violation and/or sanction is modified or reversed
5. The School completes any further notification to the Registrar and/or fulfills School procedures related to imposition of the sanction, e.g., probation or dismissal.

Academic Integrity Database:

The Office of the Academic Dean is responsible for the creation, maintenance and security of a database containing all documented instances of a violation of academic integrity. The purpose of the database is to:

- Document a pattern of repeat violations for individuals.
- Provide data for annual reports that identify trends, assess the level of compliance with the policy, and support modifications to the policy or its associated policies and procedures.
- Identify the need for further education or resources.

The Notification of Academic Integrity Policy Violation to AIB is submitted to the Chair of the AIB within 14 days of an incident involving a violation of academic integrity.