

The College of the Liberal Arts Academic Integrity Policies and Procedures

Integrity is both central to the mission of the College of the Liberal Arts and a fundamental responsibility of all scholars, educators, students, and researchers. This is reflected in the College honor code:

I pledge to conduct myself with honor and integrity in all academic, personal, and professional pursuits. I will be responsible for the academic integrity of my work and encourage my peers to do the same. I will carry these values forward as I graduate from this college.

The College expects all students and educators to recognize that academic integrity processes are an important and meaningful part of education and to follow related policies and procedures. College policies and procedures complement University policies, including:

- Academic integrity policies and procedures described in the [Academic Administrative Policies and Procedure Manual](#) and in [University Faculty Senate policy](#)
- [University sanctioning guidelines](#)
- [Relevant graduate students policies](#)

Confidentiality

- Information about allegations of academic misconduct is protected. Educators and Academic Integrity Committee members should not share any information about the identity of impacted students with other educators or students, with the exception of the information submitted to the College Academic Integrity Office and related discussions with College Academic Integrity or Student Conduct staff. Educators seeking consultation from department representatives and colleagues should take care to protect students' identities.

When Academic Misconduct is Suspected

- Educators are strongly encouraged to discuss the evidence of academic misconduct with the student(s) before submitting allegations of academic misconduct to the College Academic Integrity Office.
- When educators believe academic misconduct occurred, they should complete their portion of the academic integrity form give the student 5 business days to consider the evidence and complete their portion of the academic integrity form. If a student does not complete and submit the form by the deadline, the educator should advance the half-completed form to the College Academic Integrity Office. When appropriate, the College Academic Integrity Office will attempt to follow-up with the student. If the student fails to provide the required information to complete the form, [University policy](#) requires the adjudication process to continue as if the student had accepted responsibility for both the alleged misconduct and the proposed sanction(s).
- Educators should also submit other evidence in support of the allegations and a course syllabus (when appropriate). If educators want to submit sensitive information (e.g., exams) that they do not wish the student to see or have, they should contact the Academic Integrity Office to discuss and they should

provide the student with a description of that information (e.g., 90% of the students answers, including all wrong answers, matched that of the student seated in the adjacent seat).

The Review Process

- The College Academic Integrity Committee will consist of faculty members (three are required for a quorum), one of whom serves as the chair, and undergraduate and graduate students. When allegations of misconduct are submitted for an undergraduate student, at least one undergraduate student will serve. When allegations of misconduct are submitted for a graduate student, at least one graduate student will serve, and undergraduate students will not have a vote in the responsibility determination. Committee members are asked and expected to recuse themselves when appropriate.
- Almost exclusively, the College uses a text-based process to provide opportunities for the educator and the student to submit and respond to evidence before making determinations.
- When students accept the allegation(s) and sanction(s), the process ends and the educator is permitted to impose the proposed sanction(s) proposed by the educator, unless...
 - ...the student has a previous academic integrity violation on record. Then, the College Academic Integrity Committee may decide to add or alter academic and educational sanctions and/or request a disciplinary sanction from the Office of Student Conduct.
 - ...the faculty member recommends a disciplinary sanction. Then, the College Academic Integrity Committee will evaluate the appropriateness of the disciplinary sanction and report to the Office of Student Conduct, the office responsible for those sanctions.
- When students contest the allegation(s) of misconduct, the proposed sanction(s), or both, they are encouraged to submit a statement to the College Academic Integrity Office explaining why the suspicious behavior was not evidence of academic misconduct. If desired, students may also submit supporting information (e.g., medical documentation). The College Academic Integrity Office will send everything students submit to the educator for review and comment. However, if a student wants to submit private information (e.g., sensitive medical documents), the College Academic Integrity Office may choose to send a broad description of that information to the instructor instead. After reviewing student-submitted information, the educator may respond. If the educator responds, the student will have an opportunity to review the new information and respond. After, the information is advanced to the College Academic Integrity Committee.
- The College Academic Integrity Committee reviews all of the information submitted and makes two determinations. To begin, the committee determines if there is evidence that the student engaged in academic misconduct (intentionally or unintentionally). If a preponderance of the evidence leads the Committee to find the student responsible for academic misconduct, then the Committee reviews the sanctions proposed by the educator, considers the student's history of academic misconduct, consults the [University sanctioning guidelines](#), and determines academic and/or educational sanction(s). If the committee determines that disciplinary sanctions are appropriate, it will send a request to the Office of Student Conduct, which is responsible for disciplinary sanctions. If the Committee determines that there is not enough evidence to support allegations of academic misconduct, the case is closed and the committee members remain unaware of a student's previous academic integrity violations.

- On extremely rare occasions, when the College Academic Integrity Committee believes that it cannot reach a fair determination using the text-based system, the Committee may request a face-to-face hearing. In this event, both the student and the educator must be present (or virtually present) to provide testimony. Students may invite an adviser, who is a member of the University Park community (e.g., another student, an academic adviser, a faculty member), to the meeting. The adviser may not be a parent or lawyer and, although the student may converse with the adviser, the adviser may not provide testimony or evidence or ask questions. The College Academic Integrity Office might require students to sign an information release form before sharing information in the presence of the adviser.

After the College Academic Integrity Office Has Processed the Case

- The College Academic Integrity Office will share the committee's decisions with the student and the educator. Educators should wait to hear from the College Academic Integrity Office before imposing a sanction or assigning a course grade, even when the student accepts responsibility for the misconduct. In the event that the educator needs to assign a course grade before hearing from the College Academic Integrity Office, the educator should assign the student a "no grade" (NG).
- The College Academic Integrity Office will not notify the Graduate School about graduate students who accept responsibility for/are found responsible for academic misconduct, but will not prevent the educator from notifying the Graduate School.
- As directed by [University policy](#), the College Academic Integrity Office will notify the Schreyer's Honors College about scholars who accepts responsibility for/are found responsible for academic misconduct.

Contact Information

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