

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 staff does 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 even when 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:

- Copying homework, assignment or labs from others
- Collaborating with others on an independent assignment when guidelines explicitly forbid it
- Submitting a portion of the same material in more than one course without prior authorization
- Possession of unauthorized 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
- Plagiarism- limited copyright and pasting from secondary sources without citation
- 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

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:

- 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
- 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
- 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
- Taking an exam for another person (or vice versa)
- Stealing or fraudulently obtaining answers, or an 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