

A Student Guide to Academic Integrity

Indiana State University requires that all students read and support the **Policy on Academic Integrity**. Academic Integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The **Policy on Academic Integrity** describes appropriate academic conduct in research, writing, assessment, and ethics. The policy is found in the **Code of Student Conduct** and on the web at www.indstate.edu/sjp/.

Academic Integrity plays an important role in every aspect of the academic experience:

- Academic Integrity affirms the importance of learning and the mastery of subject matter in a given discipline.
- Academic Integrity is critical to the reputation of the institution and to the degrees conferred by that institution.
- Academic Integrity and the sharing of knowledge must be based on honesty and truthfulness. Knowledge tainted by dishonesty has no value.
- Persons who engage in academic dishonesty cheat themselves and the entire University.
- Academic Integrity is the cornerstone of our community of learners.

Academic dishonesty is not tolerated at Indiana State University! The penalties can be severe and include:

- Failing the assignment
- Failing the course
- Referred to Student Judicial Programs to face formal conduct charges.
Students found in violation may be suspended or expelled and can have a permanent notation affixed to the official transcript indicating that an academic integrity violation occurred.

Students are urged to discuss questions regarding academic integrity with instructors, advisers, or with the Academic Deans.

Procedures

This procedure is predicated on the right of faculty to make academic decisions in the courses they teach while affirming the core value of academic integrity. By following these procedures, the University community promotes consistency, fairness, and mutual support for the principle of academic integrity.

When a situation arises that appears to be in violation of the policy, faculty should proceed as follows:

1. If the faculty member's initial review of the facts leads to a conclusion that the allegation was unfounded, documents associated with the incident will be destroyed and no further action taken.
2. If the initial facts merit further review and possible action, the faculty member should report the alleged violation to the department chair.
3. The faculty member should arrange a meeting (individually) with the student(s) involved. At this meeting the faculty member presents the facts supporting the allegation and offers the student an opportunity to provide an explanation or additional information.
4. If the student offers a satisfactory explanation, the matter is dropped and all documents associated with the inquiry are destroyed (e-mails, memos, etc).
5. If the faculty/student discussion causes the faculty member to conclude that a violation has in fact occurred, the faculty member decides what action(s) to take. Possible actions include:
 - a. Assign a grade penalty for the specific academic exercise
 - b. Assign a grade penalty for the course
 - c. Assign additional work to replace the academic exercise and for which a different grade may be assigned

The student may appeal the faculty member's decision through the Grade Appeal Process

6. The faculty member and the department chair complete a Notification of Academic Integrity Violation Form (Appendix II). The original is retained in Student Judicial Programs and a copy is provided to the Academic Dean for the academic department involved. The faculty member provides a copy of the Notification to the student(s) once the process is complete.
7. This form is an informal record. The University will not release this document to any external party unless compelled by subpoena or statute. Absent a repeat violation of the Academic Integrity policy, the form will be destroyed when the student completes a degree or does not re-enroll within two years of last attendance.
8. If Student Judicial Programs receives a second notification form on the same student, the faculty member filing the second form and the appropriate Associate Dean(s) will be notified by the Academic Integrity Coordinator (AIC) of the previous violation.

9. The Associate Dean in the specific college/school will advise the faculty member as to the procedures for filing formal conduct charges in addressing the second violation.
10. The faculty member cannot be required to file a formal complaint or to participate in a formal complaint filed by the AIC.
11. Formal Adjudication is processed through Student Judicial Programs. The AIC will review the allegation and prepare the complaint and supporting documents for submission to Student Judicial Programs.
12. Formal adjudication is recommended when the student has a prior academic integrity violation and/or when the student has engaged in “considerable advanced planning, group coordination, or other serious acts of fraud or deception” (Pavela, *Applying the Power of Association on Campus: A Model Code of Academic Integrity*, **Journal of College and University Law**, Summer 1997).
13. The case will be assigned to an All-University Court hearing panel. The three member panel includes a faculty, EAP, and student justice. The faculty member will serve as the presiding justice. If the complaint involves a graduate student, the presiding justice will be a member of the graduate faculty and the student justice will be a graduate student (when possible).
14. The AIC will present the findings to the hearing panel and may call the course instructor to answer questions or clarify information.
15. The Court must find clear and convincing evidence to assign responsibility.
16. If the student is found responsible for the violation the Court may impose sanctions up to and including suspension or expulsion. All documents associated with the process become part of the Student Judicial Programs record and are managed under the records policy outlined in the **Code of Student Conduct**.
17. The Court may order that the official transcript include the comment “**Due to a violation of the Policy on Academic Integrity**” to the grade(s) assigned as a result of the violation.
18. The student, in accordance with procedures outlined in the **Code of Student Conduct**, may file an appeal of the All-University Court decision with the Dean of Students. The appeal must be based on one or more of the following grounds:
 - a. To determine whether the original hearing was conducted fairly and in conformity with the prescribed procedures giving the accused party a reasonable opportunity to prepare and to present a rebuttal of the allegations.
 - b. To determine whether the sanction(s) imposed is appropriate for the violation that the student is found to have committed, and/or
 - c. To consider new evidence that is sufficient to alter a decision, or to offer relevant facts not brought out in the original hearing because such evidence and/or facts were not known to the appealing party at the time of the original hearing.