

Andrews University Academic Integrity Policy

University learning thrives on the rigor of individual investigation, the authentic exchange of ideas, and a corporate commitment to integrity and mutual respect. It requires all members of the academic community to behave honestly—speaking truthfully to colleagues, co-learners, and teachers, and completing all homework, tests, papers and projects with integrity. Andrews University anchors its practices in the teachings of the Bible as well as in widely established and honorable academic traditions. Much as the apostle Paul calls us to authenticity in our Christian walk, so the educational institution demands of its participants true and accurate self-representation. In Ephesians, Paul invites believers “to be renewed in the spirit of your minds, and to clothe yourselves with the new self, created according to the likeness of God in true righteousness and holiness” (Eph. 4:23-24, NRSV). As scholars and as Christ servants, we build His living body through our honesty in all things, both small and great. To that end, Andrews University’s faculty and students pledge to learn and grow together, committing to the following Standards and affirming honesty as a core component of an Andrews University education.

Section 1: Standards for Faculty

Because academic integrity grows out of a partnership between faculty, staff involved in academic endeavors, and students, faculty members of Andrews University promise to:

1. Model academic integrity both in the classroom and in the course of research activities and publication.
2. Cultivate academic honesty in each course, using the following means as deemed appropriate:
 - a. Make the Academic Integrity Policy available to students.
 - b. Communicate clearly in the syllabus the expectations of the course, including what academic integrity means within the context of the course.
 - c. Explain acceptable source citation practices within the specific course or discipline.
 - d. Encourage use of campus learning resource.
3. Intervene when academic integrity is breached and report intentional violations.

Section 2: Standards for Students

The Andrews University faculty pledge to promote classroom experiences that foster academic integrity. In the same way, students commit to do their part to build a community of honesty. Students promise to:

1. Present assignments, lab reports, and research findings that are not falsified in any way.
2. Respect copyrighted and/or licensed material (whether it be directly quoted or paraphrased) by citing print or electronic sources as appropriate.
3. Follow the source citation guidelines outlined by the course professor.
4. Submit work that is solely created by the person to whom it is assigned.
5. Contribute equitably when participating group-work.
6. Prepare for quizzes and examinations by study and review without stealing, accepting, or using unauthorized quizzes or examination materials.
7. Follow the professor’s instructions regarding allowable aids during a quiz or examination.
8. Complete quizzes and tests without seeking answers from or sharing answers with other students or unauthorized sources.
9. Encourage others to high standards of integrity by refusing to assist in acts of academic dishonesty.

Section 2.5: Standards for Staff involved in Academic Endeavors

Because academic integrity grows out of a partnership between faculty, staff involved in academic endeavors, and students, staff members of Andrews University promise to:

1. Model academic integrity in interactions with other members of the academic community.
2. Demonstrate integrity in the handling tests, data, or any other documents in their charge.
3. Intervene when academic integrity is breached and report intentional violations.

Section 3: Integrity Statements

Letters informing both graduate and undergraduate students of their acceptance to Andrews University, as well as appointment letters for members of the faculty, shall contain a statement regarding the role of the Student Academic Integrity Council, as well as the obligation of all members of the campus community to promote the highest standards of academic integrity. In addition, incoming students and faculty will be asked to sign a short pledge of commitment to upholding academic integrity at Andrews University.

Faculty Pledge

I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards while conducting my teaching and scholarly activities.

Staff Pledge

I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards while conducting my activities as a member of the staff.

Student Pledge

I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards in the completion of all coursework requirements and scholarly projects.

Section 4: Student Academic Integrity Council¹

1. The Student Academic Integrity Council (SAIC) shall be composed of 11 students (6 undergraduates and 5 graduate students) in good standing, normally appointed in the spring for the following academic year, who may each be reappointed for an unlimited number of additional one year terms.
2. Appointments to the SAIC are made by the respective Deans upon recommendation from Department Chairs as follows:
 - a. College of Arts and Sciences appoints three students (two shall be undergraduate students and one shall be a graduate student)
 - i. College of Arts and Sciences (Humanities) (1)
 - ii. College of Arts and Sciences (Science/Technology, Engineering/Math) (1)
 - iii. College of Arts and Sciences (Social Sciences) (1)
 - b. School of Architecture, Art, and Design appoints one student (1 graduate student)
 - c. School of Business Administration appoints one student (1 undergraduate)
 - d. School of Education appoints two students (1 undergraduate and 1 graduate student)
 - e. SDA Theological Seminary appoints two students (2 graduate students)
 - f. School of Health Sciences (1 grad or undergrad)
3. Students interested in serving on the SAIC shall apply to the chairs of their departments
 - a. Applications due March 15 of the previous year
 - b. Community Service Credits are available to students serving on the SAIC
4. Two faculty advisors to the SAIC will be selected from the Faculty Academic Integrity Council (See Section 5:7)
 - a. The advisors shall serve for a term of two years and may be reappointed for any number of additional two year terms.
5. All SAIC members shall be subject to training in activities and procedures of the SAIC at the beginning of the school year.

¹Portions of this working policy are based on the Academic Integrity policies of Seaver College at Pepperdine University and La Sierra University which have given permission for its use. Further portions are based on the "Model Code for Academic Integrity" Gary Pavela, 24 Journal of College and University Law, 97-118 (Summer 1997)

6. The SAIC shall have the following responsibilities and authority:

- a. Advise and consult with faculty members and administrative officers on matters pertaining to academic integrity.
 - b. Participate in campus education of students and faculty regarding the AU Academic Integrity Policy under the direction of the Provost's Office and in conjunction with the Faculty Academic Integrity Council:
 - i. Educating new students at orientation and new faculty at faculty orientation.
 - ii. Working with ITS to provide web-based resources aimed at enriching academic integrity.
 - iii. Organizing and initiating a yearly chapel focused on academic integrity.
 - c. Provide members to serve on Integrity Panels as required.
 - d. Consider requests to remove the grade of "XF" from University records in accordance with Section 8 of this working policy.
 - e. Maintain records of the SAIC's activities. Records shall be stored in the Office of the Provost, including:
 - i. Minutes of regular and ad-hoc meetings.
 - ii. Records of educational activities.
 - iii. All records of any Integrity Panels (including audio/video recordings).
 - f. Give annual reports to students and faculty on all actions taken by the SAIC, including but not limited to:
 - i. Educational efforts made by the Integrity Council.
 - ii. The number and levels of reported violations of academic integrity.
 - iii. Any sanctions initiated by faculty or Hearing Panels.
 - g. Because an ongoing assessment of this policy is crucial to its success, the SAIC will review policies and procedures and issue an annual report to the Provost on any recommended changes.
7. Administration shall provide an appropriate venue for the SAIC and Integrity Panels to meet and conduct business as needed.

Section 5: Faculty Academic Integrity Council

1. The Faculty Academic Integrity Council (FAIC) shall consist of 11 faculty members, selected by the respective Deans as follows:
 - a. College of Arts and Sciences (Humanities) (1 member)
 - b. College of Arts and Sciences (Science/Math) (1 member)
 - c. College of Arts and Sciences (Social Sciences) (1 member)
 - d. College of Technology (1 member)
 - e. School of Architecture (1 member)
 - f. School of Business Administration (1 member)
 - g. School of Education (2 members)
 - h. SDA Theological Seminary (2 members)
 - i. School of Health Sciences (1 member)
2. Appointments are made in the spring term for the following year or when vacancies occur.
 - a. Members appointed to fill vacancies that occur shall serve the remainder of the term of the member they are replacing.
3. Members serve 3 year terms, implemented on a staggered basis, with one third retiring annually. Members may be reappointed for any number of terms.
 - a. For the first year this policy is established, members will be appointed as follows:
 - i. Four three-year appointments
 - ii. Four two-year appointments
 - iii. Three one-year appointments
4. The FAIC acts as a pool of faculty members to serve on Integrity Panels as voting members or as moderators as needed.
5. All new members are subject to training in procedures of Integrity Panels at the beginning of each school year.
6. One member shall be recommended by the members of the FAIC and confirmed by the Provost to act as Chair of the FAIC for a term of 1 year. A member may be reappointed for any number of terms.
 - a. Responsibilities of the Chair include:
 - i. Organizing members to serve as faculty members and moderators on Integrity Panels as needed.
 - ii. Ensuring that new members receive adequate training in policies and procedures of Integrity Panels.
 - iii. Scheduling and chairing meetings of the FAIC to:
 1. Assess and revise FAIC procedures (Spring)
 2. Select two advisors to the SAIC from the FAIC members.
7. The advisors to the SAIC are responsible for:
 - a. Advising and consulting with the SAIC.
 - b. Acting as a liaison between the SAIC, the Faculty Academic Integrity Council, and the University.
 - c. Assisting the SAIC in coordinating the training of new members.
 - d. Assisting the SAIC in educating new students and new faculty regarding AU Academic Integrity Policy.
 - e. Initiating the process of selecting new SAIC members by March 15 of each year.

Section 6: Policy Regarding Violations of the Academic Integrity Code

This section deals with the enforcement portion of the code. When a faculty member perceives that a violation has occurred, the following steps apply.

- 1) The faculty member shall discuss the matter with the student involved, presenting their concerns and asking for a response.
- 2) After consulting with the student, if the faculty member is convinced that a violation has occurred, they shall determine the level of violation (in consultation with the department chair if needed).
 - a. With violations at level One, Two, or Three the faculty member shall
 - i. Complete the Report of Academic Integrity Violation.
 - ii. Give the Report to the student.
 1. The student has 5 academic days to return the form to the faculty member with their portion completed.
 - a. If the student does NOT return the form within the allotted time, it will be assumed the student accepts both the violation and the sanction.
 - iii. Contact the chair of the FAIC at academicintegrity@andrews.edu. The Chair will pick up the report.
 1. Reports will be forwarded to the student's academic advisor, and the chair of the student's department.
 2. In the case of the Seminary, reports will be forwarded to the student's program director, the seminary dean, and the seminary associate dean.
 - b. With a single violation at Levels One, Two, or Three, if the student:
 - i. accepts responsibility for the violation and agrees with the sanction, the matter is considered over
 1. These findings are not subject to appeal.
 - ii. fails to respond to the charges within 5 academic days of being informed The charges and sanction shall be applied to the student's record.
 - iii. disagrees with the charges and/or the sanction, or if a student has multiple violations on their record, an Integrity Panel will be convened to consider the case.
 - c. In the case of a single violation at Level One, Two, or Three, the student may seek to have the violation removed from their student record.
 - i. See Section 10
 - d. With violations at level Four the faculty member shall
 - i. Complete the Report of Academic Integrity Violation with a recommended sanction.
 - ii. Give the Report to the student.
 1. The student has 5 academic days to return the form with their portion completed.

- iii. Contact the chair of the FAIC at academicintegrity@andrews.edu. The Chair will pick up the report.
 1. All Level Four violations require an Integrity Panel. The Chair of the FAIC shall convene the Integrity Panel. (See section 9).
 2. The Integrity Panel shall consider the case to determine
 - a. If a violation occurred
 - b. The sanction if one is required.
- 3) In the case of a first violation at any Level above Level Zero, the student shall be required to complete a seminar focused on academic integrity.
 - a. As part of the seminar, the student shall write a reflective paper outlining their attitudes and responsibilities toward academic integrity at Andrews University. This paper shall be kept in the student's record.
- 4) Records of violations and sanctions
 - a. In any violation of the Academic Integrity Policy, both the faculty and student involved fill in portions of the report form
 1. Notification that the forms have been registered is automatically sent to
 - a. The faculty member
 - b. The student
 - c. The student's academic advisor
 - d. The chair of the department of the student's declared major
 2. In the case of the Seminary, notification will be made to
 - a. the student's program director
 - b. the seminary dean
 - c. the seminary associate dean
 3. Access to the registered report is available only to those listed above

Section 7: Levels of Academic Integrity Violations

*A particular violation of the Andrews University Honor Code will fall somewhere along a spectrum. In an effort to assist faculty and students in understanding this spectrum, the following guideline can help guide faculty and Integrity Panels determine the appropriate level of violation. **Decisions regarding the level and the sanction are left up to the individual faculty member (except in the cases where an Integrity Panel is required).** The following are simply suggestions to aid the faculty.*

Level Zero: Level Zero violations are violations that, in the opinion of the instructor, do not involve intent on the part of the student and are committed from a lack of understanding or inexperience. These violations are viewed entirely as “teaching opportunities” and are therefore to be handled by the instructor in consultation with the student and subsequently reported. Faculty report level zero violations only to ensure that students are not responsible for continuing to commit similar violations after instruction has been provided.

Level Zero violations include (but are not limited to) the following examples:

- Failing to footnote or give proper acknowledgment to a written, internet, or oral source due to a lack of knowledge regarding proper documentation procedures.
- 1) Reports of level zero violations use the same program as with other violations, but the reports differ in the following ways:
 - a. The reports are not entered into the system that records violations 1-4.
 - b. The report includes a section for faculty to describe educational efforts made to resolve the students lack of information
 - c. The student and their advisor are the only persons authorized to access level zero records.
 - d. The student and their advisor are informed of the level zero report automatically
 - e. When alerted of a level zero violation, it becomes the responsibility of the academic advisor to evaluate the number and type of level zero reports received for that student.
 - i. If, after evaluating the reports and consulting with the student, it is the opinion of the advisor that the student has received multiple reports for similar violations and the student had received adequate education regarding those situations, it is the advisors responsibility to inform the student that any future violations of the same type will be converted to an appropriate higher level of violation.
 - f. All level zero reports are removed automatically from a student’s record upon graduation.

Level One: Level One violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving this first level are primarily viewed as "teaching opportunities" and are therefore to be handled by the instructor in consultation with the student and subsequently reported.

Level One violations include, (but are not limited to) the following examples:

- Using a false excuse to delay taking a test.
- Working with others on an assignment when asked for individual work.
- Receiving unpermitted help from someone on an assignment.
- Failing to footnote or give proper acknowledgment to a written, internet, or oral source in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, quoting less than all the words copied, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or not using quotation marks to cite a passage.
- Engaging in any of the following activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, or failing to stop when time is called.
- Committing other minor infractions of academic integrity.

Recommended consequences for violations at Level One may include:

- Submission of a rewritten assigned paper, and/or
- Completion of a make-up assignment at a more difficult level than the original assignment
- Receipt of a zero for the original assignment.

Level Two: Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving this second level are still primarily viewed as "teaching opportunities" and are therefore to be handled by the instructor in consultation with the student and subsequently reported.

Level Two violations include (but are not limited to) the following examples:

- Learning what is on a test from someone who has already taken it.
- Falsifying/fabricating a bibliography.
- Using significant portions of information for a report without acknowledging the sources of the Collaborators.
- Giving or receiving unauthorized assistance to/from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper or project.
- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor(s).
- Removing posted or reserved material, or preventing other students from having access to it.

Recommended consequences for violations at Level Two are consequences for Level One and also may include:

- Lowering a course grade, or a course grade of F.
- In the case of a Level Two violation when the student has prior academic integrity violations, an "XF" grade may be assigned for the course by an integrity panel.

Level Three: Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by three or more violations at Levels One and Two.

Level Three violations include (but are not limited to) the following examples:

- Committing any premeditated Level Two violation involving a major portion of coursework.
- Copying from another student on a test/exam.
- Helping someone else cheat on a test.
- Using an unauthorized electronic device to obtain information on an exam.
- Copying material almost word for word from a written source without citation.
- Fabricating or falsifying lab or research data.
- Taking an exam for another student.
- Altering an exam and submitting it for re-grading.
- Downloading a paper or major sections of a work from the internet.
- Presenting the work of another as one's own.
- Permitting another to present one's work as their own.
- Buying or selling unauthorized aid on examinations, papers, or grades.
- Offering or accepting bribes related to academic work.
- Translating work from one language into another and submitting as one's own work.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Lying to Andrews Integrity Panel members during an investigation or Integrity Panel. This may constitute a second charge, with the members who were present during that specific hearing acting as accusers.

Recommended consequences for violations at Level Three may include:

- Lowering a course grade, or
- A course grade of F, or
- An XF grade may be assigned for the course by an integrity panel especially in cases where previous violations of the integrity policy exist.

Level Four: Level Four violations represent the most serious breaches of intellectual honesty. All cases involving Level Four violations are to be brought before an Integrity Panel.

Level Four violations include (but are not limited to) the following examples:

- Multiple Level Three violations.
- Unauthorized access to an examination from any source
- Falsifying a transcript to secure entry into the University or change the record of work done at the University.
- Falsifying any official University documents by mutilation, addition, or deletion.

The recommended consequence for a Level Four violation is expulsion from the University with XF grades for relevant courses and “Academic Integrity Expulsion” on the student’s transcript. A student may reapply to the University after one year, and may be readmitted upon completion of an assigned academic integrity seminar, and upon the approval of the Andrews Faculty Academic Integrity Council, the Student Academic Integrity Council, and the Dean of the program the student is applying to.

Section 8: The “XF” Grade

- 1) The grade of “XF” may only be assigned by an Integrity Panel.
- 2) The grade of “XF” can be given to indicate an F for violation of academic integrity policies. If imposed in accordance with procedures specified in this Code, it shall be recorded on the student’s transcript with the notation “failure due to academic dishonesty.”
 - a. The grade of “XF” shall be treated in the same way as an “F” for the purposes of grade point average, course repeatability, and determination of academic standing.
- 3) In cases where an Integrity Panel assigns the XF grade, the following shall occur:
 - a. The Chair of the FAIC will deliver a letter alerting the following persons of the XF grade:
 - i. The Registrar of the university
 - ii. The teacher
 - iii. The student’s academic advisor
 - iv. The chair of the department of the student’s declared major
 - b. In the case of the Seminary, the Chair of the FAIC will deliver a letter alerting the following persons:
 - i. The teacher
 - ii. The student’s program director
 - iii. The seminary dean
 - iv. The seminary associate dean
- 4) No student with an “XF” notation on his or her transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold office in any student organization that is allowed to use University facilities, or receives University funds.

- 5) A student may file a written petition to the SAIC to have the grade of “XF” removed and permanently replaced with the grade of “F”. The decision to remove the grade “XF” shall rest with the discretion of the majority of a quorum of the SAIC (or as otherwise provided by SAIC bylaws), provided that:
 - a. 12 months have elapsed from the time of the petition and the time that the “XF” grade was imposed.
 - i. A letter shall be automatically generated and sent to the student and to the student’s academic advisor when 12 months have passed.
 - b. AND, at the time the petition is received, the student has successfully completed a non-credit seminar on academic integrity.
 - i. For the person no longer enrolled at the University, an equivalent educational activity, as determined by the SAIC in consultation with the Provost.
 - c. AND, a FAIC advisor certifies that no reports of violations of the honor code have been received.
- 6) Prior to deciding a petition, the SAIC shall review the record of the case and consult with the SAIC advisor and the Dean of the school of the student’s identified degree.
- 7) The decision of the SAIC shall not be subject to subsequent SAIC review for four years, unless the SAIC specifies an earlier date on which the petition may be reconsidered.
- 8) In cases where the student has met all requirements to remove the X portion of the XF grade:
 - a. The student shall provide the FAIC Chair with
 - i. documentation of completion of the seminar
 - ii. a letter from the SAIC chair indicating approval to remove the X
- 9) In cases where the X portion is to be removed, the FAIC Chair will inform the Dean of the school of the student’s declared major.
 - a. The Dean shall complete the grade change from XF to F with the Registrar’s office.
- 10) SAIC determinations pertaining to the removal of the “XF” grade penalty may be appealed to the Dean of the student’s school/college. The Dean shall confer with the Provost in all such cases.
 - a. If the Dean removes the grade of “XF” from the student’s transcript, the Dean will provide written reasons for removing the “XF” to the SAIC and will discuss them with the FAIC advisor to the SAIC.

Section 9: Integrity Panels

- 1) The purposes of an Integrity Panel are to explore and investigate the incident giving rise to the appearance of academic dishonesty, to reach an informed conclusion as to whether or not academic dishonesty occurred, and to determine an appropriate sanction.
 - a. In keeping with the spiritual principles underlying mission of Andrews University and the ultimate premise and justification of academic life, the duty of all persons at an Integrity Panel is to assist in a thorough and honest exposition of all related facts.
 - b. The basic tenets of scholarship--full and willing disclosure, accuracy of statement, and intellectual integrity in hypothesis, in argument and in conclusion--must always take precedence over the temptation to gain a particular resolution of the case.
 - c. An Integrity Panel is not in the character of a criminal or civil legal proceeding. It is not modeled on these adversarial systems; nor does it serve the same social functions. It is not a court or tribunal. Rather, it is an academic process unique to the community of scholars that comprise a university.

- 2) An Integrity Panel shall be “initiated” if:
 - a. A student disagrees with the charges and/or the sanctions imposed by a faculty member for a Level One or Level Two violation and requests the adjudication of an Integrity Panel
 - b. Or a student is accused of:
 - i. A third Level One violation (or two Level One and one Level Two) or
 - ii. A second Level Two
 - iii. A level Three violation and any other level of violation
 - iv. A single Level Four violation

- 3) An Integrity Panel is composed of 6 members as follows:
 - a. 5 voting members:
 - i. 3 students selected from the SAIC by the Chair of the SAIC.
 1. If the student in question is a graduate student, at least 1 of the Panel members must be a graduate student.
 - ii. 2 faculty members from the FAIC
 1. If the student in question is a graduate student, at least one of the members will be a regular member of the Graduate Faculty.
 - iii. All 5 voting members of the Integrity Panel must be present to decide a case.
 - b. 1 non-voting Moderator from the FAIC
 - i. The Moderator will be selected by the Chair of the FAIC from the members of the FAIC.
 - ii. The role of the Moderator is to exercise impartial control over the Integrity Panel in order to achieve an equitable, orderly, timely and efficient process.
 1. The Moderator is authorized to make all decisions and rulings necessary and proper to achieve that end, including such decisions and rulings as pertain to scheduling and to the admissibility of evidence.
 2. If in the judgment of the Moderator there is reasonable cause to question the impartiality of a Panel member, the Moderator will so inform the Chair of the FAIC or the SAIC, who will choose another Panel member.

The following is a temporal outline for guiding the process of convening an Integrity Panel in a timely manner. It is recognized that circumstances may not always allow this outline to be strictly followed. Therefore, a reasonable flexibility must be allowed by the parties when understandable difficulties arise.

- 4) The Chair of the FAIC shall initiate an Integrity Panel
 - a. Within 2 academic days of being informed the FAIC Chair shall:
 - i. Select a Moderator able to serve AND
 - ii. Provide the Moderator with the names of faculty who will serve on the Integrity Panel.
- 5) Within 2 academic days of being selected, the Moderator shall:
 - a. Confer with the instructor, the student involved, and the faculty members of the Integrity Panel to agree on a date, time, and place of the Integrity Panel
 - i. Panels should be set at times that do not interfere with the classes of involved student or faculty, AND
 - b. Inform the Chair of the SAIC of the date, time and place.
- 6) Within two academic days of being informed, the SAIC chair will:
 - a. Find 3 members able to serve from the SAIC AND
 - b. Inform the Moderator which students members will serve.
- 7) Within 3 academic days of agreeing on the time and place of the panel, the instructor and the student should:
 - a. Inform the Moderator whether they will attend personally.
 - i. If an Integrity Panel is going to hear a student appeal, the student must be in attendance.
 1. Failure to attend for reasons other than emergency or illness established by a doctor's note will result in a decision against the student and application of the sanction recommended by the faculty member.
 - b. Submit any/all material evidence associated with the case to the Moderator.
 - c. Submit the names of any witnesses or advisors that will attend to the Moderator.
- 8) Panel members should meet one hour before the panel actually convenes so that
 - a. The Moderator can review panel rules and policies
 - b. The Panel members can review any evidence that has been submitted
- 9) In order to comply with the times given above, an Integrity Panel shall convene no sooner than 4 academic days and no later than 12 academic days from the date it is initiated.
- 10) The student and the faculty member may each bring an advisor who is a member of the Andrews University academic community.
 - a. No later than three academic days prior to the panel, parties wishing to bring an advisor must notify the Moderator of the name and academic affiliation of the advisor.
 - b. Advisors are there only to counsel their advisees during the hearing and are not allowed to address the panel or question any person at the panel.
 - i. Advisors may not address the review panel, and are authorized to be in the hearing room solely to advise their advisee, provided they do so without interfering with or disrupting the Integrity Panel.

- ii. Even if accompanied by an advocate and/or an advisor, the student must take an active and constructive role in the Integrity Panel.
 - 1. In particular, the student must fully cooperate with the Integrity Panel and respond to its inquiries without undue intrusion by an advocate or advisor.
 - iii. In consideration of the limited role of advocates and advisors, and of the compelling interest of the University to expeditiously resolve allegations of academic dishonesty, the work of an Integrity Panel will not, as a general practice, be delayed due to the unavailability of an advocate or an advisor.
 - c. Student, instructor, and witnesses are questioned only by the panel.
 - i. During the hearing statements are made to the panel, though the student and the instructor may respond to each other's comments.
 - ii. Student/instructor do not have a right to cross-examine witnesses or each other.
- 11) Hearings will be structured to allow the instructor and student to make statements and respond to questions both in each other's presence, and without each other's presence.
- 12) Students may be found to have violated the academic integrity code on the basis of direct evidence, and/or circumstantial evidence
- a. The standard of evidence used by the Integrity Panel is clear and convincing.
 - b. For cases involving Third or Fourth Level violations, students are presumed not to have violated integrity policy unless clear and convincing evidence exists against them.
 - c. A simple majority of Integrity Panel members is decisive.
- 13) Determining sanctions when a violation has been identified
- a. The Integrity Panel will determine the sanction to be imposed in any case where
 - i. The Integrity Panel was automatically initiated because the student has accumulated multiple violations
 - 1. This applies in cases where the student has agreed with the faculty member's recommended sanction for a particular violation that triggers the IP
 - a. See Section 9:2:b
 - ii. The Integrity Panel was initiated because the student refuted the charge and/or the sanction recommended by a faculty member AND the student is found to have violated the Integrity Code by the Integrity Panel.
 - 1. The Integrity Panel may choose to apply the sanction recommended by the faculty member
 - 2. The Integrity Panel has the authority to render a different sanction if the majority feels the original sanction was either too harsh or too lenient based on the Panel's findings.
 - iii. The Integrity Panel was initiated because the student is found to have committed a Level 4 violation.
- 14) A hearing should generally be completed in 60 minutes or less.
- 15) The student and the instructor are to be notified of the Integrity Panel decision within 3 academic days.

Definitions regarding Integrity Panels

“Academic Days” refers to normal school days during the academic year (Fall and Spring semesters). During times when summer school is in session, the number of working days specified in this document may at times be increased if deemed necessary by the Advisor of the SAIC, but should not normally extend beyond twice the number of working days specified herein.

The “academic community” is defined as faculty, professional staff, and students of Andrews University.

Section 10: Clearing a Student’s Records of Violations

- 1) After a level One or Two academic integrity violation has been on a student’s record for one year, the student may request that violation be recorded as cleared in her or his record.
 - a. When considering such requests, the SAIC will take into account:
 - i. the severity of the violation.
 - ii. whether the student has additional academic integrity violations on her or his record.
 - iii. the student’s statements regarding the incident on the incident report.
 - iv. the student’s participation in an academic integrity seminar and their written reflection piece
- 2) A cleared violation is one that the SAIC believes was minor, and the student’s lack of further violations suggests that the violation is unlikely to reflect negatively on the student’s character.
- 3) The SAIC will not consider the student’s cleared violation negatively when hearing further cases from the student, or when deciding whether to clear further violations.
- 4) Level Four academic integrity violations are not normally cleared.
 - a. In unusual cases in which new information has been brought to light, the SAIC may choose to reconsider a student's appeal.
- 5) If a student’s record of academic integrity violations consists of only a single Level One or Level Two violation, then that violation will be automatically cleared upon that student’s graduation.
- 6) Violations that have been cleared are removed from the student’s academic record, and are not reported as a violation when the student’s record is released.