

## **ACADEMIC INTEGRITY POLICY**

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 seriously by the University.

### **Scope of Academic Dishonesty**

Academic dishonesty includes but is not limited to the following:

- Falsifying or presenting falsified 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**

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.

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.

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**

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**

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

- ***Falsification of documents.*** Students who falsify or present falsified 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**

A standing committee on academic integrity appointed by the Vice President for Academic Administration shall consider and decide cases of repeated and/or more serious academic dishonesty.

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.

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

Faculty members are advised to keep written records of such discussions and copies of relevant documents. If evidence confirms that a significant infraction indeed occurred, the faculty member shall write a report of the incident which is signed by the chair and dean and file it with the office of the Vice President for Academic Administration.

When an academic dishonesty report is received in the office of the Vice President for Academic Administration, a file shall be created and a case number assigned. A letter of censure signed by the Vice President for Academic Administration shall be sent to graduate and undergraduate upper division students upon the first offense and to undergraduate lower division students upon the second offense. When a graduate or an undergraduate upper division student incurs a second offense or an undergraduate lower division student incurs a third offense, the committee on academic integrity shall be called to consider the matter. When an infraction is serious enough to require it, the case shall be immediately sent to the committee.

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

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