



## Academic Policy

Responsible Office: Office for Academic Affairs

Date Effective: May 2021

# University Administrative Guidelines on Academic Integrity

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## ***Panther Code of Honor and PVAMU Affirmation Statement***

The commitment to maintaining an atmosphere of intellectual integrity and academic honesty is an essential feature of the Prairie View A&M University (PVAMU) experience. Students choosing to join this academic community are obligated to perpetuate a long legacy of being a proud, productive Panther. Students are expected to commit themselves to truthfulness and the highest standards of academic integrity as an important aspect of personal integrity.

The ***Panther Code of Honor*** and the ***PVAMU Honor Affirmation Statement*** apply to all undergraduate and graduate students enrolled or otherwise participating in PVAMU courses, practicums, seminars, and other educational experiences. The Panther Code of Honor and the PVAMU Honor Affirmation Statement are essential to the honor system's success and will be facilitated through various avenues. All Prairie View A&M University students are responsible for knowing and observing *the Panther Code of Honor* and the *PVAMU Honor Affirmation Statement*.

## ***PANTHER CODE OF HONOR***

*All members of the Prairie View A&M University community should conduct themselves in a manner appropriate for a community of scholars. All students are expected to follow all laws and regulations while maintaining absolute integrity and a high standard of individual honor in scholastic work and personal interaction.*

## ***PVAMU Honor Affirmation Statement***

*"I will abstain from dishonesty in  
all scholastic work."*

## STUDENT AND INSTRUCTOR RESPONSIBILITIES

### Student Responsibilities

Students are responsible for awareness of the University's Administrative Guidelines on Academic Integrity and for demonstrating honest and ethical behavior in their academic work. Such behavior includes:

- Adhering to the *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement*;
- Following the instructor's rules and processes related to academic integrity as directed in the course syllabi and related course documents.
- Asking the instructor for clarification if the standards of academic performance are not clear;
- Asking the instructor for clarification if the syllabi, assignments, or grading policies are unclear;
- Helping to foster a campus environment where academic integrity is expected and respected;
- Treating each other with courtesy and respect and helping to foster a classroom environment in which all students are treated with courtesy and respect;

Students will be asked to add the *PVAMU Honor Affirmation Statement* and their signature to each academic assignment to reinforce and affirm their adherence to the *Panther Code of Honor* (signature can be wet-signed or electronic). "I will abstain from dishonesty in all scholastic work;"

Students may be asked to affirm their awareness of the *Panther Code of Honor* at various points during the academic semester. This affirmation reminds students that they have already agreed to adhere to the standards of academic integrity, as outlined in the PVAMU Student Handbook.

### Instructor Responsibilities

Faculty are responsible for being aware of the University's Administrative Guidelines on Academic Integrity and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

- Providing a clear and complete syllabus that describes course expectations, guidelines, and standards of performance, as well as those of the University that concern academic integrity;
- Holding students responsible for knowing these expectations and guidelines;
- Fostering an environment where academic integrity is expected and respected;
- Detecting and properly handling breaches of academic integrity;
- Fostering a classroom environment in which all students are treated with courtesy and respect;
- Evaluating student work based on its academic merit;
- Giving students timely and honest feedback;
- Being available to discuss appropriate academic matters.

Regulation of academic dishonesty is the direct responsibility of the instructor. However, students are not excused from complying with the *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement* because an instructor did not prevent academic dishonesty.

## IMPLEMENTATION OF THE UNIVERSITY'S ADMINISTRATIVE GUIDELINES ON ACADEMIC INTEGRITY

We aim to have all students memorize the *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement*. Implementation of the Code into the campus culture will take place as follows:

- Information regarding the *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement* will be included in all undergraduate and graduate catalogs;
- The *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement* will be placed in a prominent position on the University's website;
- The *Panther Code of Honor* and the *PVAMU Honor Affirmation Statement* will be discussed during freshman, transfer, graduate student, and international student orientation programs. Students will be asked to sign an acknowledgment statement;
- During academic advisement sessions, all students will be asked to read the Panther Code of Honor and to acknowledge receipt via a wet or electronic signature, indicating their awareness of the Code;
- During the electronic registration process, all students will be asked to read the Panther Code of Honor and to acknowledge receipt via a wet or electronic signature, indicating their awareness of the Code;
- Students taking computer-based or paper examinations in the Testing Center will be required to sign a Code acknowledgment statement (via wet signature or electronic signature);
- It is encouraged that a thorough discussion of the Panther Code of Honor and the PVAMU Honor Affirmation Statement occurs in all University classes; and
- For assignments submitted via eCourses or other Learning Management Systems, all students will be asked to read the Panther Code of Honor and acknowledge receipt via a wet or electronic signature indicating their Code awareness.
- **Use of the Honor Code System in the Classroom:**
  - Tests and Written Work: Instructors shall consider placing the *PVAMU Honor Affirmation Statement* on **all** exams and assignments: ***"I will abstain from dishonesty in all scholarly work."***
  - Support the Academic Integrity Honor Code System: Faculty will be directed to include the Panther Code of Honor and the PVAMU Honor Affirmation Statement in all class Syllabi.
  - Education: Faculty will be encouraged to educate their students about proper standards of academic behavior. Many of our students will be genuinely confused about what constitutes plagiarism or unauthorized assistance on an assignment. By making the Honor Code an integral part of our curriculum, the University will help our students learn crucial skills and develop an internal set of ethics and principles to help them succeed as professionals. For example, virtual, interactive Academic Integrity workshops will be available through the John B. Coleman Library.

**Note: All Honor Code violations must be reported, even when the student admits to the violation; this is the only way to ensure that multiple violations or cases of abuse are identified.**

## PROHIBITED CONDUCT

Academic dishonesty is defined as any form of cheating or dishonesty that has the effect or intent of interfering with any academic exercise or fair evaluation of a student's performance. The college faculty can provide additional information related to a specific course, laboratory, or assignment.

As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Handbook, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Handbook.

The Panther Code of Honor prohibits Cheating, Plagiarism, and Other Forms of Academic Dishonesty, including, but not limited to:

- **Cheating:** Deception in which a student misrepresents that they have mastered information on an academic exercise that they have not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a "cheat sheet" on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher;
- **Plagiarism:** Careless or deliberate use of the work or the ideas of another; representation of another's work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another's paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which another has partially or wholly done and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another's words with quotation marks;
- **Collusion:** When more than one student or person contributes to a piece of work that is submitted as the work of an individual;
- **Conspiracy:** Agreeing with one or more persons to commit an act of academic/scholastic dishonesty; and
- **Multiple Submission:** Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.
- **Other types of academic dishonesty include, but are not limited to:**
  - **Knowingly facilitating violations of academic integrity, including** helping another student violate *the Panther Code of Honor*;
  - **Academic interference includes** abuse of library privileges: hiding or hoarding of library materials for exclusive use; a willful or repeated failure to respond to recall notices; and the removal or attempts to remove library materials from the College library without authorization. Marking, defacing, theft, or destruction of books and articles or other library materials that serve to deprive others of equal access to these materials also violates academic integrity;
  - **Bribery:** Includes bribing, or attempting to bribe, faculty or staff to attain an unfair academic advantage;
  - **Lying:** Intentionally giving false information to professors or instructors to gain an academic advantage, instances of which will include, but are not limited to, the following: (a) attempting to deceive professors into rescheduling tests or assignments; (b) lying about absences; (c) lying about one's involvement in plagiarism or cheating; and (d) lying about another student's participation in plagiarism or cheating;
  - **Abuse of shared electronic media:** Actions that take away equal access to shared electronic media used for academic purposes constitute a violation; this includes, but is not limited to, the use of electronic devices (e.g., cell phones, iPads, or internet access watches) to access or share prohibited information;
  - **Vandalism:** The intentional damage of intellectual property belonging to others, instances of which will include, but are not limited to, (a) hiding or damaging any course material; (b) breaking and entering for the purposes of academic dishonesty;
  - **Fabrication of Information/Forgery:** Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or producing a counterfeit document, particularly documents that make up the student's academic record. Examples: Making up a source or citing nonexistent publication or article; representing made-up data as accurate for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student's academic exercise.

- **Obstruction:** Behavior that limits any student's opportunity to participate in any academic exercise or attempts to block access to resources.
- **Unauthorized access to academic records or systems includes** altering grades, answers, or marks to change the earned grade or credit. Submitting without authorization the same assignment for credit in more than one course.

## **UNIVERSITY PROCEDURES ON ACADEMIC DISHONESTY**

Course credit, degrees, and certificates are to be earned by students and may not be obtained through acts of dishonesty. Students are prohibited from participating in acts of academic dishonesty, including, but not limited to, plagiarism, tampering with records, or falsifying information. Disciplinary action will be taken against any student who, alone or with others, engages in any act of academic fraud or deceit. The University's policy on academic dishonesty is stated below:

Students and faculty members are responsible for maintaining academic integrity at the University by refusing to participate in or tolerate academic dishonesty. Each instance of academic dishonesty should be reported to the department where the student has declared a major to become a part of the student's file. It should also be reported to the department head of the course where the alleged infraction occurred and to the Academic Integrity Review Board (AIRB) as deemed necessary. Individual/group cheating will be treated the same way.

### **Reporting a Violation of Academic Integrity**

The instructor of record shall be the instructor of the course in which the claim of academic dishonesty is being made or, if appropriate.

If the instructor suspects that an Honor Code violation has occurred, the instructor should fill out the "Honor Code Violation/Resolution Report Form" and contact the department head of the course in which the violation took place and the department head of the student's major to discuss the situation and the Honor Code Process. The instructor has two options, namely,

- Resolve the case through the Faculty-Student Resolution process and report the outcome to the Office of Academic Affairs (Level I and Level II Violations), or
- Ask the AIRB to investigate and resolve this alleged violation of the Honor Code (Level III and Level IV Violations).

Instructors are required to report all cases of documented academic misconduct to the AIRB. If the student accused of a violation of the Honor Code has no previous record of academic misconduct, an instructor can meet with the student to resolve the incident using the Faculty-Student Resolution process. The instructor must meet with a student prior to assigning a sanction. Students may also choose not to participate in the Faculty-Student Resolution process or disagree with the sanction. In these situations, their case will be referred directly to the AIRB [this may include a hearing panel or an administrative meeting, given the case's particular circumstances.]

### **Student Rights and Responsibilities in Academic Dishonesty Cases**

Students have the right to accept the instructor's decision for a particular offense. This does not preclude a review of records for past offenses and imposition of penalty for accumulated violations. Procedures and rights in Academic Integrity proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process within these procedures assures:

- Correspondence from the AIRB will be communicated via the student's official University-issued email address.
- A hearing before an objective decision-maker.
- A finding that the PVAMU Honor Code was violated will not be made without information showing that it is more likely than not that a violation occurred.
- Sanctions will be proportionate to the severity of the violation.

Students shall be afforded the following rights in the hearing conducted by the instructor or academic integrity review committee:

- Right to a written notice of the charges at least three (3) working days before the hearing may proceed.
- Right to waive the three (3)-day notice of charges.
- Right to reasonable access to the case file.
- Right to review all evidence and question any witness against the student.
- Right to present evidence and/or witnesses on their behalf.
- Right to have an observer present during the hearing. The observer cannot be a witness in the hearing or represent the student in the hearing.
- Right to appeal the disciplinary recommendation to the Office of the Provost.

If the student wishes to have a representative (advisor, parent, etc.) present at a hearing before an instructor or academic integrity review committee, they may do so. In rare cases, if the student wishes to have an attorney present, the University official will be afforded the same opportunity to have equal representation present.

If the student wishes to appeal a recommendation made by the instructor and/or academic integrity review committee, they must provide written notice to the proper level within five (5) working days of receiving notice of the recommendation. **Students who do not submit their request by the date specified in the decision letter waive their opportunity to appeal.**

### **OFFENSE/VIOLATION LEVELS AND RECOMMENDED DISCIPLINARY ACTIONS/SANCTIONS**

Committing any of the following acts shall constitute academic dishonesty. This listing is not exclusive of any other acts that may reasonably be determined to constitute academic dishonesty. The penalty for an offense, whether first or later, will generally range from a letter of reprimand to expulsion, depending upon the severity of the offense. The University also has the right to rescind course credit, degrees, and/or certificates awarded if it is determined that these were obtained by actions that violate the University policy on academic honesty.

#### **Offense: Cheating**

- Taking notes into an 'unseen' exam.
- Copying another student's work.
- Letting another student copy your work
- Getting someone else to sit an exam for you.

#### **Offense: Plagiarism and Multiple Submissions**

- Failing to credit sources used in a work or product in an attempt to pass off the work as one's own.
- Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.
- Attempting to receive credit in one or more classes for the same paper or project without the instructor's written approval.

#### **Offense: Collusion**

- Completing and submitting individual assignments or work with a partner or group without expressed permission.

#### **Offense: Conspiracy**

- Agreeing with one or more persons to commit an act of academic dishonesty.

### Offense: Acquiring Information

- Acquiring answers for an assigned work or examination from unauthorized sources [including but not limited to another student, phone use, calculator, smartwatch, any form of communication, CHEG.com].
- Working with another person or persons on an assignment or examination when not specifically permitted by the instructor.
- Copying the work of other students during an examination.

### Offense: Providing Information

- Providing answers for an assigned work or examination when not explicitly authorized.
- Informing a person of the contents of an examination prior to the time the examination is given.

### Offense: Fabrication of Information

- The falsification of the results obtained from a research or laboratory experiment.
- The written or oral presentation of research or laboratory experiments results without the research or laboratory experiments being performed.

### Offense: Misrepresentations, Alterations of Documents, and Forgery

- Taking an examination for another person or allowing someone to take an examination for you.
- Signing an attendance sheet for another student or committing similar acts of impersonation.
- Changes in admissions data, test results, transcripts, grade reports, or other documents.

### DISCIPLINARY ACTIONS:

The Office for Academic Affairs and the AIRB (AIRB) classifies academic misconduct into four (4) offense/violation levels and recommends four (4) possible sanction levels based on the seriousness of the violation. Academic sanctions levied by faculty are included in the University Academic Guidelines on Academic Integrity and range from a warning or reduced grade on a single assignment to failure in the course. When a faculty member believes that the student's behavior raises questions about the student's continued involvement in the academic department or that the student's behavior is so egregious that an academic sanction is not sufficient, the faculty member will refer the case to the Academic Integrity Review Board (AIRB). If it is found that the student has a history of academic misconduct or if the situation is severe enough, the AIRB may choose additional disciplinary sanctions such as probation, dismissal, suspension, or expulsion from the University. **No disciplinary action shall become effective against the student until the student has received procedural due process.** Faculty should defer to the AIRB for more information. (Visit the [Code of Student Conduct - Office of Student Affairs](#), for definitions of probation, dismissal, suspension, and expulsion).

Below are the brief definitions of the four offense/violation levels that can be enforced by faculty or the AIRB for breaches of the Academic Honor Code, depending on the severity of the academic infraction:

1. **Level One (Minor Offenses)** – In general, Level One 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 will likely involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment.
2. **Level Two (Moderate Offenses)** – In general, Level Two offenses are \*unintentional dishonest acts of academic misconduct. Level Two 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 One's offenses. **The instructor may investigate and adjudicate Level One or Level Two cases following departmental and/or college procedures.**

3. **Level Three (Major Offenses)** – In general, Level Three 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 I and II.
4. **Level Four (Severe/Egregious Offenses)** – Level Four 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 behavior that is also a violation of criminal law. **The AIRB hears all Level Three and Level Four cases. When a student is accused of one or more Level Three or Level Four violations, including alleged criminal law violations, these cases will be referred to the Office of Student Conduct.**

\*Keep in mind that even if a student unintentionally misuses another person's work or does something unauthorized while completing an academic activity, they are still guilty of academic dishonesty. Instructors are responsible for educating students on these issues to promote academic integrity.

## **ACADEMIC INTEGRITY INVESTIGATION PROCEDURES**

Cases of academic dishonesty may be reviewed and resolved in consultation with the faculty member or before the AIRB.

### **Faculty-Student Resolution Option Consists of Five Distinct Steps.**

#### **1. Initial Reporting of Suspected Violation**

The instructor should fill out the "Honor Code Violation Report/Resolution Form" within ten (10) business days of observing, discovering, or receiving a report of an alleged incident of academic misconduct. If the student has a previous record of academic misconduct, and/or disagrees with the internal resolution, the case will be referred to the AIRB for further handling.

#### **2. Meeting Between Faculty Member and Student**

If there is no previous record, the instructor may decide to handle the case through the Faculty-Student Resolution approach. **The instructor must meet with the student prior to assigning a sanction.** If both the instructor and the student agree on a determination of whether a violation of academic integrity has taken place and actions to be taken after their meeting, then both parties will sign the "Honor Code Violation Report/Resolution Form," and the record will be kept in department head's office.

#### **3. Faculty Determination and Recommendation**

If the instructor determines that no violation has occurred after the meeting held under the Faculty-Student Resolution process, then the case is dropped, no action is taken against the student, and the decision is reported to the AIRB. If a determination is made that a violation has occurred, then sanctions will apply. This may range from giving a zero for an assignment/test to giving an F grade for the course.

#### **4. Student Notification of Faculty Recommendation**

The instructor shall inform the student of the recommended sanction and the process. The student is required to check one of the response options on the "Honor Code Violation Report/Resolution Form" and sign the form.

#### **5. Student Options**

If the student accepts responsibility for the academic misconduct and accepts the sanction assigned by the instructor, no further action is required of the instructor and the student. The form will be included in the case file, and the case is complete.



If the student denies that the misconduct occurred or requests to discuss the matter further with the Chair of the AIRB, the instructor submits the "Honor Code Violation Report/Resolution Form" and all applicable documentation to the AIRB within 10 University business days. This submission begins the process by which the AIRB adjudicates the case.

**NOTE:** Academic record of violations against the honor code [excel spreadsheet, copies of the "Honor Code Violation Report/Resolution Form"] is suggested to be kept in the Department Head's office with semester updates of this list of honor code violators.

### **Academic Integrity Review Board Hearing Procedures**

The following seven procedures will guide the process for cases to be handled by the AIRB.

#### **1. Receipt of Report and Review of Alleged Incident**

Reported violations of the Honor Code are assigned to the Chair of the AIRB for investigation. The investigator, a member of the AIRB, gathers information from the reporting instructor that supports the allegation. This may include but is not limited to the course syllabus, assignment guidelines, and any other materials that may assist in clarifying the case. The instructor investigator may also offer the names of others who have knowledge that could clarify the case.

#### **2. Meeting with Student(s)**

The Chair of AIRB, or their designee, meets with the student (when possible) to gather information. The accused student was given the incident report during this meeting. If the student has graduated or is absent from campus, the Chair of the AIRB, or their designee, will contact the student to provide the student with the incident report. The Chair of AIRB, or their designee, may also meet with other persons with information about the case. The accused student may give the Chair of AIRB, or their designee, names of persons who may have clarifying information about the case. Interviews are conducted when necessary.

#### **3. Submission of Preliminary Findings**

The Chair of AIRB, or their designee, prepares a report summarizing all information collected and all interviews conducted. The report concludes with a recommendation on whether sufficient information supports the allegation of academic misconduct. If the recommendation concludes that there is insufficient information to support the allegation, the Chair will contact the faculty member to seek additional information. After consulting with the instructor, if the Chair determines that there is insufficient information to support the allegation, an event file is created that contains no reference to the student's name, and the charges are dropped. If sufficient information supports the allegation, the case continues to a hearing.

#### **4. AIRB Hearing or Administrative Conference**

The AIRB is charged by the Office of Academic Affairs and the Faculty Senate to investigate, hear, and sanction alleged violations of academic integrity.

##### **AIRB Hearing**

During a full board Hearing, members from the AIRB will address unresolved cases of academic dishonesty, including but not limited to cheating, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examination, submitting work of another person or work previously used without informing the instructor and tampering with the academic work of other students. The AIRB hearing is not analogous to a criminal trial. A Full Board Hearing may consist of the AIRB and 5-7 AIRB Members. **The AIRB does not hear grade appeals that are addressed and documented within the colleges or schools.**

##### **AIRB Administrative Conference**

The student meets with the AIRB Chair or their designee to discuss the academic misconduct and any other information relevant to the allegations or charges. Based on the information presented and discussed in the conference, the AIRB or their designee will determine whether a violation occurred and issue sanctions

accordingly. An Administrative Conference may consist of the AIRB Chair and/or 1-3 AIRB members. The AIRB Bylaws provide a membership breakdown of the AIRB.

## **5. Scheduling of AIRB Hearing or Administrative Conference**

A hearing or conference date and time are set, and all parties are notified in writing of the charges being levied, witnesses expected to appear at the hearing, all evidence in possession of the Honor System, hearing panel date, time, and location at least three (3) business days prior to the hearing.

If the student accused of academic misconduct does not reside on or near campus, accommodations will be offered (i.e., teleconference and/or video conference) to allow the student to participate in the hearing. A student's failure to appear at a scheduled AIRB Hearing or Administrative Conference will not prevent the hearing or conference from occurring or from sanctions being imposed. If an accused student with notice does not appear at a hearing or conference, the information supporting the charges shall be presented, considered, and a decision may be made.

## **6. Conducting Hearing**

Hearings before the AIRB are not interrogations or court hearings; they provide an opportunity for a student to present their side of the story. They are attended by the student and the AIRB members only; the faculty who completed the reports do not attend, and any person(s) whom the student brings with them must remain outside the hearing room.

An agenda for the hearing panel will be provided to the panel members. The functions of the hearing panel members are as follows: listen to all who provide information, deliberate in private, make a decision on responsibility (by a simple majority vote) based on the preponderance of evidence presented at the hearing, conduct the hearing as an educational hearing and not as an adversarial proceeding, and recommend sanctions in accordance with the University and the Office of Academic Affairs policies and procedures (when a student is found responsible for a violation). A recommendation of expulsion will require a unanimous vote of the AIRB.

A student may have one (1) advisor who is a University community member present at the hearing or participating when the hearing is conducted via video or teleconference. The advisor may not participate in the proceedings. The advisor's role is limited explicitly to conferring with their advisee.

## **7. Notification of Full Board Hearing Decision and/or Administrative Decision**

The Chair of the AIRB notifies the student in writing via the student's official University-issued email address of the Full Board Hearing or Administrative decision and sanctions (if the student is found responsible/not responsible), generally within ten (10) business days after the hearing. Notification of the hearing panel's decision is sent to all parties involved in the case, including the student, the instructor, the student's department head, the instructor's department head, the student's dean(s), and the Office of the Registrar.

The Academic Review Board can be reached via email at [academicintegrity@pvamu.edu](mailto:academicintegrity@pvamu.edu).

## **Student Appeal Process**

**An appeal is defined as a request to review a disciplinary decision. The Academic Integrity appeal is not a hearing but a review of all case documentation only.**

A student found responsible for academic misconduct by an AIRB hearing panel or administrative conference has five (5) University business days after being notified of the decision to request an appeal review in writing to the Provost's Office. **Students who do not submit their appeal request by the date specified in the decision letter waive their opportunity to appeal.**

**There are three (3) reasons for which an appeal review may be granted.**

1. Student feels that their due process rights were violated. (Procedural or substantive irregularities).
2. Student has new evidence that was not available at the meeting. (Such evidence must have been unavailable prior to or during the formal hearing, not merely evidence that a student chose at the time not to share or obtain).
3. Student feels that the sanction imposed is too harsh. (These are not sanctions that a student disagrees with, but rather sanctions inconsistent with one's conduct or with case precedent).

For an appeal review request to be considered valid, one or more reasons for appeal must be cited and appropriately supported in the written appeal hearing request. **Students are limited to one appeal per case. The student must submit the appropriate written appeal documents before the due date.**

It is important to remember that the written statement must be as comprehensive and accurate as possible in order for the appropriate University official to make the most informed decision regarding the appeal after reading the appeal paperwork.

The appropriate University official or their designee will evaluate the written appeal statement and render a final decision on the case.

#### **These Guidelines Are Not a Contract**

*The provisions in these guidelines do not constitute a contract, express or implied, between any applicant, student, faculty, or staff member of Prairie View A&M University. These guidelines are for informational purposes only. The University reserves the right to change or alter any statement herein without prior notice. These guidelines should not be interpreted to allow a student that begins their education under these guidelines to continue their entire academic career under the provisions contained in these guidelines.*

Questions related to this academic policy should be directed to: The  
Office for Academic Affairs  
Provost and Senior Vice President for Academic Affairs (936)  
261-2175  
Email: [academicaffairs@pvamu.edu](mailto:academicaffairs@pvamu.edu)