

# Academic Integrity Violation Sanctioning Guidelines

## ACADEMIC INTEGRITY VIOLATION

Academic integrity violations are categorized into four levels, provided here with a list of behaviors and examples.

## SANCTIONS

The list of sanctions here are likely in the average situation; however our trained professionals do exercise professional judgment and consider context when ultimately deciding on the most appropriate sanctions.

## CATEGORY ONE VIOLATIONS

Policy violations are characterized as Level One when it is reasonable to conclude that the student's behavior was a result of inexperience with academic integrity principles and policies (e.g. a first quarter student) and when the violation was minor or occurred on an assignment that was worth a small portion of the student's course grade.

For example, but not only:

- Scholarly negligence – an incorrectly executed citation in an otherwise properly cited paper
- Copying one answer on a small homework assignment
- Engaging in collaboration on an assignment when it would be reasonable to conclude that the rules weren't clear

## SANCTIONS

Students are likely to:

- Receive an official warning
- Be required to complete an educational online workshop
- Write a reflection paper
- Reduction of grade for assignment by one letter grade
- Be mandated to attend an Academic Integrity seminar or some other educational workshop

## CATEGORY TWO VIOLATIONS

Policy violations are characterized as Level Two when the actions are dishonest in character and/or impact a more significant amount of the assignment or course grade.

For example, but not only:

- Assignment misconduct/homework misconduct
  - Copying homework, assignment or labs from others
  - Collaborating with others on an independent assignment when an instructor was explicit about guidelines for completing the assignment
  - Submitting a portion of the same material in more than one course without prior authorization
  - Possession of unauthorized aid and materials for assignments
  - Providing another student with one's own assignment, paper, exam or quiz
  - Signing in another student for class attendance/participation marks
  - Making lab data available to a student who did not attend the lab contribute to the development of the data
- Plagiarism- limited copyright and pasting from secondary sources without citation
- Exam misconduct
  - Possession or provision of unauthorized aids
  - (e.g., cheat sheets, cell phone, class notes) when it cannot be determined if used
  - "panic" copying of one answer from another student during an exam or quiz
  - Allowing another student to copy (limited) during exam or quiz

## SANCTIONS

Students are likely to:

- Be placed on disciplinary probation
- Be mandated to attend an Academic Integrity Seminar or some other educational workshop
- Write a reflection paper
- Reduction of grade for assignment/course
- Other sanction as deemed appropriate under the circumstances



## CATEGORY THREE VIOLATIONS

Policy violations are characterized as Level Three when the actions are more flagrantly dishonest in character and/or impact a major or essential portion of the course work and/or involves planning and deliberation.

For example, but not only:

- Assignment misconduct/homework misconduct
  - Copying a significant portion of or an entire assignment
  - Splitting up independent assignments with others and copying parts from each other
  - Providing another student with an assignment/homework when provision was explicitly prohibited by course or University policies
  - Submitting substantially (e.g., a larger percentage of the paper/assignment) the same material in more than one course without prior authorization
- Plagiarism- extensive copying and pasting from secondary sources without attribution
- Exam misconduct
  - Possession and use of unauthorized aid during a test or assignment
  - Extensive copying during an exam or quiz
  - Allowing another student to extensively copy an during exam or quiz
- Falsification/Fabrication
  - Altering a grade exam or test for re-grade
  - Fabricating a citation in a paper
  - Fabricating data for a lab or research paper
  - Presenting a false excuse to miss an assignment, test/exam, class, etc. or to receive unfair accommodation

## SANCTIONS

Students are likely to:

- Be suspended for at least a semester
- Be placed on disciplinary probation
- Be mandated to attend an Academic Integrity Seminar or some other educational workshop
- Write a reflection paper
- Reduction of course grade with option that grade cannot be replaced by retaking class
- Failing grade or reduction of course grade
- Other sanction as deemed appropriate under the circumstance

## CATEGORY FOUR VIOLATIONS

Policy violations are characterized as Level Four when the actions are flagrantly dishonest and serious breaches of professional and personal integrity.

For example, but not only:

- Any second violation of the Policy, especially after a student has already been suspended
- Any level of violation committed by a graduate student
- Fraud
  - Taking an exam for another person (or vice versa)
  - Stealing or fraudulently obtaining answers, or and advance copy of an exam
  - Changing/helping to change any record assignment or course grade on instructor or university record
  - Submitting an entire paper or assignment written by another person
  - Replacing the name on another's assignment and handling it in as one's own
  - Forging documentation, e.g., medical or government document
  - Selling or distributing previously administered/taken exams, papers and other assignments

## SANCTIONS

Students are likely to:

- Suspended for at least 1 year
- Expulsion, permanent separation from institution
- Be placed on disciplinary probation
- Reduction of course grade with option that grade cannot be replaced by retaking class
- Failing grade with option that grade cannot be replaced by retaking class
- Be mandated to attend an Academic Integrity Seminar or some other educational workshop
- Write a reflective paper
- Denial of degree
- Bar against readmission
- Revocation of degree and withdrawal of diploma
- Other sanction as deemed appropriate under the circumstances