

## INDIANA STATE UNIVERSITY 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/sci/](http://www.indstate.edu/sci/).

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:

- Grade penalty for the test or assignment
- Grade penalty for the course
- Additional course assignment to replace the academic exercise and allow a new grade to be assigned. (A Change of Grade Form must be processed to amend the original grade, if appropriate.)
- Referral to the Office of Student Conduct and Integrity 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 the instructor or department chairperson.

### 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. Grade penalty for the test or assignment
  - b. Grade penalty for the course
  - c. Additional course assignment to replace the academic exercise and allow a new grade to be assigned. (A Change of Grade Form must be processed to amend the original grade. If appropriate, a student may appeal the course grade through the Grade Appeal Process once a grade has been assigned.)
  - d. Referral to the Office of Student Conduct and Integrity to face 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.)
- a. The faculty member and the department chair complete a Notification of Academic Integrity Violation form (Appendix II). The original form is retained in the Office of Student Conduct and Integrity. A copy is provided to the academic dean for the department of the course involved and the student's major. The faculty member provides a copy of the notification to the student(s) once the process is complete.
6. 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 Policy on Academic Integrity, the form will be destroyed when the student completes a degree or does not re-enroll within two years of last attendance.
7. The faculty member is strongly encouraged, but cannot be required, to file a formal complaint or to participate in the hearing process.
8. If the Office of Student Conduct and Integrity receives a second notification form for the same student, the faculty member filing the

- second form and the appropriate Associate Dean(s) will be notified of the previous violation and adjudication will begin.
9. The department chair or Associate Dean in the specific college will advise the faculty member as to the procedures for filing formal conduct charges.
  10. 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).
  11. The case will be assigned to an All-University Court hearing panel. The three-member panel includes a faculty, an administrative, and a 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)
  12. If present, the faculty member will present the complaint to the hearing panel, answer questions and clarify information.
  13. The Court must find a preponderance of the evidence to assign responsibility.
  14. 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 official student record. This record is managed by the Office of Student Conduct and Integrity under the policy outlined in the **Code of Student Conduct**.
  15. The Court may also require 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.
  16. 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 Office of the Vice President for Student Affairs. 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.