

## College of Arts and Architecture **Academic Integrity Policy**

### DEFINITIONS AND EXPECTATIONS

Senate Policy 49-20:

**Academic integrity** is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment by all members of the University community not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. According to the campus Office of Student Conduct, academic dishonesty includes, but is not limited to:

**VIOLATIONS OF ACADEMIC INTEGRITY:** Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. (Also see Faculty Senate Policy 49-20 and G-9 Procedures.)

Special Procedures are used to address violations of academic integrity. (See Section V: Protocol for Violations of Academic Integrity.)

To protect the rights and maintain the trust of honest students and support appropriate behavior, faculty and administrators should regularly communicate high standards of integrity and reinforce them by taking reasonable steps to anticipate and deter acts of dishonesty in all assignments (Senate Policy 44-40: Proctoring of Examinations). At the beginning of each course, it is the responsibility of the instructor to provide students with a statement clarifying the application of University and College academic integrity policies to

that course.

Committee on Academic Integrity: Each College Dean (or Chancellor as determined by College policy) shall appoint a Committee on Academic Integrity made up of faculty, students, and academic administrators with faculty being the majority. This committee shall:

1. Promote expectations for academic integrity consistent with the definition in this policy.
2. Ensure fairness and consistency in processes and outcomes. To ensure University- wide consistency, College Committees will work with the Office of Judicial Affairs and the Office of the Provost of the University to develop procedures for handling and sanctioning dishonesty infractions.
3. Review and settle all contested cases in which academic sanctions are applied. If necessary, further disciplinary action will be taken by Judicial Affairs.
4. Record all cases of academic dishonesty within a college and report them to Judicial Affairs.

## PROCEDURES for ADJUDICATING CASES OF ACADEMIC DISHONESTY

### College of Arts and Architecture

(see [G-9 Academic Integrity](#))

When a situation of academic dishonesty is alleged, the course instructor must meet with the student and discuss the allegation(s). The student should be given the opportunity to review the allegation(s) and any supporting materials provided by the instructor.

During that discussion, the faculty member should articulate the possible academic sanctions and explain the possible options belonging to the student, including accepting or contesting the allegation(s), the possible academic sanctions that could apply and the procedures for appeal and a review/hearing by the Academic Integrity Committee.

If after the discussion, the faculty member determines that no violation has occurred, no charges are filed and no record is established.

If after the discussion, the faculty member wishes to charge the student with a violation, the Academic Integrity Form must be completed and signed by the faculty and the student. Schreyer Scholars are advised to consult the Schreyer Honors College's Academic Integrity Policy and related sanctions prior to signing the form. The faculty member shall inform the College Associate Dean for Undergraduate Studies, Instruction and Outreach of the charges and the student decision regarding acceptance of the charges or request for review by the Academic Integrity Committee.

If the student accepts the charges, the instructor shall forward the Academic Integrity Form to the Associate Dean for Undergraduate Studies, Instruction and Outreach. The Associate Dean shall provide a copy of the form to the Office of Student Conduct.

If the student contests the charges, the instructor shall forward the Academic Integrity Form to the Associate Dean for Undergraduate Studies, Instruction and Outreach. The Associate Dean shall refer the allegations of the instructor and a statement from the student and any supporting

materials from the student, to the Chair of the Academic Integrity Committee.

The Chair of the Academic Integrity Committee shall select a subcommittee of the larger Committee to conduct a paper review of all materials provided by instructor and the student. A faculty member of the Academic Integrity Committee shall be designated to chair the subcommittee. The paper review of the subcommittee shall be completed within three business days of receipt of the materials.

If after the paper review, the Committee is unanimous in their decision regarding the allegations; the subcommittee chair shall inform the Chair of the Academic Integrity Committee, in writing, of the decision. The subcommittee's decision, including the assignment of an academic sanction, is final and may not be appealed.

If after the paper review, the subcommittee cannot reach a unanimous decision; the Chair of the subcommittee shall schedule a hearing. Both the student and the instructor shall be notified of the hearing. A minimum of 5 calendar days shall be provided for the instructor and the student to prepare for the hearing.

The chair of the subcommittee shall conduct the hearing and rule on matters of procedure. Witness may be scheduled for the hearing and other evidence may be provided to the subcommittee by both the instructor and the student.

After the hearing, the Chair of the subcommittee shall provide a report of the hearing to the Chair of the Academic Integrity Committee. The subcommittee's decision, including the assignment of an academic sanction, is final and may not be appealed.

The Chair of the Academic Integrity Committee shall forward, in writing, the decision of the subcommittee (either paper review or the hearing) to the Associate Dean for Undergraduate Studies, Instruction and Outreach who shall maintain the record and forward a report to the Office of Student Conduct.

If, during a paper review or a hearing, the decision of the subcommittee is to recommend a disciplinary sanction, that recommendation must be forwarded to the Office of Student Conduct via the Associate Dean for Undergraduate Studies, Instruction and Outreach. The application of academic sanctions will be carried out by the College, while the application of any disciplinary sanctions will be carried out by the Office of Student Conduct or the Student Conduct designee in consultation with the Academic Integrity Committee of the College.

Direct questions to:

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