

# **Academic Integrity Procedures of the McAnulty College and Graduate School of Liberal Arts**

**May 1, 2007**

Academic Integrity in the McAnulty College and Graduate School of Liberal Arts (“The College”) will be governed by two standing committees. An elected five-member College Academic Integrity Committee (CAIC), consisting of four faculty members and one representative from the Advising office, will oversee administration of the Academic Integrity Policy and other issues related to academic integrity in the College. The CAIC will also have jurisdiction over cases where possible sanctions involve suspension or expulsion from the College. The CAIC will also have the authority to initiate and/or hear cases dealing with violations of the Academic Integrity Policy that occur outside the confines of the College classroom. A five-member College Academic Integrity Appeals Committee (CAIAC), consisting of three elected faculty members, one ex-officio faculty member from the Academic Integrity Committee, and one student representative from the College (drawn from the pool used by the University Academic Integrity Appeals Committee), will hear student appeals.

## **Description of Judicial Processes**

### *A. When a Violation or Possible Violation Initially Occurs*

When an instructor suspects a violation of the College Academic Integrity Policy—for example, a paper plagiarized in whole or in part or an instance of cheating or apparent cheating on a test—the instructor must initially determine whether a violation occurred, decide whether the violation was intentional or inadvertent, and weigh the degree of seriousness of the violation. To do this, the instructor may talk with the student and consult with colleagues and/or the department chair or program director. Before deciding upon a sanction, the instructor is strongly encouraged to meet with a student to hear his or her side of the story.

Once the instructor has determined to his/her satisfaction that the incident was indeed a violation of the College Academic Integrity Policy, the instructor can decide upon a sanction up to, and including, failure of the course. In cases where a violation is so serious that it might lead to failure of the course, the instructor must consult with the department chair or program director, though responsibility for the course grade remains with the instructor. Examples of violations that could lead to failure of the course would include a violation that is especially egregious, such as purchasing a term paper or stealing an exam key, a violation committed on an assignment such as a term paper or final exam that is weighted heavily in the course grade, a second violation (whether in the same class or another class), or a violation that is specifically defined by department policy as serious enough to warrant course failure. Departmental academic integrity policies, which supersede individual instructors’ authority to impose sanctions, should be noted in course syllabi and reviewed with students at the start of the term.

Once a sanction has been provisionally determined, and before the student is formally notified of the charges and the sanction, the instructor should request that the department chair or

program director contact the University's Director of Judicial Affairs to determine whether this is the student's first academic integrity violation. If the student claims he or she was unaware of the rules, for example, but upon contacting the Director of Judicial Affairs the chair or program director discovers that this student has pleaded ignorance before, the instructor may decide to impose a more severe sanction than if this were a first offense, including failure of the course.

*B. Notification of the Student; Student Acceptance or Initiation of Appeal*

Once the instructor has determined a sanction—e.g., revision and resubmission of the assignment, failure of the assignment, or failure of the course—the instructor must request a meeting with the student. At this meeting, the instructor will present the student with the charge (utilizing **Form AI01**, the Instructor Report of Alleged Academic Integrity Violation), and the student will have the option of accepting the instructor's sanction or contesting the charge and/or sanction (utilizing **Form AI02**, the Record of Instructor and Student Conference).

If the student accepts the sanction, he or she will indicate so on **Form AI02**; copies of this form will be provided to the student at this meeting and sent to the Dean's office, which will then forward copies to appropriate officials (including the chair of the department in which the violation occurred, the dean of the school in which the violation occurred, the dean of the school in which the student is enrolled, the student's academic advisor, and the Director of Judicial Affairs). The sanction will then be imposed.

If the student chooses to contest the accusation and/or appeal the sanction, the student will indicate so on **Form AI02**, which the student must file with the Dean's office within five University days of the date of the meeting (see below). The Dean's office will then provide copies of **Form AI02** to the instructor and other appropriate parties. The student must also file **Form AI03**, the Student Intention to Appeal, in the Dean's office within five University Days of the date of **Form AI02** (see below).

All violations of the Academic Integrity Policy that have drawn a sanction of any kind, even a minimal sanction, must be documented in writing; this can be done with **Form AI01** and **Form AI02**.

*C. College and Graduate School Appeals Process*

*Note: In the appeals processes described in this section, copies of the relevant forms must be filed with the Dean's office within the designated periods. It is the responsibility of the Dean's office to take further action (e.g., to forward copies of forms and supporting documentation to members of the relevant committee or to inform the student and other relevant parties [including the Director of Judicial Affairs] of committee decisions).*

*Instructors and other College officials dealing with academic integrity concerns will make every effort to follow the procedures outlined in this document without unnecessary delay. They will also make every reasonable effort to communicate with students regarding specific academic integrity concerns (e.g., through personal contacts and/or written or electronic*

messages sent to the student's official University address or email account), but they cannot be responsible for failed communications if, for example, students do not make or keep requested appointments, update addresses, or check University email accounts.

*Students who wish to utilize the College appeals procedures described in this document must file the appropriate forms in the Dean's office within the specified time limits, ordinarily within 5 University Days of an event (e.g., a meeting with the course instructor or the date a form is filed in the Dean's office). A University Day is defined as a day during Fall or Spring semester when the University is open for ordinary business (e.g., class days, reading days, and examination days). For cases arising at the end of a semester or during the summer session, students who wish to utilize the College appeals procedures must file **Form AI03** in the Dean's office no later than the end of the second week of classes of the following semester regardless of whether they are registered for classes.*

As noted above, a student who wishes to appeal the finding of a violation and/or the sanction determined by the instructor does so by signing the appropriate line of **Form AI02** and filing **Form AI03** with the Dean's office within five University days of the filing of **Form AI02**, which is ordinarily the date of the Instructor/Student conference. The Dean's office will then provide the College Academic Integrity Appeals Committee with all relevant documentation (e.g., copies of the student's work and evidence on which the instructor based the conclusion that a violation had been committed).

The College Academic Integrity Appeals Committee will evaluate the appeal, reviewing relevant documents and hearing testimony from the student, the instructor, and possibly other interested parties. Both the student and his or her accuser will have the right to be present at this hearing and to be accompanied by another member of the Duquesne community, though not by legal representation. The Appeals Committee may consider additional information, including any evidence that may exist of previous academic integrity violations involving the student. The Committee may reach a judgment on the adequacy of the evidence that a violation occurred and/or the appropriateness of the sanction applied; if the Committee declines to support the instructor's sanction, it can recommend another one. The Committee will file **Form AI04**, Findings of the College Academic Integrity Appeals Committee: For Sanctions: Grade or Course Failure, in the Dean's office upon concluding its deliberations.

If the student wishes to appeal the decision of the College Academic Integrity Appeals Committee, he or she may invoke the University Academic Integrity Appeals process.

#### *D. Review of Multiple or Egregious Violations*

*Note: In the review processes described in this section, copies of the relevant forms must be filed with the Dean's office within the designated periods. See Section C, above. It is the responsibility of the Dean's office to take further action (e.g., to inform the student and other relevant parties [including the Director of Judicial Affairs] of committee recommendations).*

The College Academic Integrity Committee may review, at its discretion, any case involving multiple or egregious violations or alleged violations of the College Academic

Integrity Policy. A request that the CAIC conduct such a review may typically be initiated, by means of **Form AI05**, Request for Academic Integrity Review, by an instructor, a department chair or program director, or the Dean; the CAIC may also elect to conduct a review on its own initiative. An automatic review will be conducted by the CAIC of a student sanctioned for two or more academic integrity violations. In conducting an Academic Integrity review, the CAIC will examine relevant documents and hear testimony from the student and other interested parties; at the committee's discretion, written statements may be solicited in lieu of in-person testimony. The CAIC may also consider additional information, including evidence of previous academic integrity violations involving the student. Upon completing its review, the College Academic Integrity Committee may recommend sanctions beyond failure of a course, including suspension or expulsion from the College. The CAIC will file **Form AI06**, Findings of College Academic Integrity Committee: For Sanctions: Suspension or Expulsion with the Dean's office upon concluding its deliberations.

A student facing a recommendation by the College Academic Integrity Committee that he or she be suspended or expelled from the College may request a hearing before the College Academic Integrity Appeals Committee by notifying the Dean's office in writing within five University days of notification of the CAIC's issuance of its decision. The CAIAC will then review the appropriateness of the CAIC's sanction and will consider any extenuating circumstances the student may propose. Ordinarily, the CAIAC will base its recommendation solely on a review of written documents; at its discretion, it may supplement the written record with testimony by interested parties. The CAIAC will then ratify or reject the recommendation of the CAIC, filing **Form AI07**, Findings of College Academic Integrity Appeals Committee: For Sanctions: Suspension or Expulsion, with the Dean's office upon concluding its deliberations.

A recommendation by the College Academic Integrity Committee that a student be suspended or expelled from the College will be transmitted to the Dean for action. (Where such a recommendation is contested, no action may be taken until the Dean receives the recommendation of the College Academic Integrity Appeals Committee.) If the Dean accepts the recommendation that a student be suspended or expelled, he or she will notify the student and other interested parties and transmit his or her recommendation to the Provost. Any further appeal by the student may be made by invoking the University Academic Integrity Appeals process.