

# 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 and procedures, 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 student policies](#)
- [University Research Misconduct](#)

## College Structure

- The Liberal Arts Academic Integrity Office initiates and manages proactive and responsive academic integrity efforts and manages and maintains all related records. This office coordinates with college leadership, with other college offices, and with the Office of Student Conduct. The office also supports college educators and students and supervises and maintains the College Academic integrity Committee.

## Confidentiality

- Academic integrity information becomes part of a student's conduct record and should be both confidential and protected. Educators seeking consultation from department administrators and colleagues should take care to protect the identities of those who are allegedly involved.

## When Academic Misconduct is Suspected

- Educators are strongly encouraged to discuss the evidence of academic misconduct with student(s) before submitting the academic integrity form.
- The academic integrity form is located at <https://ai.la.psu.edu/>. When educators believe academic misconduct occurred, they should complete and submit their portion of the academic integrity form. Typically, students have 5 business days to consider the evidence and to complete their portion of the academic integrity form. The Academic Integrity Office has the discretion to extend the deadline. If a student does not complete their portion of the form and submit by the deadline, the process will continue with the acknowledgement that the student chose not to respond to contest.
- Educators should submit evidence in support of the allegations **and a course syllabus** (when

appropriate). If educators want to submit sensitive information (e.g., exams/answers) that they do not wish the student to see or have, they should contact the Academic Integrity Office to discuss and provide the student with a description of that information (e.g., 90% of the students answers, including all wrong answers, matched that of a nearby student).

## The Review Process

- The College Academic Integrity Committee will consist of faculty educators (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 or sanction determinations. Committee members are required to recuse themselves when appropriate.
- The Academic Integrity Office uses a text-based process to solicit evidence and information from students and educators. It is extremely rare for the Academic Integrity Committee to request a face-to-face hearing. If the committee does, both the student and the educator must attend or be present virtually to answer questions, and the student may invite an adviser. The adviser must be a member of the Penn State community (e.g., another student, an academic adviser, a faculty member), and may not be a parent or a lawyer. The adviser may not provide testimony, may not contribute evidence, and may not ask questions. The Academic Integrity Office might require students to sign an information release form before sharing information in the presence of the student's adviser.
- If, on the academic integrity form, the student accept the allegations(s) and sanction(s), the academic integrity process ends, and the educator is permitted to impose the proposed sanction(s). However, if the student has a previous academic integrity violation, the College Academic Integrity Committee may ask the Office of Student Conduct for a disciplinary sanction (also called a conduct sanction). If, on the academic integrity form, the faculty member requests a disciplinary sanction, the College Academic Integrity Committee will convene to consider the request and pass their opinion on to the Office of Student Conduct, which is responsible for the implementation and supervision of disciplinary 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 the student submits 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. The information will then be advanced to the College Academic Integrity Committee.
- After the College Academic Integrity Committee reviews the information submitted, it will make two separate determinations. First, the committee will determine if there is a preponderance of evidence that the student violated academic integrity policies, either intentionally or unintentionally. If not, then the academic integrity process ends. If so, then the committee will review the sanction(s) proposed by the educator, consider the student's history of academic misconduct (or lack thereof), and consult the [University sanctioning guidelines](#) to determine outcomes. If the committee believes a disciplinary sanction is appropriate, it will send a request to the Office of Student Conduct, which will use its own

process to make its own determination.

## After the Academic Integrity Office Has Processed the Case

- The Academic Integrity Office will share the committee's decisions with the student and the educator who submitted the academic integrity form. If the educator needs to assign a course grade before the resolution of an academic integrity claim, the educator should assign the student a "no grade" (NG).
- The Academic Integrity Office will not notify the graduate student's home program or The Graduate School but will not prevent the educator from doing so.
- As directed by [University policy](#), the Academic Integrity Office will notify the Schreyer's Honors College when scholars accept responsibility for/are found responsible for academic misconduct.
- When undergraduate students violate repeatedly in major courses and/or egregiously, the Academic Integrity Committee may ask the College to consider removing the student from their degree program or from the College for failure to meet retention standards via [Senate policy 54-56 \(Drops by Colleges\)](#) and/or [AAPPM policy I-5 \(Drops or Disenrollment\) By College](#).
- After the conclusion of the academic integrity process, graduate student violators may face additional consequences levied by their program or by The Graduate School for violation of ethical, moral, or professional standards.
- The decisions of the Academic Integrity Committee should not reflect poorly on educators who follow College and University academic integrity policies.

## Contact Information

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