

## **ASHLAND UNIVERSITY ACADEMIC INTEGRITY POLICY**

The Ashland University community strives to model leadership that is based upon Judeo-Christian beliefs and virtues and that will encourage, develop and sustain men and women of character to serve their professions, their communities, and the world (AU Statement on Ethical Leadership). As members of Ashland University, students hold themselves to the highest standards of academic, personal and social integrity (Ashland University Campus Creed). In keeping with the Ashland University commitment to the highest standards of academic, personal and social integrity, students are expected to abide by the academic integrity standards outlined in this policy.

### **Section 1. Purpose**

Academic integrity is as important to our mission today as it was at the university's founding. The founders declared that Ashland "would develop students intellectually," and our current mission continues to advance that position. Since the educational and social environment is built upon a long-standing commitment to Judeo-Christian values, it is obvious that academic integrity is an essential part of students' personal and intellectual growth.

At Ashland University academic integrity is to be revered, honored and upheld. Therefore, an academic integrity infraction is considered a very serious matter, as it corrupts the educational process and undermines the foundation of our community.

### **Section 2. Conduct That Violates Academic Integrity: -Academic Dishonesty**

Ashland University expects each student to advance the university's mission by furthering an environment that is both challenging and supportive. In such an environment a student will neither seek nor offer improper assistance. All students have an obligation to be forthright in their academic endeavors and respect ethical standards. The work that one submits for academic evaluation must be his/her own unless an instructor expressly permits certain types of collaboration. Academic integrity requires that each student will use his/her own capabilities to achieve his/her fullest potential and will neither offer nor accept aid that is not in keeping with regularly accepted standards of academic integrity. Failure to conform to the above conduct shall constitute academic dishonesty.

### **Section 3. Forms of Academic Dishonesty**

Proper acknowledgment of ideas and sources is central to academic honesty. To insure academic honesty, it is important to examine that which constitutes academic dishonesty. Academic dishonesty includes:

#### **Plagiarism**

Plagiarism is the intentional or unintentional presentation of someone else's words, ideas or data as one's own work. In the event the faculty member deems the plagiarism is unintentional, he/she shall typically require the student to complete the assignment again. In the event the faculty member believes the plagiarism is willful, the sanctions in this document will apply. If the work of another is used, acknowledgment of the original source must be made through a recognized documentation practice.

- A. Whenever one quotes another person's actual words,

- B. Whenever one uses another person's idea, opinion or theory, even if it is completely paraphrased in one's own words, or,
- C. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge so as not to be questioned.

### **Fabrication**

Fabrication is the intentional falsification or invention of research, data, citations, or other information. Examples of fabrication include:

- A. Citing information not taken from the source indicated.
- B. Including in a reference list sources which have not been consulted.
- C. Inventing or altering data or source information for research or other academic exercise.
- D. Submitting as one's own any academic assignment (e.g. written work, painting, sculpture, etc.) prepared totally or in part by another.
- E. Using a portion of a piece of work previously submitted for another course or program to meet the requirement of the present course or program without the approval of the instructor involved.
- F. Permitting one's work to be submitted by another person as if it were his or hers.
- G. Taking a test (or other evaluation) for someone else or permitting someone else to take a test for oneself.
- H. Other offenses of this form which incorporate dishonesty for academic gain.

### **Cheating**

Cheating is an act of deception in that a student represents mastery of information that he/she has not mastered. Cheating may be suspected if an assignment that calls for independent work results in two or more solutions, sequences, or language so similar as to merit the charge. Cheating may be suspected if there is a statistical inconsistency in the student's performance and the student cannot explain or reproduce both the intricacies of the solution and the techniques used to generate the solution; or in the case of an essay examination, that the student cannot explain or reproduce the thought-processes used to generate the writing. Examples include:

- A. Copying from another student's test paper.
- B. Allowing another student to copy from a test paper.
- C. Using notes, textbooks or other information in homework, examinations, tests or quizzes, except as expressly permitted.
- D. Securing, giving or exchanging information during examinations without authority to do so.
- E. Other offenses of this form which incorporate dishonesty for academic gain.

### **Other Forms of Academic Misconduct**

Examples include:

- A. Obtaining confidential information about, examinations tests or quizzes other than that released by the instructor.
- B. Stealing, buying, or otherwise obtaining all or part of an unadministered test in which the origins of the materials are suspect.

- C. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
- D. Inducing any other person to obtain an unadministered test or any information about the test.
- E. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, computer file, on a test, a "change of grade" form, or other official academic records of the University which relate to grades.
- F. Cooperating with another person in academic dishonesty, either directly or knowingly, as an accessory.
- G. Using computing resources in a manner that violates University academic integrity policies.
- H. Other offenses of this form that incorporate dishonesty for academic gain.

To reiterate, these examples are not meant to be inclusive. Further, they refer only to academic areas; appropriate action may also be undertaken by other agencies.

#### **Section 4. Institution of Procedures Following an Allegation of Academic Dishonesty at the Undergraduate Level**

- A. When a faculty member has observed a student violating any of the policies stated herein, an allegation of academic dishonesty shall be filed with Registrar.
- B. When a proctor has observed a student violating any of the policies stated herein, the faculty member, under whose authority the proctor oversaw the academic activity, shall file an allegation of academic dishonesty with the Registrar.
- C. When a faculty member has not observed a student violating any of the policies stated herein, but has a firm conviction of academic dishonesty, based on competent and probative evidence, an allegation of academic dishonesty shall be filed with the Registrar. It shall be a breach of professional responsibility should a faculty member make an allegation of academic dishonesty in bad faith.
- D. Upon the filing of an allegation of academic dishonesty, the faculty member, or the chairperson of the department in which the faculty member instructs, shall inform the student of the nature of the allegation.
- E. Upon receipt of an allegation of academic dishonesty, the Registrar should identify whether the allegation is the first such allegation, or whether the allegation is a subsequent allegation of academic dishonesty. Results of any previous allegations or appeals may be considered in subsequent allegations.
- F. Action on second allegations will proceed even if the student withdraws from the course. In the event of a withdrawal from the course by the student, a grade of WF (if found in violation of the policy) or W (if found not in violation of the policy) P will be assigned to the course according to the outcome of the academic integrity process.
- G. Upon receipt of an allegation of academic dishonesty, the Registrar should identify whether the allegation is the first such allegation, or whether the allegation is a subsequent allegation of academic dishonesty. Results of any previous allegations or appeals may be considered in subsequent allegations.
- H. The following timeline shall apply to the adjudication of violations:
- I. Within five business days, upon the receipt of the allegation, the Registrar shall notify the student and his/her academic advisor of:

- a. The opportunity to refute such allegation
  - b. The opportunity to appeal an initial decision of such allegation, and
  - c. The University penalty upon a finding that the student has committed an act of academic dishonesty.
- J. Upon receipt of notification from the Registrar the student has ten10 business days to request hearing or appeal.
- K. The registrar shall schedule a hearing within ten business days of receiving the request to appeal.

### **Section 5. First Offense at the Undergraduate Level**

- A. Upon the allegation of an act of academic dishonesty for the first time, and not involving multiple offenses arising out of the same instance, the faculty member shall submit an Academic Integrity Incident Report with supporting documentation of such offense to the Registrar’s Office. The student and academic advisor shall be notified of the allegations and the opportunity to appeal. Upon findings of an academic integrity violation, the student shall be placed on Academic Integrity Probation, and notification of that status shall be sent to the student’s academic advisor for placement in the academic advising folder.
- B. In addition to submitting the Academic Integrity Incident Report the faculty member should take such action as is deemed appropriate and pursuant to any stated policy of the faculty member and/or department, if any. Such action may be, but is not limited to, assigning a grade of zero for the assignment or test involved, assigning an F for the course, suspension from the major, or permanent dismissal from the major. Seriousness of the offense depends on such factors as but not limited to:
- a. The student’s length of experience as a student; e.g., an offense by an advanced student is more serious than an offense by a first semester student.
  - b. The extent to which the student has been previously warned or instructed about academic integrity.
  - c. Willfulness of the violation. (Done with deliberate intention and not as an accident.)
- C. In addition to submitting the Academic Integrity Incident Report to the Office of the Registrar, the faculty member may also pursue other options such as:
- a. Referring the student for tutoring and/or Classroom Support Services.
  - b. Referring the student to the Counseling Center.
  - c. Requiring that the student review and summarize issues of academic integrity or rules of citation.
- D. The action taken pursuant to paragraphs B. and/or C. above does not prevent any additional action taken pursuant to stated policies of individual colleges, departments or programs.

### **Section 6. Second Offense at the Undergraduate Level**

In the event a student violates the academic integrity policy after having been previously found to have committed an act of academic dishonesty, or if the offense involves multiple allegations of acts of academic dishonesty, the Registrar shall cause the matter to be presented for adjudication before the Academic Integrity Board. The Board will be appointed by the Provost and will be composed of three faculty members and one or two students. If the student is found by the Board to have committed a subsequent act of academic dishonesty, or multiple acts of academic dishonesty, the student under most circumstances shall be suspended from Ashland University for a period to be determined by the Board, but not to exceed two years. At that time, the student’s academic advisor, the chair of the department(s) in which his/her major resides, and the chair of the department of the faculty member bringing the allegation

shall be notified of the findings. The suspension may be applied to the current semester or the following non-summer semester at the discretion of the Academic Integrity Board, based on the date of the hearing, proximity to degree completion, and severity of the charge. A student given the sanction of suspension is withdrawn from the university and is excluded from classes with no right to take tests or make up work missed during the time of the suspension. The actual dates of the above withdrawal periods are included in the Registrar's Calendar each term. The Admissions Office shall be notified of the term of the suspension. The student may apply for readmission after the specified term of suspension has passed.

### **Section 7. Appeal at the Undergraduate Level**

#### A. First Offense.

- a. A student, against whom a faculty member alleged a first offense, may appeal such an allegation to the Academic Integrity Board.
- b. The Provost shall appoint members to such board.
- c. Any appeal must be filed in the Office of the Registrar within ten University business days from the student being notified that an Academic Integrity Incident Report has been filed.
- d. Upon the filing of such appeal, the Registrar shall convene the Academic Integrity Board, consisting of three faculty members and no more than two students.
- e. The Academic Integrity Board shall review written documentation and hear verbal testimony from both the student and the faculty member as well as examine evidence and results from any previous allegations or appeals.
- f. A student or faculty member may also appeal a finding by the Academic Integrity Board, which appeal shall be filed in the Office of the Registrar within ten days from the decision of the Academic Integrity Board.
- g. Upon the filing of an appeal of a finding, the Registrar shall convene the Academic Integrity Appeals Board, consisting of three faculty members and no more than two students.
- h. No voting member of the Academic Integrity Appeals Board shall have served as a voting member of the Academic Integrity Board hearing the claim of a first offense.

#### B. Second Offense.

- a. A student or faculty member may appeal the findings of the Academic Integrity Board regarding a second offense, or multiple offenses, to the Academic Integrity Appeals Board.
- b. The Provost shall appoint members to such board.
- c. Any appeal must be filed in the Office of the Registrar within ten University business days from decision of the Academic Integrity Board.
- d. Upon the filing of such appeal, the Registrar shall convene the Academic Integrity Appeals Board, consisting of three faculty members and no more than two students.
- e. The Academic Integrity Appeals Board shall review written documentation and hear verbal testimony from both the student and the faculty member as well as examine evidence and results from any previous allegations or appeals.
- f. A finding by the Academic Integrity Appeals Board may not be appealed.
- g. No voting member of the Academic Integrity Appeals Board shall have served as a voting member of the Academic Integrity Board hearing the claim of a subsequent offense or multiple offenses.

## **Section 8. Subsequent Offense After Readmission at the Undergraduate Level**

- A. If a student is readmitted after having been suspended for a second offense as described in Section 6 above, the record of academic integrity violation shall be retained by the Office of the Registrar.
- B. Subsequent Offense(s):
  - a. Any allegation of academic dishonesty subsequent to the student's readmission under Section 6 above shall be adjudicated according to the process outlined in Sections 6 and 7, with the following exception:
  - b. If there is a finding of academic dishonesty in the allegation above, being a third violation of the Academic Integrity Policy, the student shall be immediately expelled from Ashland University, with no provision for readmission.