

ACADEMIC INTEGRITY

Sample Offense/Violation Levels

Offense/Violation Level I

• **Level One (Minor Offenses)** – In general, Level I offenses involve ignorance or errors in judgment. A Level One offense may occur because of inexperience or lack of knowledge of principles of academic integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment.

OFFENSES

- Plagiarism on a minor assignment or a very limited portion of a major assignment.
- Improper documentation of sources.
- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- Failing to footnote or give proper acknowledgement

Offense/Violation Level II

• **Level Two (Moderate Offenses)** – In general, Level II offenses are unintentional dishonest acts of academic misconduct. Level II violations are characterized by dishonesty of a more severe nature or deceit that affects a more significant aspect or portion of the course work than Level I's offenses

OFFENSES

- Using significant portions of information for an assignment without acknowledging the sources or the collaborators.
- Unauthorized sharing of course materials
- Using unauthorized materials during an exam.
- Submitting the same work or significant portions thereof to satisfy the requirements of more than one course without the instructor's permission

Offense/Violation Level III

• **Level Three (Major Offenses)** – In general, Level III offenses are substantial dishonest acts of academic misconduct. Level III violations include deceit that involves a significant or essential portion of work done to meet course requirements or is preceded by one or more violations at Levels One and Two.

OFFENSES

- Repeat offenders (one or more previous violations)
- Taking an exam for another student.
- Altering an exam and submitting it for re-grading.
- Collaboration of any kind
- Lying to AIRB members during an investigation or hearing

Offense/Violation Level IV

• **Level Four (Severe/Egregious Offenses)** – Level IV offenses represent the most severe or egregious breaches of intellectual honesty and academic integrity. These violations are serious breaches of conduct, may involve a serious violation of a professional code of conduct, may include extreme cases of dishonesty and maliciousness, and/or conduct that is also a violation of criminal law .

OFFENSES

- Any violation involving potentially criminal activity
- All academic infractions committed while on probation for a previous academic integrity violation.
- Stealing an examination from a professor or a University office.
- Cheating and/or plagiarism on a capstone project, thesis, or dissertation.
- Intentionally destroying another student's work.

Notes:

• **Adjudication** - The instructor may investigate and adjudicate Level I or Level II cases following departmental and or college procedures.

• **Considerations** – Sanctions are subject to the discretion of the faculty member and/or department head and/or dean.

• **Due Process** - No disciplinary action shall become effective against the student until the student has received procedural due process.

• **Appeal** – The student has the right to appeal an academic disciplinary decision.

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Sample Sanctions/Penalties

Possible Sanctions Level I

- Educational Sanction
- Completion of an assigned paper or research project on a relevant topic and/or assigned paper or research project related to ethics or academic integrity
- Participation in a workshop or seminar
- Service to the University community
- Review of Academic Integrity training modules
- Make-up assignment
- Failing grade for the assignment
- Receipt of zero or lower grade for the original assignment.

Possible Sanctions Level II

- A Level One sanction and/or the following:
- A grade of F in the course
- Academic unit may impose programmatic sanctions

Possible Sanctions Level III & Level IV

The typical sanction for a Level III and/or Level IV offense/ violation is disciplinary reprimand, disciplinary probation, dismissal or suspension from the University for one or two semesters, or in extreme cases, expulsion or revocation of degree

Considerations – When determining the severity of the sanction(s), the AIRB shall confer with the Office of Student Conduct and consider all significant factors

Recommended Actions for Repeat Offenders

Academic units should identify and retain information on repeat offenders.

In the case of a repeat offense, the faculty member may refer the involved student(s) to the AIRB