

Minutes of the Undergraduate Council
Monday, October 1, 2001
#1

April Summitt, chair; Lynelle Weldon, secretary,
Thomas Lowing, Don May, Merlene Ogden, Laun
Reinholtz, Malcolm Russell, Brad Sheppard, Charles
Tidwell, Patrick Williams

**VOTING MEMBERS
PRESENT**

Charlotte Coy, Randy Graves, Najeeb Nahkle, Gary
Williams

**NON-VOTING
MEMBERS PRESENT**

Paula Ogden

REGRETS

Alice Williams

GUEST

Charles Tidwell

At the beginning of the meeting, without a quorum
present, members reviewed the minutes from the last
meeting. After a quorum arrived, the members voted
their approval of the minutes of June 4, 2001.

**PRAYER
APPROVAL OF
MINUTES**

April thanked last years officers (Pat Mutch, Mary
Jones-Gray, Delmer Davis) for their service and
welcomed the new officers.

**RECOGNITION OF
OFFICERS**

April reported that the Program Review
Subcommittee is approaching the completion of
guidelines for program review. Programs up for
review are the BS in Computer Science, BBA in
Information Systems, and some selected strong
programs.

**PROGRAM REVIEW
SUBCOMMITTEE
REPORT**

Patrick Williams was appointed the new chair (and
member) of the academic integrity task force.

**APPOINTMENT OF
NEW CHAIR FOR
ACADEMIC INTEGRITY
TASK FORCE**

Alice Williams presented the revised bulletin copy on
academic integrity (see attached). There was some
discussion regarding the acts of academic dishonesty
listed—both clarification and whether more need to
be added.

**ACADEMIC INTEGRITY
TASK FORCE REPORT**

The committee voted to accept the revisions to the
bulletin copy on academic integrity per the following

**VOTED: APPROVAL OF
THE BULLETIN COPY**

editing suggestions: (1) combine items (b) and (c) with and/or between them; (2) add an item specifically addressing the use of internet sources; (3) address the use of audio/visual materials with the intent to deceive; and (4) refer specifically to the retroactive nature of discipline for academic integrity.

Alice Williams presented the disciplinary actions by levels of infractions (see attached). The committee discussed these. Suggestions: (1) Include the mention of the use of images in the levels of infraction; (2) Education for both faculty and students regarding the new policy will be needed; (3) the disciplinary actions suggested should be looked over by legal counsel and due process ensured; and (4) reduce the levels from five to three.

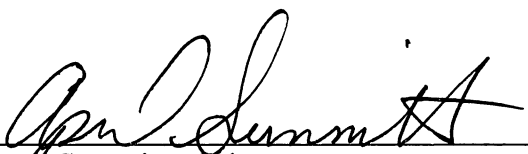
Within the discussion of academic integrity the need for improving communication between offices came up (where is a student's file?). As part of this Najeeb reminded the committee of the importance of reporting any information regarding international students to International Student Services since the government holds the school responsible for reporting the student's status.

The Program Review Subcommittee was assigned to work with Alice Williams on analyzing the duplication of courses on the undergraduate level as well as across undergraduate/graduate levels.

REVISIONS REGARDING ACADEMIC INTEGRITY

PRACTICES TO IMPROVE

PROGRAM REVIEW SUBCOMMITTEE ASSIGNMENT


April Summitt, chair


Lynelle Weldon, secretary

UNDERGRADUATE COUNCIL (21)

Chair: April Summitt

Vice Chair: Tom Lowing

Secretary: Lynelle Welden

Members Elected (11):

CAS-4: ✓ April Summitt (2002)
 ✓ Lynelle Weldon (2003)
 ✓ Jan Wrenn (2002)
 Rob Zdor (2004) - Acad pol

SOBus-2: Patrick Williams (2002) - ~~Acad Task Force Chair~~
 ✓ Ben Maguad (2004)

SED-2: ✓ Brad Sheppard (2003)
 Judith Barcelo (2002) - Acad pol

COT-2: ✓ Laun Reinholtz (2004)
 Gary Marsh (2004) - prog. Rev.

Arch - 1: ✓ Tom Lowing (2003)

Ex-officio (10): Niels-Erik Andreasen, President
 Gerald Coy (COT)
 ✗ Delmer Davis, (Director, General Education)
 ✗ Paula Dronen (Ass. Director, Arch)
 Ann Gibson (Dean, SBA) Charles Tidwell
 ✗ Patricia B. Mutch, (VPAA)
 Merlene A. Ogden, (Affiliation and Extension Prog.)
 William E. Richardson (CAS)
 Malcolm Russell, (Director, Honors)
 Jack Stout (Dean, Scholarly Research)

Advisory/Invited Members, Non-Voting (9):

Keith H. Clouten
 ✗ Emilio García-Marenko
 Charlotte Coy
 ✗ Gary D. Williams
 Stephen Payne

Randy Graves
 David Heise
 Edward E. Wines
 Najeeb W. Nakhle
 Susan P. Zork
 Randy Graves

20 [Quorum - 11 (52.4%)]

(This Council meets monthly and reports to the General Faculty. It advises the Vice President for Academic Administration.)

Undergraduate Council Sub-Committees:

General Education Committee - set

Honors Council - set

Academic Policies - Emilio, Thomas Lowing, Laun Reinholtz, Gary Williams

Admissions - Stephen Payne, Char Coy, Molly Gray, et al

Program Review and Development - Paula Dronen, Ben Maguad, Brad, Lynelle, Jan

weldon, jwrenn, zdor,
 pawill, maguad, bshep,
 jbarcelo, gmarsh, launr,
 lowing, coyg, davisd,
 dronenp, tidwell, mutchp,
 ogden, billr, russell, stout,
 clouten, egm, coyg,
 garyw, stephen, gravesr,
 zork, ewines, nakhle,
 dheise

The Council shall also have the right to appoint other sub-committees as provided for by policy. Membership of such shall not be limited to membership of the Council.

Bulletin Copy: Academic Integrity

Current Copy, p. 24

Paragraph 1

Honesty is virtuous in all spheres of life. The goal of education is to develop in students the ability for original thinking, critical judgement, and high standards of academic and professional integrity and accountability. Andrews University expects students to display honesty in all academic matters.

Paragraph 3

Academic dishonesty includes (but is not limited to) such acts as (a) falsification of official documents; (b) plagiarism (copying others' published works); (c) presenting assignments that are not based on the student's own work; (d) using materials during a quiz or examination besides those specifically allowed by the teacher; (e) stealing, accepting, or studying from stolen quizzes or examination materials; (f) copying from another student during a regular or take-home test. Students who collaborate in dishonest acts are also held responsible for them.

Suggested Revisions

In harmony with the mission statement (p. 8), Andrews University expects that students will demonstrate the ability to think clearly for themselves and exhibit personal and moral integrity in all their affairs. Thus, students are expected to display honesty in academic matters.

Exchange places with paragraph 2.

Academic dishonesty includes (but is not limited to) the following acts:

1. Falsification of official documents.
 2. Plagiarism: copying others' published work.
 3. Failure to give credit properly to other authors and creators.
 4. Presenting assignments that are not based on the student's own work.
 5. Using materials during a quiz or examination other than those specifically allowed by the teacher.
 6. Stealing, accepting, or studying from stolen quizzes or examination materials.
 7. Copying from another student during a regular or take-home test.
 8. Misuse of copyrighted material and/or violation of licensing agreements.
- Such actions may result in legal action, in addition to disciplinary action taken by the University

Paragraph 2

Academic dishonesty is a serious offense. It is punishable by warning, receipt of a reduced or failing grade, suspension or dismissal from the class, expulsion from the university, degree cancellation, or if official documents have been falsified, non-admission or revocation of admission.

The Andrews University policy on academic dishonesty includes incremental discipline for multiple offenses and severe penalties for other offenses, depending on the seriousness of the infraction. Consequences may include denial of admission, revocation of admission, warning from a teacher with or without formal documentation, warning from a chair or academic dean with or without formal documentation, receipt of a reduced or failing grade with or without notation of the reason on the transcript, suspension or dismissal from the course, suspension or dismissal from the program, expulsion from the university, or degree cancellation. *Paragraph 4*

A student may be dismissed or suspended from the university for cheating or plagiarizing. Cheating or plagiarism on a comprehensive examination will result in being dropped from the program.

Paragraph 5

Additional forms of dishonesty include violation of copyrights and licensing agreements by using university equipment to make illegal copies of copyrighted and/or licensed materials such as computer software, musical recordings, or printed materials. Making and using unauthorized copies of materials that the university has provided for controlled student use also violates copyright law. These acts are considered as serious as other forms of academic dishonesty. In addition to possible disciplinary action taken by the university, students may face possible legal action.

Exchange places with paragraph 3.

Full details of the academic integrity policy and the consequences for specific violations are published in the Student Handbook, the Undergraduate Policies Manual, and the Graduate Policies Manual. Students may ask for copies in academic or student services offices. Departments and faculty members may publish additional, perhaps more stringent, penalties for academic dishonesty in their programs or courses.

See paragraph 3 (now paragraph 2) revision

Academic Integrity

Basic disciplinary actions by levels of infractions

Infraction Level ¹	First Offense ²	Second Offense	Third Offense	Fourth Offense
1	Warning; notify advisor; counsel by teacher; official record recommended for student files. ³	Warning; notify advisor; counsel by teacher, chair, dean; official record in student files.	Fail course with XF grade; ⁴ official record in student files.	Suspend from the university and/or dismiss from program; official record in student files
2	Warning; notify advisor; counsel by teacher, chair, dean; official record in student files.	Fail course with XF grade; official record in student files.	Suspend from the university and/or dismiss from program; official record in student files	Dismiss from the university; official record in student files.
3	Fail course with XF grade; official record in student files.	Suspend from the university and/or dismiss from program; official record in student files	Dismiss from the university; official record in student files.	N/A
4	Suspend from the university and/or dismiss from program; official record in student files	Dismiss from the university; official record in student files.	N/A	N/A
5	Dismiss from the university; revoke admission; deny admission; cancel degree; legal action if	N/A	N/A	N/A

¹Faculty may specify how they classify specific infractions within their courses. For example, where a course addresses plagiarism concerns in specific detail, any infraction may result in a failing grade for the course or dismissal from the program. Such variations should be documented in the syllabus.

²A student who feels this process has been unfairly administered at any point may appeal to the next higher level of academic administration and/or the ombudsperson.

³An official record of the incident, disciplinary action taken, and student acknowledgment of the conversation and action on an approved university form. For all levels above the first and for all first-level offenses beyond the first, the original of this record must be filed in the student folder in the Academic Records Office. Departments and programs are encouraged to keep a copy of the record in their files. When developed, the system will provide for a copy, perhaps without the student name attached, to be sent to some central office (Assessment?) for compilation of frequency data about academic integrity on campus.

⁴A XW grade may be recorded where the offense occurred early enough in the academic term for the student to drop rather than receive an XF grade.

Examples of Levels of Infraction for Academic Integrity

Level 1	Failure to properly cite sources in written work; failure to report known cases of academic dishonesty;
Level 2	Failure to properly cite quotations in written work; attendance record falsification: using materials not specifically approved by the teacher on an assignment, test, or take-home exam;
Level 3	Copying from another student on a quiz, test, or assignment; submitting work as theirs for another student; using materials specifically disapproved by the teacher on an assignment, test, or take-home exam; improper use of large sections of another's work;
Level 4	Providing stolen copies of quiz, test, or exam materials to others; accepting stolen copies of quiz, test, or exam materials from others; submission of a purchased, published, or other student's paper as one's own work; violation of copyright and licensing laws; ⁵
Level 5	Any form of cheating on comprehensive exams; falsification of official documents, e.g., transcripts;

⁵May include legal penalties in addition to university action.