

Minutes of the Undergraduate Council  
Monday, May 17, 2004  
#6

April Summitt, chair; Lynelle Weldon, secretary, Lee Davidson, Delmer Davis, Ann Gibson, Ben Maguad, Gary Marsh, Laun Reinholtz, Rhonda Root, Charles Tidwell, Rob Zdor

**VOTING MEMBERS  
PRESENT**

Emilio Garcia-Marenko, Larry Onsager

**NON-VOTING MEMBERS  
PRESENT**

Rob Zdor

**PRAYER**

The council voted to approve the minutes for Apr. 5, 2004.

**APPROVAL OF MINUTES**

The council voted to approve the policy proposal as presented (see attached) with the following three changes:

**ACADEMIC INTEGRITY  
POLICY**

Following the first sentence under Process, which ends on line 75, add the sentence,

"Discussions with the relevant academic advisor, department chair(s)/program director(s) and/or dean(s) are also encouraged."

Omit the sentence which begins on line 80, "Discussions of..."

On line 90 replace

"When a first infraction is serious enough to require it," with

"When any infraction is considered serious enough to require it,"

Other discussion:

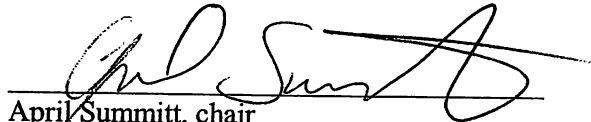
There was concern regarding the use of the word "shall" in line 77. The concern was that faculty may interpret this to mean that a case where instructional correction rather than punitive correction is needed must be reported and a letter of censure would be sent. The intention of the wording in line 73 is to allow a faculty member to decide when an act is, for punitive purposes, an act of dishonesty.


Although the document does not spell out a process for student response to a charge, the intent is for "due process" to include an opportunity. The forms on which faculty will report offenses will probably have a space for a student's written response.

The comment was made that if a case of annulment of a degree should ever occur that this would or should go to the board.

By consensus the council agreed there was no need for a policy on the amount of time students should wait for a professor who is late for class.

**LATE PROFESSORS**

  
April Summitt, chair

  
Lynelle Weldon, secretary

# **ACADEMIC INTEGRITY PROPOSAL**

## **Introductory Remarks**

The present proposed version of the Academic Integrity Policy is the result of three years of intense work by several groups. These include an Academic Integrity Task Force, the Undergraduate Council Academic Policies Subcommittee and the Graduate Council Academic Admissions and Academic Policies Subcommittee. Several discussions by the Undergraduate Council and the Graduate Council as well as consultation with Legal Counsel have also been part of the process.

Major components of the proposed policy include a central reporting system and the creation of a standing committee on academic integrity. These are not intended to forestall redemptive efforts on behalf of the student by teachers, advisors, department chairs/program directors and deans, nor are they intended to withdraw from teachers the authority to make decisions on academic dishonesty in the context of their classes.

One important purpose of the reporting system is to help in cases where potentially more than one teacher in more than one academic unit within the university deal with a student who commits repeated infractions pretending each time that it is the first time. The system is also intended to facilitate consistency, fairness and protection of the student's privacy across the university.

Students must understand the seriousness of academic dishonesty and know that repeated offenses are tracked and subject to potentially severe consequences, including dismissal. This does not negate Andrews University's deep-rooted commitment to deal with students in love and compassion.

# ACADEMIC INTEGRITY POLICY PROPOSAL

## STUDENT ACADEMIC INTEGRITY

2:444

In harmony with its mission statement, Andrews University expects students to demonstrate the ability to think clearly and exhibit personal moral integrity in every sphere of life. Honesty in all academic matters is a vital component of personal integrity, which explains why breaches in academic integrity principles are taken so seriously by the University.

### Scope of Academic Dishonesty

2:444:1

Academic dishonesty includes but is not limited to the following:

- Falsifying documents.
- Plagiarizing.
- Misusing copyrighted material and/or violating licensing agreements.
- Using media from any source or device, including the internet, in ways that mislead, deceive or defraud.
- Presenting another person's work as one's own.
- Using materials other than those specifically allowed by the teacher or program during a quiz or examination.
- Stealing, accepting or studying from stolen quizzes or examination materials.
- Obtaining information from another student or any other source during a regular or take-home test or quiz.
- Assisting others in acts of academic dishonesty, such as falsifying attendance records or providing unauthorized course materials.
- Acting deceitfully in any other academic matter.

### General Principles

2:444:2

The University is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles. Students will be granted due process and the opportunity for an appeal (see student grievance procedures in policy #s 3:340 and 3:294).

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the University or degree cancellation. Some offenses are subject to legal action, in addition to University disciplinary action. Discipline may be retroactive if academic dishonesty becomes apparent after the student leaves a course, a program, or the ~~university~~ *university*.

If evidence of academic dishonesty becomes apparent after a degree has been granted, the degree may be annulled and a notification affixed to the student's official transcript record.

### General Disciplinary Actions

2:444:3

The following is a non-comprehensive list of possible actions apart from dismissal from the University: denial or revocation of admission; warning from a teacher, a department chair, program director or academic dean; a lower or failing grade on an assignment, test or course; suspension or dismissal from the course; suspension or dismissal from the academic program.

### Disciplinary Actions for Specific Offenses

2:444:4

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

- **Falsification of documents.** Students who falsify documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to any of the programs of the University. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.
- **Dishonesty in course requirements.** Course work (a quiz, assignment, report, examination, research paper, etc.) in which a student has been dishonest generally will receive zero points towards the grade in fulfillment of a course requirement, and/or the student may receive a failing grade for the course. The professor of the course determines the appropriate consequence.
- **Final degree assignment.** When a student cheats in a major or final degree assignment such as a comprehensive examination or presents plagiarized material in a major or final degree assignment such as a senior project, honors thesis, master's thesis or doctoral dissertation/project, that student shall be dismissed and barred from completing or receiving the degree.

### Committee on Academic Integrity

2:444:5

A standing committee on academic integrity appointed by the Vice President for Academic Administration shall consider cases of repeated and/or more serious academic dishonesty and make decisions. This committee shall include faculty representatives from the schools of the University. The Vice President for Student Services or his/her appointee shall be a regular member of the committee, which shall also include student representation.

The committee on academic integrity shall develop and maintain a table of levels of infractions and potential penalties or a set of principles and guidelines to direct their work.

### Process

2:444:6

Faculty members who believe an act of dishonesty has taken place in one of their classes shall make all reasonable efforts to first address the situation with the student(s) in question. Faculty members are advised to keep written records of such discussions and copies of relevant documents.



77 If evidence confirms that an infraction indeed occurred, the faculty member shall write a  
78 report of the incident and file it with the office of the Vice President for Academic Ad-  
79 ministration. The Vice President shall be responsible to notify the appropriate department  
80 chair(s)/program director(s) and academic dean(s). Discussions of the student's dishonesty  
81 by the faculty member with the relevant academic advisor, department chair(s)/program  
82 director(s) and/or dean(s) are also appropriate. *encouraged.*

83 When an academic dishonesty report is received in the office of the Vice President for  
84 Academic Administration, a file shall be created and a case number assigned.

85 A letter of censure signed by the Vice President for Academic Administration shall be sent  
86 to graduate and undergraduate upper division students upon the first offense and to under-  
87 graduate lower division students upon the second offense. When a graduate or an under-  
88 graduate upper division student incurs a second offense or an undergraduate lower divi-  
89 sion student incurs a third offense, the committee on academic integrity shall be called to  
90 consider the matter. When a <sup>2nd</sup> first infraction is serious enough to require it, the case shall  
91 be immediately sent to the committee.

92 All cases sent to the committee on academic integrity shall be identified by case number.  
93 The student's name shall not be provided to committee members, to provide confidential-  
94 ity and facilitate objective decisions.

95 When the committee determines that suspension or dismissal from the University is ap-  
96 propriate, such recommendation shall be forwarded to the Vice President for Academic  
97 Administration. Upon examination of the relevant evidence and the committee action, and  
98 in consultation with the Vice President for Student Services and the appropriate academic  
99 dean(s), the Vice President for Academic Administration shall make a decision and pro-  
ceed with implementation.