

Academic Integrity

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| OFFICE OF RECORD: | The General Faculty |
| REONSIBLE EXECUTIVE: | Provost/Vice President for Academic Affairs |
| EFFECTIVE DATE: | 08/06/01 |
| LAST REVISION: | 08/18/17 |

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I. REASON FOR THIS POLICY

Dakota State University is committed to providing students with a quality education. To this end, the faculty of DSU will not tolerate academic dishonesty in any form. This policy clarifies the definition of academic dishonesty, the student’s rights, and the faculty rights and responsibilities to prohibit, limit, report and censure violations of the University’s Academic Integrity policy.

II. STATEMENT OF POLICY**BASIC STANDARDS OF ACADEMIC INTEGRITY**

Registration at Dakota State University requires adherence to the University's standards of academic integrity. The following examples represent some basic types of behavior that are unacceptable:

1. **Cheating:** using unauthorized notes, study aids, devices, or information on an examination; altering a graded work and resubmitting the work for regrading; presenting another person’s work as your own. Cheating also includes aiding and abetting academic dishonesty, for example: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines, defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.
6. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Suspected cases of academic dishonesty should be reported to the course instructor. Any student suspecting but not reporting cases may be included in any subsequent hearing for aiding and abetting academic dishonesty.

III. DEFINITIONS

See above examples/definitions of forms of academic dishonesty.

IV. PROCEDURES

Once a faculty member suspects a student of academic dishonesty, or another student reports an act of academic dishonesty, there is a defined process for proceeding. By following the procedure, both the student(s) and faculty member(s) concerned are protected. The faculty member's responsibilities and the student's rights are specified below.

THE PROCESS:

1. Each faculty member has the responsibility and authority to deal with instances of academic dishonesty occurring within his/her classroom/laboratory setting.

The faculty members' responsibility begins with the course syllabus. In the syllabus, each faculty member must include his or her academic integrity policy and the implication of violating that policy OR reference the Trojan Handbook code of conduct. If a faculty member has reason to believe that a violation has occurred, he/she will evaluate the available evidence. If the faculty member determines that the evidence supports a claim of academic dishonesty, he/she **will inform the Student Conduct Officer (SCO).**

The faculty member will meet with the Student to discuss the allegations and attempt **informal resolution**. The Faculty Member may request the assistance or presence of the Student Conduct Officer for this meeting including previous Academic Misconduct history of the student.

Informal resolution is reached when:

- a. The Student and the Faculty Member agree that there was no Academic Misconduct; or
- b. The Student admits to the Academic Misconduct, agrees to the academic consequence, and signs a form documenting the Student's agreement. By signing the form, the Student waives the right to appeal both the fact that the Student engaged in the Academic Misconduct and the academic consequence.

If informal resolution is reached, the Faculty Member must inform the Student Conduct Officer.

If the informal resolution is reached under (a) no further action is required. If informal resolution is reached under (b), which includes the Student admitting to the Academic Misconduct, the Faculty Member must provide a signed form (by both instructor and student) used to document the Student's agreement to the Student Conduct Officer.

Informal resolution authorizes the Faculty Member to impose whatever action or corrective measures he/she deems appropriate, as specified in the syllabus and agreed upon by both the Faculty Member and the Student as a result of informal resolution. A student may not appeal either the fact that the student engaged in the Academic misconduct or the academic consequence imposed by the Faculty member because the Student waives such appeal rights in agreeing to the informal resolution under this policy.

2. If informal resolution is **NOT** reached, the Faculty Member must provide a signed form (by faculty and if possible the student) to document the Student's NON-agreement and to inform the Student Conduct Officer that the alleged Academic Misconduct was not informally resolved through this policy and will need to be addressed through Board Policy 3:4.

At the completion of the formal hearing under BOR 3:4, the faculty member will receive a copy of the Student Conduct decision. If it was determined that a violation of the Student Code of Academic Misconduct was occurred, the faculty member may now impose the stated academic consequences for the misconduct.

3. As with any academic action, the student has the right to appeal the actions or corrective measures imposed by the faculty member as a result of the formal BOR 3:4 resolution process. (See related DSU Policy 03-30-00). As indicated above, it is the obligation of every faculty member to inform students at the beginning of each course of the objectives, requirements, performance standards and evaluation procedures for the course. This information should be incorporated into the current course syllabus and provided in writing or via the course web site to students. If a student believes that the action / corrective measure imposed by the faculty member was inappropriate, he / she may appeal the action / corrective measure by filing a formal appeal, following the process outlined below.
4. Referrals to the Academic Integrity Board may be made by the student involved. If the student appeals the action / corrective measure imposed by a faculty member, they must file the appeal within two weeks of their notification of the results of the BOR 3:4 hearing.

The Academic Integrity Board will schedule a review of the case within one week of receiving the appeal. The Board will evaluate the appeal and recommend a course of action to the Vice President for Academic Affairs. This recommendation may include: (a) overturning the action / corrective measure imposed by the faculty member, or (b) agreement with the faculty members' course of action / corrective measure.

The Vice President for Academic Affairs will be the final arbiter in any dispute of academic honesty.

5. All findings of the Academic Integrity Board will be forwarded to the Vice President/Dean of Student Affairs. The Vice President/Dean of Student Affairs will be the depository of information for the Board. The findings of the Academic Integrity Board do become part of the student's overall disciplinary record.
6. Students charged with academic dishonesty may not change their registration in a course in which the charge is pending, or in which a finding of academic dishonesty has been made.

STUDENT RIGHTS AND RESPONSIBILITIES

The enforcement of “academic” integrity lies with the general faculty of Dakota State University. In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. The faculty member will provide the student with a written statement of the specific alleged academic integrity violation and the proposed action / corrective measure that will be taken by the faculty member if informal resolution is achieved.
3. If informal resolution is NOT achieved and as a result of the formal BOR 3:4 process the faculty member applies the stated consequences, the student will have two weeks from the date of formal notification in which to file an appeal.
4. The student will be provided an appeal hearing or meeting with the Academic Integrity Board, at which time the student(s) involved may be heard and the appropriateness of the Academic consequences taken by the faculty member will be determined.
5. At any stage of the proceedings, the student may be accompanied by a fellow student, a faculty member, or another individual of the student’s choosing. This person may not take part in the proceedings except as a witness if that individual’s testimony is deemed relevant by the Academic Integrity Board. The student must speak on his or her own behalf.

FACULTY AND ADMINISTRATIVE RESPONSIBILITIES

In order to implement these principles of academic integrity, it is necessary for the administration and faculty to take certain steps that will discourage academic dishonesty and protect academic integrity. Those steps include:

1. Examination security--Each faculty member or college office should safeguard examination security.
2. Testing Procedures--Faculty should take all feasible efforts to secure the testing area.
3. Instructors should inform students of the academic requirements of each course. Such information may appropriately include (a) notice of the scope of permitted collaboration, if any; (b) notice of the conventions of citation and attribution

within the discipline of the course; and (c) notice of the materials that may be used during examinations and on other assignments.

V. RELATED DOCUMENTS, FORMS AND TOOLS

SD Board of Regents Policy 3:4, Student Code of Conduct

DSU Policy 04-22-00, Academic Integrity Board (Includes the composition and role of the Academic Integrity Board.)

DSU Policy 03-30-00, Appealing Academic and Administrative Decisions