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ACADEMIC INTEGRITY POLICY*

I. Introduction

Seattle University asserts that academic honesty and integrity are important values in the educational process. Academic dishonesty in any form is a serious offense against the academic community. Acts of academic dishonesty or fraud will be addressed according to the Academic Integrity Policy.

Standards, procedures, definitions of terms, and timelines are set forth below. Should the student have concerns about specifics of the procedure in a given case, s/he can bring these concerns to the attention of the dean's designee. Should the need arise, the timeline can be extended or procedure adjusted with the approval of the dean or dean's designee.

Grade, academic probation and other penalties imposed under the Academic Integrity Policy must be appealed under this policy and may not be appealed through the Academic Grading Grievance Policy or Academic Probation Policy.

II. Standards of Conduct

Student conduct that is academically dishonest and evidences lack of academic integrity or trustworthiness is prohibited. A non-exhaustive list of prohibited conduct includes:

A. Plagiarism - The unacknowledged use of the work or intellectual property of other persons, published or unpublished, presented as one's own work. Examples of plagiarism include, but are not limited to, copying, paraphrasing, summarizing, or borrowing ideas, phrases, sentences, paragraphs, or an entire paper from another person's work without proper reference and/or acknowledgement. While different academic disciplines have different modes for attributing credit, all recognize and value the contributions of individuals to the general corpus of knowledge and expertise. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. A student does not need to have intended to plagiarize; the unacknowledged use of another's work is sufficient.

B. Cheating on Exams and Other Assignments - Acting dishonestly or deceptively in connection with an assignment, examination or other activity related to a course.

Examples of cheating include:

- Submitting work as one's own that has been substantially written by someone else
- Copying another person's work during an examination
- Allowing another person to copy one's work
- Using, receiving, or transmitting unauthorized materials or other information during an examination

- Obtaining test materials before they are administered
- Sharing test materials with someone else before they are administered
- Having someone take an exam in one's place
- Taking an exam for someone else

It is the responsibility of the student to consult with the faculty member concerning what constitutes permissible collaboration.

C. Academic Fraud - Misrepresenting one's academic work.

Examples of fraud include:

- **Submitting False Data -** Any attempt to fabricate, alter, or contrive data in such a way as to be deliberately misleading.
- **Falsifying Academic Documentation** - Any attempt to forge or alter academic documentation such as admission applications, transcripts, letters of recommendation, certificates of enrollment or good standing, and registration forms, for oneself or others.
- **Falsifying Academic Credentials or Standing** - Any attempt to claim an academic credential or standing that has not been earned.
- **Submitting Work for Multiple Purposes -** Students are not permitted to submit their own work, in identical or similar form, for multiple purposes without the prior and explicit approval of all faculty members to whom the work will be submitted. This policy applies to work first provided in connection with classes at Seattle University, other institutions attended by the student or work completed on behalf of other organizations.

III. Process for Reporting an Academic Integrity Violation

Faculty, who have reason to believe that a student has committed an act of academic dishonesty, will, within five business days of discovering evidence of academic dishonesty, inform the student of the allegation and evidence by certified mail and also in person, by phone, or by email. The faculty will at the same time inform the department chair or program director. The faculty member will initiate a meeting with the student and third party, typically the department chair or program director or designee to present the evidence. This meeting will take place within five business days of the student being deemed notified of the allegation (see Appendix for definition of terms including "notification," and timelines). If the instructor is the department chair or program director, the dean or designee will refer the case to the chair or program director of a closely related department. The purpose of the meeting is to provide an opportunity for the faculty member to present and discuss the evidence with the student and the circumstances that led to the faculty member's concerns or allegation of an academic integrity violation. The meeting also provides an opportunity for the student to ask questions to clarify the nature of the violation and the penalties that may be imposed. If the student is unable or unwilling to confer, the faculty member may, after making reasonable attempts to confer, proceed with the process of reporting the violation and determining penalties.

If the faculty member then determines that the student committed an act of academic dishonesty, s/he will determine the appropriate penalties and will fill out the Academic Integrity Violation Report form. This form, along with all supporting material, will be forwarded to the dean's designee of the college or school in which the course is offered and to the chair or program director of the department in which the course is offered within ten business days of the student-faculty meeting.

A copy of the Academic Integrity Violation Report form and all supporting material are given to the student at the same time it is delivered to the dean's designee and department chair or program director. If the student is not available to receive this form, a copy of the form will be sent via email *and* via certified mail to the student's address of record. The dean's designee will review the report and the student's record and may implement further penalties, as may be appropriate depending on the seriousness of the violation.

The dean's designee will forward copies of the report and the supporting materials to the Office of the Provost. The Office of the Provost will keep the report on file and will maintain a file of cases of violations of the Academic Integrity Policy. In cases of multiple violations, the Office of the Provost will notify the dean's designee in the school in which the student is a major and other academic officials if appropriate.

IV. Penalties

A student found to have violated the Academic Integrity Policy shall be subject to penalties imposed by the faculty member reporting the violation and any additional penalties that may be imposed by the dean or the provost. No penalty may be imposed for violation of the Academic Integrity Policy without submission of the Academic Integrity Violation Report form. Possible penalties assigned by the faculty member and the dean include:

A. No Credit - The faculty member may give the student no credit ("zero") for the assignment, examination, or other activity with respect to which the academic dishonesty has occurred, and may count the no-credit ("zero") as an "F," or allow the student to fully or partially make up such assignment, examination or activity. The faculty member may also lower the student's course grade or fail the student for the course.

B. Reprimand - A letter of reprimand may be issued for minor violations against the Academic Integrity Policy. The letter of reprimand is issued by the dean or other appropriate academic official and will be placed in the student's university academic file. Information about the letter is not shared without the student's consent except as permitted by the Family Educational Rights and Privacy Act (FERPA).

C. Probation - At the dean's discretion the student may be placed on academic probation, beginning with the quarter following the violation. The dean will specify the length of the probation.

D. Suspension - At the dean's discretion, for serious or multiple violations, the student may be suspended from the school or college for up to two quarters. The dean will specify the length of the suspension at the time of suspension. This sanction will be permanently noted on the student's transcript with a notation of "Suspended: Acad Integrity".

E. **Expulsion from University -** The dean may recommend to the provost that the student be expelled from the university. See Section VI for further explanation.

F. **Denial of Recommendation -** For programs involving professional certification, the university may be asked to provide students with recommendations for the professional certificate. In deciding whether to provide such a recommendation, the university considers personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the student is seeking training or certification. A finding that a student has violated the Academic Integrity Policy may affect the ability or willingness of the program to provide such a recommendation. Appeals of decisions not to recommend a student for a professional certificate because of a finding of academic dishonesty may only be reviewed under the Seattle University Professional Conduct: Appeal Procedures. Appeals of decisions not to recommend a student for a professional certificate because of a finding of academic dishonesty will not be reviewed under the appeal processes outlined below (Section V).

V. Appeal

A student found to have violated the Academic Integrity Policy may appeal findings and/or penalties imposed by the faculty member, dean, or dean's designee. All proceedings associated with the appeal process are confidential and taping is not permitted.

- Appeals of decisions by faculty and /or resultant penalties should be sent to the dean of the school in which the course is offered.
- Appeals of penalties imposed by a dean or dean's designee should be sent to the provost.
- Decisions by the provost and provost's designee, including expulsion from the university, may not be appealed.

Appeal of Decisions by Faculty

Student appeals of findings or penalties imposed by the faculty member will be heard by a school-based review panel.

For appeals of findings: *It is the responsibility of the student to demonstrate, based on clear, cogent, and convincing evidence, that the faculty member was in error in determining that the student was in violation of the Academic Integrity Policy.*

For appeals of penalties: *It is the responsibility of the student to demonstrate, based on clear, cogent, and convincing evidence, that the faculty member acted in an arbitrary and capricious manner in determining the penalty(s) for a violation of the Academic Integrity Policy.*

Appeal of Decisions by the Dean

Student appeals of findings and/or penalties imposed by the dean or dean's designee will be heard by a university review panel. *It is the responsibility of the student to demonstrate that the dean or dean's designee acted in an arbitrary and capricious manner.*

Time Limits for Filing an Appeal

The student must file appeal no more than ten business days after receipt of the Violation Report form. Appeals received by the dean more than ten business days after the Violation Report is received will not be reviewed.

Content of Appeal

The appeal must be in writing and must contain the date, the student's name, the name of the course, the faculty member's name, and student's signature. In addition, the student must describe in detail whether the violation or the penalty (or both) is being appealed, the evidence that supports the appeal, and the remedy that the student proposes.

Resolving the Appeal

Step 1: Notifying the faculty member that an appeal has been filed
After receiving the appeal, the dean's designee (in all cases here and below on the appeal process, provost's designee performs a similar function for university panels) will send the faculty member a copy of the appeal.

Step 2: Composition of Appeal Review Panel
Review of faculty decisions by School based panel
School-based review panels will be composed of three full-time faculty members appointed on an annual basis by the dean. Members of school-based review panels should not serve on hearings if they were involved in determining the initial finding or penalty. If a member of a school review panel sanctions a student for an act of academic dishonesty, and that sanction is appealed, the faculty member will be replaced for that hearing.

Review of dean's decision by University based panel
The university review panel will be composed of three full-time faculty members appointed on an annual basis by the provost. These will not include members of the school-based panels. Also, members of the university review panel should not serve on hearings if they were involved in determining the initial finding or penalty. If a member of the university review panel reports an act of academic dishonesty, and the penalties imposed by the dean's designee are appealed to the university review panel, the provost or provost's designee will replace that faculty member for that hearing. (The process for appeals of a penalty imposed by a dean follows the same process as the appeal of a decision or penalty imposed by a faculty member as noted below.)

Step 3: Challenges for Bias
After selecting the review panel members who will hear the appeal, the dean's designee will send both the faculty member and the student a list of the proposed panel members by email. The faculty member and the student each may challenge members of the appeal panel for bias within two business days. Such challenges must be in writing and must identify the reasons for the challenge. The dean's designee will rule on the challenges, and, if appropriate, appoint new members to the panel.

Step 4: Scheduling the Hearing
The dean's designee will schedule the appeal review hearing to be held within ten business days of receiving the appeal. As a general rule, the hearing should be scheduled so that both the student and the faculty member have at least five business days to prepare for the hearing. The dean's designee does, however, have the right to extend these time limits to accommodate the schedules of the student, the faculty member, and the panel members who will hear the appeal.

The dean's designee oversees the distribution of the written documentation to the panel in sufficient time to insure a careful advance review of the materials.

Neither the student nor the faculty member may bring legal representation to the hearing. However, both the student and faculty member may bring to the hearing a support person of their choice from within the university community. If the student and/or faculty person elects to invite a support person, that information should be provided to the dean's designee at least two business days in advance of the hearing.

Step 5: Conducting the Hearing
The dean's designee will preside over the hearing. As a general rule, the hearing will be conducted as follows:

1. The dean's designee will open the hearing by introducing the student, the faculty member, and the panel members who will review the appeal. Support persons, should they be present, will also be introduced, but are not permitted to speak, question, or otherwise participate in the hearing process.

2. The dean's designee will ask the student to present their reasons for overturning the decision of the faculty member. The student has the burden of providing by *clear, cogent, and convincing evidence* that the faculty member failed to exercise reasonable professional judgment in determining that the student was in violation of the Academic Integrity Policy and/or acted in an arbitrary and capricious manner in assigning penalties in conjunction with the violation.

3. The dean's designee will ask the faculty member to respond to the student's evidence and to explain the evidence and the process leading to the decision.

4. The dean's designee will provide the student with an opportunity to respond to the faculty member's statements and evidence.

5. The dean's designee will give the panel members hearing the appeal an opportunity to ask both the student and faculty member questions.

6. The dean's designee will end the hearing by asking if the student and faculty member have any final statements and by telling the student and faculty member that the panel members, but not the dean's designee, will meet in a closed session to decide the merits of the appeal. The student and faculty member are each allowed, but are not required to make a final statement summarizing their respective positions. They and the dean's designee will then leave the hearing.

7. The appeal panel will then meet (or set a meeting time) to conduct their deliberations.

Step 6: Deciding the Appeal
To change the finding of or the penalty for an academic integrity violation, a simple majority of the panel members must agree to the change. If a majority of the panel members does not agree to the change, no change will be made.

Step 7: Preparing the Written Opinion
Within five business days of the conclusion of the hearing process, the review panel will issue a written report of their decision and send by email copies of the report to the student, the faculty member, and the dean's designee. The dean's designee will send by certified mail the signed original copy of the report to the student. Unless step 8 below applies, the panel's decision is final and cannot be appealed.

Step 8: Limited Appeal
Findings by a school based review panel
If the student or faculty member believes that the appeal process failed to follow the appropriate procedures and that the procedural violation materially affected the appeal decision, they may file a limited written appeal with the dean of the school that offered the course within 5 business days of notification of the outcome of the appeal. In this limited appeal, the student or faculty member should set out the procedure that they believe was not followed, any information they have to support the claim and a statement explaining how the alleged procedural error affected the appeal decision. The dean will review the written material submitted, conduct any investigation they believe is necessary, and make a decision within five business days as to whether material procedural error occurred. This decision is final and not subject to further appeal. If the dean finds that a material procedural error occurred, then the matter shall be remanded to the appeal panel to remedy the material procedural error and reexamine its original decision and make such changes as are deemed appropriate. The decision of the appeal panel on remand is final and not subject to further appeal.

Findings by a university based review panel
If the student or dean believes that the appeal process failed to follow the appropriate procedures and that the procedural violation materially affected the appeal decision, they

may file a limited written appeal with the provost/provost's designee within five business days of notification of the outcome of the appeal. In this limited appeal, the student or dean should set out the procedure that they believe was not followed, any information they have to support the claim and a statement explaining how that alleged procedural error affected the appeal decision. The provost/provost's designee will review the written material submitted, conduct any investigation they believe is necessary, and make a decision within five business days as to whether material procedural error occurred. This decision is final and not subject to further appeal. If the provost/designee finds that a material procedural error occurred, then the matter shall be remanded to the appeal panel to remedy the material procedural error and reexamine its original decision and make such changes as are deemed appropriate. The decision of the appeal panel on remand is final and not subject to further appeal.

VI. Expulsion

A dean may recommend to the provost or provost's designee that a student be expelled from the university for multiple or serious violation(s) of the Academic Integrity Policy. The recommendation for expulsion will be considered only after the student has exhausted any appeal(s), should the student choose to file (an) appeal(s). In the event of a recommendation of expulsion, the provost will convene a panel. The panel will be chaired by the provost's designee with two deans from schools or colleges other than that in which the student is enrolled or in which the violation occurred. The provost's designee shall notify the student via email and certified mail to the student's address of record and convene the panel within five business days of receipt of the dean's recommendation for expulsion (Attachment B). The panel will review the documentation and notify the provost of their decision within ten business days of the student's notification. The provost or his/her designee will inform the student of the panel's decision via email and certified mail within 2 business days of the decision. The student may remain in classes while the panel is reviewing the documentation (academic violation reports, appeals). Following notification of expulsion, the student will be dropped from all classes for which he/she is registered at the time of expulsion. The decision of the panel is final. Appeals of decisions to expel a student will not be reviewed under the appeal processes outlined above.

This sanction will be permanently noted on the student's transcript with the notation of "Expelled: Acad Integrity".

Where the circumstances warrant, the president, provost or provost's designee may also revoke degrees or academic credit already earned.

Appendix

Definitions of Terms in this policy:

Dean's Designee - an individual appointed by the dean, often an associate dean or assistant dean.

Provost's Designee- an individual appointed by the provost, often an associate provost.

Notice- Notice will be deemed as given four business days after certified mail is sent.

Business day - weekdays, Monday through Friday, when the university is open for business and not including university holidays.

Expulsion - immediate dismissal from the university and no right to return. If presently enrolled, student will be dropped from all classes.

Attachment A

Timeline for Deadlines and Activities Associated with Student Notification and Appeals of Violations and/or Penalties under the Revised Academic Integrity Policy

Deadline	Activity
Day 0	Violation discovery by faculty member
5 business days from discovery	Initial communication by faculty member to student by certified mail and in person, or by phone or by email.
4 business days after certified mail is sent	Notification of student of academic honesty violation discovery
5 business days from date student is deemed notified	Meeting between student and faculty member
10 business days from student-faculty meeting	Violation report submittal
4 business days after certified mail is sent	Notification of student of academic honesty violation report submittal and start date for appeal timeline
10 business days from date student is deemed notified of the violation report submittal	Appeal submittal to dean
2 business days after dean proposes appeal review panel members	Faculty/student challenges for bias
2 business days before the hearing	Student/faculty notifies dean of support person identity
10 business days from receipt of appeal (with at least 5 business days for student and faculty to prepare)	Appeal hearing
5 business days after hearing	Panel's written decision
5 business days after receipt of decision	Limited appeal to dean
5 business days after receipt of limited appeal	Dean's decision

Attachment B

Timeline for Deadlines and Activities Associated with Expulsion under the Academic Integrity Policy

Deadline	Activity
Day 0	Recommendation by dean to associate provost to expel student from university
5 business days from dean's recommendation	Associate provost notifies student via email and certified mail and convenes panel
4 business days after certified mail is sent	Notification of student of expulsion recommendation
10 business days from date student is deemed notified of expulsion recommendation	Panel reviews documentation and notifies provost of decision
2 business days after panel decision	Provost or provost's designee informs student of panel decision

**Former Policy Titled: Academic Honesty Policy 2004-01*