

## **I. Introduction**

Appalachian State University's Academic Integrity Code is designed to create an atmosphere of trust and respect. The Academic Integrity Code outlines "user-friendly" procedures and mechanisms for resolving alleged violations of academic integrity. The Academic Integrity Code is the result of cooperation among Appalachian's faculty, students, and administrators, and promotes a campus dialogue about academic integrity.

## **II. The Academic Integrity Code**

Students attending Appalachian State University agree to abide by the following Code:

- Students will not lie, cheat, or steal to gain academic advantage.
- Students will oppose every instance of academic dishonesty.

Students shall agree to abide by the Academic Integrity Code when submitting the admission application.

## **III. The Honor Pledge**

The Honor Pledge is a cornerstone of the Appalachian State University Academic Integrity Code and serves as a reminder of the University's commitment to academic integrity. No Appalachian student shall unfairly further their own academic performance.

Students attending Appalachian State University pledge:

"I have not violated the Appalachian State University Academic Integrity Code."

## **IV. Academic Integrity Code Violations**

Violations of the Academic Integrity Code will be handled on a case-by-case basis. Faculty should address incidents as possible Academic Integrity Code violations only when, in their professional judgment, such violations were intentional on the part of the student. The following is a list of violations of the Academic Integrity Code. This list is not exhaustive; however, its terms are broad enough to encompass most potential Code violations.

- Lying. False academic information in any form.
- Cheating. The use of fraud or deceit to gain an advantage in academic endeavors. Examples of cheating include but are not limited to fraud, deception, impermissible communication of information, copying, falsifying data, unauthorized use or possession of study aids, memoranda, books, data, or other information, for the purpose of unfairly manipulating academic materials.
- Plagiarism. Presenting the words or ideas of another as one's own work or ideas. All directly quoted material must be properly cited. Plagiarism includes but is not limited to borrowing and paraphrasing without

acknowledgment and allowing a person's academic work to be submitted as another's work.

- Unauthorized Assistance. Giving or receiving assistance not specifically permitted by an instructor. (Examples: see under cheating)
- Stealing of Academic Materials. The act of taking academic materials, without an instructor's or student's consent, for the purpose of gaining an advantage over other students. This includes but is not limited to stealing or attempted stealing of notes, papers, books, library materials, tests, answer keys, and computer programs.
- Multiple Submission without an Instructor's Consent. Submitting the same work more than once without permission.
- Assisting Code Violations. Helping another student violate the Code. Examples of assisting code violations include but are not limited to allowing another student to copy work, provide answers to questions appearing on assignments, quizzes, or exams, unauthorized collaboration, and taking an exam for another student.

## **V. Roles of the University Community**

### **A. Faculty**

Faculty members are responsible for educating students about academic integrity by placing a statement about the Academic Integrity Code on class syllabi. Further, faculty members are encouraged to limit opportunities for dishonest behavior. Several strategies for reducing Academic Integrity Code violations are listed below. Faculty members may:

- Lead a discussion about academic integrity during class.
- Create multiple versions of quizzes and exams.
- Choose whether to proctor quizzes and exams.
- Ask students to place the Academic Integrity Honor Pledge abbreviation (HP) on assignments, quizzes, and exams.
- Contact the Office of Student Judicial Affairs in all appropriate cases of academic dishonesty.

### **B. Students**

Students are responsible for completing their own work on assignments, quizzes, and tests and for discouraging their peers from violating the Academic Integrity Code. When instructed to do so by a faculty member, students are required to include the Academic Integrity Honor Pledge (or an abbreviated form of it) on assignments, quizzes, and exams. Further, students may:

- Report all incidents of academic dishonesty to the Office of Student Judicial Affairs.
- Inform the appropriate persons when witnessing academic dishonesty.
- Participate in discussions about academic integrity.
- Challenge their peers to uphold academic honesty.

### **C. Administration**

Appalachian State University's administration provides support for the Academic Integrity Code through the activities described in Section VI.

## **VI. Administration of the Code**

### **A. Violations**

Alleged Academic Integrity Code violations must be reported to the Office of Student Judicial Affairs if the faculty member proposes that a sanction, as defined in Section VIII, be imposed on the student. The Director of Student Judicial Affairs will explain all available options to the faculty member and student involved in the alleged violation. Cases in which the faculty member proposes to take no action beyond requiring the student to repeat the assignment may be resolved informally between the faculty member and the student without being brought before the Office of Student Judicial Affairs or the Academic Integrity Board (AIB). In such cases, however, the faculty member must utilize the form entitled "Proposed Requirement That You Repeat Assignment; Notification of Fundamental Fairness Rights." This requires the student to affirm in writing that he/she is aware of his/her option to refer the issue to Student Judicial Affairs but chooses the opportunity to repeat the assignment instead. The faculty member should provide one copy of this written statement to the student and retain the original in the faculty member's files.

#### **1. Resolution by Consent Without Resort to Academic Integrity Code Formal Processes**

Academic Integrity Code violations may be resolved by consent between the student and the faculty member without resort to the formal processes of the Academic Integrity Code, pursuant to this Section VI.A.1., or such violations must be reported to the Office of Student Judicial Affairs as provided in Section VI.A.2, below. If the faculty member proposes to resolve the violation by consent by imposing one of the sanctions specified in Section VIII.A., the faculty member must do so utilizing the form entitled "Notification of Proposed Imposition of Sanction for Academic Integrity Violation; Notification of Fundamental Fairness Rights (Notification)." A faculty member may not impose sanctions to resolve a violation by consent pursuant to this Section VI.A.1 without utilizing the Notification form. If the student decides to resolve the violation pursuant to this Section VI.A.1, the student must sign the form, and the faculty member must make a copy of the form for the student and retain the original for at least five years. A copy is also to be transmitted to the Office of Student Judicial Affairs and kept on file there for at least five years.

#### **2. Reporting Violations**

Academic Integrity Code violations not resolved by consent pursuant to this Section VI.A.1., must be reported to the Office of Student Judicial Affairs if the faculty member proposes that one or more sanctions (as described in Section VIII) be imposed. The Director of Student Judicial Affairs will explain all available options to the faculty member and student involved in the alleged violation.

## **B. Hearing Officer**

The Director of Student Judicial Affairs serves as hearing officer or, as may be necessary, appoints a member of the AIB to act in this capacity. An AIB member serving as hearing officer in a given case may not vote in a hearing on it. The responsibilities of the hearing officer include:

- Investigating all reported incidents of academic dishonesty.
- Advising the parties involved in hearings.
- Handling all outside correspondence.
- Conducting and reporting on all faculty/student resolution processes.
- Preparing written statements for the hearing process.
- Forwarding the AIB's recommendations to the Provost or his or her designee for approval.
- Forwarding all appeals to the Provost or his or her designee for a decision.

## **C. Faculty/Student Resolution Process**

All first time offenses may be handled in the faculty/student resolution process. Written notice of the resolution process must be mailed to the faculty member and the student involved at least seven (7) business days in advance of a resolution process meeting. The hearing officer facilitates and records the meeting's outcome. The faculty member and the accused student must agree upon one of the sanctions to decide the case in this phase. If agreement is reached, the faculty member, student, and hearing officer sign a standard form stating the terms of the resolution. A copy of the resolution form is retained in the Office of Student Judicial Affairs until the student leaves the University. If the faculty member and student do not agree upon a resolution, the case is referred to the AIB for a hearing. All decisions agreed to in the resolution phase are final and cannot be appealed. Either the faculty member or student may waive their right to the resolution process. If a faculty member or student does not wish to participate in the resolution process, the case is referred to the AIB for a hearing. Faculty members may re-enter the process during the hearing as a complainant or witness.

## **D. Hearings**

Proceedings under the Academic Integrity Code shall be consistent with the provisions of the AIB by-laws. First offenses are referred to the Office of Student Judicial Affairs and all second offenses are decided through an AIB hearing. The Chairperson of the AIB presides over the hearing. Seven AIB members constitute a quorum. The AIB's final decision is made by a majority vote. The AIB's actions are recommended to the Provost or his or her designee. The rules governing AIB hearings include:

- Notification of the hearing date and the specific charges of academic dishonesty, including an outline specifying the evidence to be introduced, are mailed to the accused student at least five (5) class days, including final examination days, in advance.
- The burden of proof is on the faculty member and/or student bringing

forth the charges. The Office of Student Judicial Affairs provides administrative support for faculty and students bringing forth charges of academic dishonesty.

- Formal rules of evidence are not applicable. The AIB Chairperson must give attention to the rules of confidentiality and privilege.
- Students and faculty are allowed one (1) advisor. Advisors may speak to the student or faculty member, but may not speak for the student or faculty member.
- The accused student is permitted to question the complainant and their witnesses.
- AIB hearings and deliberations are closed to the public.
- All hearings are tape recorded and/or transcribed.
- Witnesses are excluded from the hearing during the testimony of other witnesses.
- Only AIB members may be present during deliberation.
- The AIB finds in-violation or not in-violation of the Academic Integrity Code on the basis of the preponderance of evidence.
- When the AIB finds the student in-violation, the Office of Student Judicial Affairs retains a record of the finding and sanction for a minimum of five (5) years.

## **VII. Academic Integrity Board (AIB)**

### **A. Composition**

Appalachian State University's Academic Integrity Board consists of twelve (12) members. Six (6) faculty members and six (6) students are appointed to the Board. Faculty AIB members are nominated by the Committee on Committees of the Faculty Senate from a list of volunteers willing to serve, and approved by a vote of the Faculty Senate. Faculty members serve two-year staggered terms and may be nominated for consecutive terms. Student AIB members are nominated by the Student Government Association President and selected by a Student Judicial Board interview panel. Student AIB members serve two-year staggered terms.

### **B. Committees**

The AIB contains two (2) standing committees: (1) the faculty committee and (2) the student committee.

#### **1. Faculty Committee**

The Faculty Committee is composed of the AIB's six (6) faculty members and one (1) student member. This committee is charged with:

- Providing their peers with guidelines for promoting and enforcing academic integrity.

- Educating faculty about academic integrity issues.
- Conducting academic integrity workshops for faculty.
- Observing faculty reactions to the operation of the Code and to the academic environment of Appalachian State University.

## **2. Student Committee**

The Student Committee is composed of the AIB's six (6) student members and one (1) faculty member. The committee shall:

- Promote academic integrity among their peers through a series of seminars, workshops, and classes.
- Educate students about the seriousness of academic integrity.
- Observe student reactions toward the operation of the Code and Appalachian State University's academic environment.

## **C. Academic Integrity Board Chairperson**

AIB members select a Chair and Vice Chair yearly in the Spring semester. The Chair may vote only in the case of a tie. A student Chair must be a junior or senior and have a minimum GPA of 2.5 at the time of election. The Chair's duties include:

- Presiding over all meetings and hearings of the full AIB.
- Acting as spokesperson for the AIB.
- Working closely with the Office of Student Judicial Affairs throughout the Code's operation.

In the event of the Chair's absence or inability to perform these duties, the Vice Chair assumes the above duties.

## **VIII.-Sanctions**

Under the Academic Integrity Code, there are three (3) times when sanctions may be imposed: (1) by consent of the student pursuant to Section VI.A.1.; (2) during the faculty/student resolution process; and (3) during an AIB hearing's sanction phase.

### **A. Faculty/Student Resolution Process Sanctions**

All offenses may be discussed between the faculty member and the accused student, unless the faculty member or student waives the right to the resolution process. Every violation presents faculty members the opportunity to educate students about academic integrity. The faculty member and the student may agree upon one (1) or more of the following sanctions:

- A reduced grade on the assignment.
- A reduced grade for the course.
- A grade of F on the assignment.
- A grade of F for the course.
- Faculty members may require a student found in-violation of the Academic Integrity Code to attend a workshop on academic integrity.

Members of the AIB conduct all workshops. The AIB reserves the right to impose another sanction on students who do not attend the mandatory workshop.

### **B. Academic Integrity Board (AIB) Hearing Sanctions**

First time offenses are referred to the Office of Student Judicial Affairs and all second offenses are subject to an AIB hearing. The AIB may recommend one (1) or more of the following sanctions when a student is found in-violation:

- Referring the decision about the educational outcome to the faculty member limited to the resolution process sanctions listed in VIII.A..
- Probation.
- Disciplinary suspension.
- Expulsion.

Students found in-violation of the Academic Integrity Code may be requested to attend a workshop on academic integrity (refer to VIII.A.).

The AIB considers all relevant factors when recommending sanctions: e.g., seriousness, prior student record.

### **IX. Appeals**

Students found in violation of the Academic Integrity Code may submit a written appeal to the Provost or his or her designee within five (5) business days after notification of their having been so found. Grounds for an appeal include significant new evidence and procedural error. The Provost or his or her designee reserves the right to accept or reject any appeal.

### **X. Amendments to Academic Integrity Code and Academic Integrity Board By-Laws**

Proposed amendments to the Academic Integrity Code and AIB By-Laws are recommendations to the Chancellor. The Academic Integrity Board may make recommendations for such changes to the Chancellor.

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