



# **Academic Integrity Policy**

## **2018-2019**

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## PRINCIPLE

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the University's Academic Integrity Committee, which may impose additional sanctions up to and including expulsion. This document represents the Academic Integrity Policy of Chapman University as it pertains to students and to the responsibility of faculty in handling cases of alleged academic dishonesty, including research integrity.

## AUTHORITY

The Academic Integrity Committee (AIC) is charged by the Faculty Senate under the Faculty Constitution and bylaws to be responsible for defining academic integrity and establishing policies and procedures for investigating, hearing and sanctioning alleged violations of academic integrity. The Committee shall also make investigations and determinations of alleged violations of academic integrity policies and invoke the appropriate sanction as stipulated by Chapman University's policies on academic integrity. The Committee includes:

1. Faculty membership: The committee shall include at least three faculty members from diverse disciplines, one of whom must teach in graduate programs, plus the chair (at least four faculty total). All faculty members serve two-year, staggered terms.
2. Chair: The chair shall be elected from among the second year/returning faculty members.
3. Ex-officio members: The Dean of Students or his/her/their designee shall serve as an ex-officio, non-voting member.
4. Student members: One undergraduate student appointed by the Student Government Association and one graduate student appointed by the Graduate Student Council, shall serve on the committee.
5. Voting privileges: Faculty and student members serve as voting members of the committee.

## ACADEMIC INTEGRITY VIOLATIONS

Academic dishonesty can take a number of forms including, but not limited to the following:

- **Cheating:** Using or attempting to use unauthorized assistance, information or study aids in any academic exercise.
  - Copying answers from or looking at another student's exam.
  - Accessing or possessing any material not expressly permitted during an exam, such as crib sheets, notes, books.

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- Using electronic devices such as cell phones, digital cameras, PDA's, data storage devices, computers, internet or other electronic devices unless expressly permitted by the instructor for the required coursework.
  - Continuing to write after a timed exam has ended.
  - Taking the exam from the room and later claiming the instructor lost it.
  - Fraudulent possession of a test prior to exam date.
  - Submission of the same term paper or other work to more than one instructor, where no prior approval has been given.
  - Submission of purchased term papers or projects done by others.
- **Fabrication:** The falsification or invention of any information or citation in an academic exercise.
- Changing answers after an exam has been returned.
  - Falsifying/omitting data and/or sources, otherwise violating the ethical principles of research.
- **Facilitating Academic Dishonesty:** Knowingly helping or attempting to help another to violate any provision of this policy.
- Allowing another student to copy one's work.
  - Having another person take an exam or complete an assignment for oneself.
  - Taking an exam or completing an assignment for another student.
- **Plagiarism:** Representing the words, research findings or ideas of another person as your own in any academic exercise. [At their discretion, faculty may submit student work to plagiarism–detection software, such as [Turnitin](#) for review without prior notice to students.]
- Copying word for word without proper attribution.
  - Paraphrasing without proper attribution.
  - Using phrases from another source embedded into original material without proper attribution.
  - Copying of intellectual property without proper attribution.
- **Misrepresentation of Academic Records:** Misrepresenting, tampering with or attempting to tamper with any university academic document, either before or after coming to Chapman University.
- Creating or altering a Chapman University transcript, diploma, verification of enrollment or any other official university document (*In this case the student(s) may also face prosecution for violation of Federal and State statutes*).
  - Submitting false records or other documents such as transcripts from another institution.
  - Failure to report all previous academic work at the time of admission.

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- Failure to report all academic work attempted at other institutions after admission to the university.
  - Forgery, alteration or misuse of official academic documents (e.g., petition forms, advising forms, internship forms, etc.).
- **Other Violations:**
- Violating professional ethics rules referenced or outlined in the honor codes or student handbooks of graduate or professional programs or colleges.
  - Violating applicable health, safety or ethical requirements in lab(s) or experiential clinical assignments.
  - Failing to observe rules of academic integrity established by a faculty member for a particular course.

## ACADEMIC INTEGRITY IN RESEARCH

Chapman University students are expected to adhere to standards of ethics and integrity in research and scholarship. Misconduct in research includes fabrication, falsification, plagiarism or other practices that deviate significantly from those that are commonly accepted within the scholarly, creative and scientific community for proposing, conducting or reviewing research or in reporting research results. Key examples of such misconduct are listed below:

- **Plagiarism:**
  - Taking credit for someone else's work and ideas, stealing others' results or methods, copying the writing of others without acknowledgment or otherwise taking credit falsely.
  - Taking or releasing the data of others which were given in the expectation of confidentiality, e.g., appropriating ideas from submitted grant or contract proposals, or manuscripts for publication when one is a reviewer for granting agencies or journals.
- **Falsification of Data:**
  - Dishonesty in reporting results, ranging from fabrication of data, improper recording of data, negligence in collecting or analyzing data, to selective reporting or omission of conflicting data.
- **Dishonesty in Presentation and Publication:**
  - Knowingly presenting material or publishing articles that will mislead listeners or readers, e.g., misrepresenting data (particularly its originality).
  - Adding the names of other authors without permission or authors who have not earned the credit.
  - Citing unpublished papers without permission or including inadequate footnote or endnote attributions so that readers cannot tell who produced which data.
  - Publishing the same material more than once without identification of prior publication.

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- Serving as a coauthor of a research paper or article without reviewing the material to be published.
  - **Violation of Regulations:**
    - Failure to adhere to safe research practices or to receive the approval required for work under research regulations of federal, state, local or university agencies.
    - Failure to adhere to Chapman University Institutional Review Board research procedures.
    - Misuse of research funds.
  - **Unethical Research Practices:**
    - Failing to report episodes of misconduct or breaches of research ethics as set forth in this policy.
  - **Legal Violations:**
    - Stealing or destroying the property of others (research, research papers, supplies, equipment or products).
    - Misuse of research funds.

## ACADEMIC INTEGRITY SANCTIONS

Sanctions are determined by the instructor and/or the AIC. While sanctions may begin with a less severe action and then progress to more severe actions, the instructor and/or the AIC may initiate sanctions in any order, if in its opinion the circumstances so warrant. Nothing in the policy shall be construed to limit the right of the AIC to impose any form of discipline a student without a prior violation including suspension or expulsion. Generally, the order of recommended sanctions are as follows:

**First violation:** Instructor imposed sanction and a letter from the AIC. If the recommended sanction by the instructor (or the sanction imposed by the AIC which may be a warning, a recommendation for suspension or a recommendation for expulsion from the university) is an F grade for the course, the student cannot drop the course and the F grade cannot be eliminated by retaking the course.

**Second (and subsequent) violations:** Instructor imposed sanction, AIC sanction appropriate to the nature of the violation and a letter from the AIC. The AIC sanction may be a warning, a recommendation for suspension or a recommendation for expulsion from the University.

### Possible Sanctions

The sanction given to a student is entirely up to the instructor/administrator based on the severity of the violation. The following are only examples of possible sanctions.

- Disciplinary warning.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment/exam.
- A failing grade on the assignment/exam.
- A reduced final grade for the course.

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- A failing grade for the course.
  - Denial of access to internships or research programs.

### **Additional Information on Sanctions**

- The Tutoring, Learning and Testing Center may issue violations of the Academic Integrity Policy in the same manner as a member of the faculty.
- A student cannot withdraw from a course before receiving the violation notification from the AIC. If a student withdraws prior to notification, the AIC may reinstate the student to the course. After notification, a student may only withdraw from the class with explicit written consent of the instructor on record.
- A grade of F received as a result of an academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- Any grade received as a result of a second academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- For students taking a course P/NP, the letter grade of an “F” can be given as the sanction for an academic integrity violation.
- The AIC sanction letter will be placed in the student’s file in the Office of the Provost along with the instructor’s report.
- A copy of the letter will also be sent to the Vice President for Student Affairs and Dean of Students and the University Registrar.
- False statements made during the course of the process may result in additional sanction(s) and a referral to the Vice President for Student Affairs/Dean of Students for a Student Conduct Code violation.

### **Interim Action**

- The Provost or his/her/their designee involved may suspend the student from one or more classes, experiential clinics or labs for an interim period prior to resolution of the academic integrity proceeding if the Provost or his/her/their designee believes that the information supporting the allegations of academic misconduct is reliable and determines that the continued presence of the student in classes or experiential assignments poses a significant threat to any person or property.
- The Provost or his/her/their designee must provide a written notice of the interim suspension to the student, with a copy to the Provost and the Dean of Students Office. The interim suspension will become effective immediately on the date of the written notice.
- A student who is suspended for an interim period may request a meeting with the Provost or his/her/their designee to review the Provost or his/her/their designee’s decision and to respond to the allegations that he /she/they poses a threat, by making a written request to the Provost for a meeting. The Provost or his/her/their designee will schedule the meeting no later than five (5) days following receipt of the written request and decide whether the reasons for imposing the interim suspension are supported by the evidence.

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- The interim suspension will remain in effect until a final decision has been made on the pending academic misconduct charges or until the Provost or his/her/their designee, determines that the reasons for imposing the interim suspension no longer exist or are not supported by the available evidence.

## INFORMATION FOR FACULTY

### Important Guidelines for Faculty

1. Course outlines should include the academic integrity [principle statement](#) and refer students to the catalog for more information.
2. To encourage compliance with academic integrity standards, instructors shall make an effort to explain to students at the outset of a course or the start of an examination the behavior expected of them when taking examinations or when preparing and submitting other course work. Further, faculty should actively monitor examinations. Additionally, at the faculty's discretion, the faculty may submit work to plagiarism detection software, such as [Turnitin](#) for review without prior notice to students.
3. In all cases of alleged violations of academic integrity, faculty members must maintain confidentiality and not disclose information beyond those individuals who had a need to know.
4. Faculty must collect accurate records of an academic integrity violation and submit those records to the AIC chair at the Office of the Provost.
5. Faculty should encourage students who have been accused of an academic integrity violation to contact the Vice President for Student Affairs/Dean of Students or designee, who can serve as a resource.

### Procedure for Faculty Charging a Student with a Violation

When a faculty member or member of the Tutoring, Learning and Testing Center staff has evidence of an alleged violation of the Academic Integrity Policy, the steps listed below should be followed:

1. Notify the student, and if Tutoring, Learning and Testing Center staff notify the student and course instructor, by Chapman e-mail and/or personal communication of the allegation within 10 calendar days.
2. Arrange a meeting with the student and course faculty member to be held as soon as possible, but at least within three (3) business days' notice to the student. *Any discussion of sanctions should be reserved for the meeting.*
  - If the student fails to attend a scheduled initial meeting with the faculty without a compelling excuse, the student will lose his/her/their opportunity to appeal the violation report and/or sanction to the AIC.
  - An exception to meeting with the student may occur at the end of a semester when a student is no longer accessible for a meeting with the faculty member. In these cases, the faculty member should make every reasonable effort to contact the student by Chapman e-mail to discuss the matter. If reasonable attempts to



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- contact the student fail, the instructor may resolve the issue by submitting an academic integrity violation report form, which the student has the right to later appeal to the AIC.
- Both faculty and student may invite witnesses with first-hand information to the meeting who can knowledgeably provide relevant information about the alleged infraction.
3. Request that a faculty designee of the AIC be present as an observer of the meeting at least 48 hours before the scheduled meeting time. Complete the online request form available on the [academic integrity](#) website. The AIC designee will:
    - Ensure that the student knows where to find the Academic Integrity Policy and direct the student to the catalog.
    - Inform the student that he/she/they have the right to appeal the violation report and/or sanction to the AIC based on the guidelines provided in the catalog for appealing a violation report and/or sanction to the AIC.
    - Advise the instructor to submit the report of academic integrity violation, no later than 14 calendar days after the meeting.
    - Observe, but not participate in deciding whether a violation has occurred or which sanction should be imposed.
  4. Be familiar with the guidelines for sanctions to determine an appropriate sanction for the type of violation.
    - A list of common instructor-imposed sanctions for various violations of academic integrity can be found in the [academic integrity sanctions](#) area.
    - Instructors are encouraged to use these guidelines to ensure consistency and fairness in assessing student sanctions.
  5. In the meeting, present the student with the allegation and all evidence in support of the charge against the student. The student should be given the opportunity to respond and, if he/she/they wishes, and to submit evidence refuting the allegation.
  6. At the conclusion of the meeting, the faculty member determines if it is more likely than not that the student has violated the Academic Integrity Policy, and if so, the faculty member charges the student with a violation of the Academic Integrity Policy.
    - If the student is found responsible, impose a suitable grade punishment. Examples of [violations](#) and common [sanctions](#) can be found above in this policy. Inform the student that they will receive a sanction letter from the AIC.
    - If the faculty member needs more time to decide on the case, give the student a reasonable timeframe for a response. A grade of Incomplete may also be assigned by the instructor if academic integrity is in question at the time grades are due and the instructor or AIC require more time to resolve the issue. (See *Academic Policies and Procedures in the [catalog](#) for more details on “Incomplete Grades.”*)
  7. After notifying the student of the sanction in writing by University e-mail, complete the academic integrity violation report form which can be found on the [academic integrity](#) website.

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8. The completed academic integrity violation report form and other pertinent documents must be submitted as soon as possible, but not later than 14 calendar days after the meeting unless there are exceptional circumstances and an extension has been granted by the AIC chair.
  9. The report/documents can be sent by the instructor to the AIC chair in the Office of the Provost. The form and documents may also be sent by e-mail to [aic@chapman.edu](mailto:aic@chapman.edu). In most cases, submission of this form and documents will complete the academic integrity violation process for the faculty member.
  10. The student will receive a letter of sanction from the AIC chair along with information for appealing the violation report and/or sanctions.

## **INFORMATION FOR STUDENTS**

### **Important Guidelines for Students**

1. Students should strictly avoid any appearance of academic dishonesty. This includes, but is not limited to: joking to others about cheating, permitting others to cheat off them, talking during examinations, plagiarizing, fabrication or falsification of information or forging documents. Students should keep their eyes on their own exams during examinations and protect their exams from the view of others.
2. Students should be aware and adhere to instructor guidelines for projects, papers and exam situations including use of appropriate citations. This includes the extent of independent and collaborative work allowed for an assignment. All electronic devices (cellular phones, tablets and computers) should be turned off and placed completely out of site during test situations, unless otherwise directed by the instructor.
3. Academic dishonesty can take a number of forms. Please see the [academic integrity violations](#) area for a number of examples.
4. Students who discover an apparent violation of this policy should report the matter to the instructor of record or if the instructor is not known or unavailable, to the Vice President of Student Affairs/Dean of Students.

### **Appealing a Violation Report and/or Sanction to the Academic Integrity Committee**

If the student accepts responsibility for the charge and the imposed sanction, then the matter is immediately resolved. If the allegation or founded violation represents a second violation of the Academic Integrity Policy, the AIC will review the case regardless of whether the student decides to appeal the violation report and/or sanction.

1. Any student who has received an AIC sanction letter is encouraged to schedule a meeting with the Vice President for Student Affairs/Dean of Students or designee to discuss the situation prior to appealing the case.
2. If the student disagrees with the violation report and/or the sanction of the instructor/administrator, the student can appeal the violation report and/or sanction

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to the AIC by writing an appeal letter addressed to the AIC chair. The appeal letter and any supporting documents can be sent via e-mail to [aic@chapman.edu](mailto:aic@chapman.edu).

- Appeals must be made within 10 Chapman University business days from the date of the sanction letter.
  - In exceptional circumstances, a student may request additional time to appeal the violation report and/or sanction by e-mailing [aic@chapman.edu](mailto:aic@chapman.edu), addressed to the AIC chair and extensions are granted at the sole non–appealable discretion of the AIC chair.
  - Requests for extensions must be made within ten (10) Chapman University business days of the date of the sanction letter.
3. Appeals are not granted automatically as they must be thoughtful, well–reasoned and substantive and must demonstrate that at least one of the following criteria exists:
- New evidence not available at the time of the meeting with the faculty member/administrator has become available and is potentially sufficient to alter the faculty member/administrator decision.
  - There was a substantive procedural error made in charging the student.
  - The sanction(s) imposed was not appropriate for the violation of Academic Integrity that occurred.
  - The facts in the case were insufficient to establish that a violation of the Policy occurred.

Appeals must also include pertinent evidence supporting one of the above criteria and names of witnesses the student requests be called who have first–hand information about the matter. New evidence will not be accepted at the hearing unless it can be demonstrated that it could not have been known or available to the student at the time of the appeal. Evidence submitted will be reviewed by the AIC chair and may be denied if cumulative or not probative of the disputed facts or to the determination of the case.

4. The AIC chair will notify the student via Chapman e-mail whether or not the AIC has determined that there are grounds to conduct a hearing. Should the AIC determine there are grounds to conduct a hearing, the AIC will notify the student of the hearing and where it will be held at least five (5) Chapman University business days in advance of the scheduled hearing date.
5. If the AIC has decide to hear the student’s case, the following individuals will be invited to participate:
- The AIC chair and the AIC faculty members.
  - The student representatives on the AIC.
  - The Vice President for Student Affairs/Dean of Students or his/her/their designee (ex–officio, non–voting).
  - The student.

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- Any other persons called by the AIC chair, including material witnesses (such as the faculty member) whom the student or the AIC members deem relevant to the case.
  - The student may also invite one person to provide support (e.g., friend or family member). This support person may not speak for the student and this individual may not be an (practicing or non–practicing) attorney. A quorum is necessary for all AIC business. A quorum is defined as three (3) voting members of the AIC.
6. Should the student fail to appear at the hearing before the AIC, the AIC shall have full authority to proceed in the student’s absence. Any student that misses the scheduled hearing with the AIC forfeits the right to appeal the AIC’s decision to the Office of the Provost.
- If for any reason, the student needs to reschedule the hearing with the AIC, the committee needs to receive a 24 hours’ notice. Hearings will be rescheduled only for exceptional circumstances at the sole non–appealable discretion of the AIC chair.
7. At the start of the hearing, the student is invited to present his/her/their case. The student has the right to present relevant evidence supporting his/her/their claims that has been previously provided to the AIC in his/her/their appeal. The student should be brief, concise, and organized in presenting his/her/their case.
- The AIC chair may conclude the hearing at any time should the committee feel that the student is straying from the relevant facts of the case or reasons for the violation report and/or sanction to be vacated.
  - Although the committee may ask the student to review briefly the events of the case, the student comments should focus primarily on specific reasons the violation report and/or sanction meet one of the above specified grounds for appeal.
  - AIC members may ask the student questions about the case for clarification.
  - The student and witnesses are expected to maintain proper decorum during the proceeding or risk being excused. If a student is excused, the hearing will continue in his/her/their absence.
8. After the student has presented the case and all questions have been addressed, the student and faculty member will be excused and the AIC will deliberate. Deliberation may result in the following:
- A decision to uphold, modify or overturn the initial sanction. The AIC reserves the right to modify or overturn the instructor’s sanction.
  - A determination that additional information is needed. In this case, the decision is suspended until all necessary information has been obtained. In this case, the student will be notified as soon as possible, but within a few days, after the meeting.
9. After the AIC makes its decision, the chair will notify the student in writing and via Chapman e-mail. Decisions of the AIC are based on the standard of proof whether it

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is more likely than not that the student violated the Academic Integrity Policy of Chapman University.

### **Appeal of the Academic Integrity Committee Decision to the Provost**

If unsatisfied with the outcome of the AIC hearing to contest the violation report and/or sanction, the student may appeal the decision of the AIC to the Provost by e-mailing [aic@chapman.edu](mailto:aic@chapman.edu) within five (5) Chapman University business days of receiving the AIC decision letter. This period is known as “the appeal period.” A review will be conducted by the Provost or the Provost designee.

In exceptional circumstances, a student may file a request to the Provost for an extension to the appeal period by e-mailing [aic@chapman.edu](mailto:aic@chapman.edu). Requests for extensions must be made within the appeal period.

Appeals are not granted automatically as they must be thoughtful, well–reasoned and substantive and must demonstrate that at least one of the following criteria exists:

- New evidence not available at the time of the hearing has become available and is potentially sufficient to alter a decision.
- There was a substantive procedural error that may have prohibited the hearing from being conducted fairly in light of the violation report and/or sanction.
- The sanction(s) imposed was not appropriate for the violation of Academic Integrity that occurred.
- The facts in the case were insufficient to establish that a violation of the Policy occurred.

Upon appeal, the Provost or his/her/their designee shall review the faculty member’s decision, sanctions and supporting evidence, and any evidence provided by the student, and may confer with the faculty member and the student. The Provost or his/her/their designee shall have the authority to uphold, modify, or overturn the AIC’s decision and sanctions.

The Provost or his/her/their designee shall notify the student, the faculty member and the Dean of Students in writing of his/her/their decision. The Provost or Provost designee’s decision is **final** on all Academic Integrity Policy violation cases. No further review or consideration will be granted following this decision.