

# **Student Academic Integrity Policy**

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The academic community of the University of Maine at Presque Isle recognizes that adherence to high principles of academic integrity is vital to the academic function of the University.

Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. Any breach of academic honesty should be regarded as a serious offense by all members of the academic community.

The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students, faculty, and staff are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

## **Violations of Student Academic Integrity**

Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's own research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

Violations of student integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following is a list of some, but not necessarily all, actions that are violations of academic integrity:

1. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules.
2. Plagiarizing the words, ideas, or data of others by not giving proper acknowledgment of sources. Plagiarism includes failing to identify verbatim statements as quotations and failing to give appropriate credit and citations of sources used. Plagiarism is academic theft and consists of such practices as:
  - a. Taking the words of another and presenting them as one's own without proper acknowledgment (footnotes or other attribution).
  - b. Presenting as one's own a succession of ideas, a plot, a list or an outline of another without

proper acknowledgment.

- c. Presenting as one's own, work prepared in collaboration with another to the point it is no longer one's own (group assignment's withstanding).
- d. Arranging for another individual to complete an assignment or a part of an assignment or to take an exam or a course on one's behalf.
- e. Presenting as one's own essays, term papers, or assignments purchased from a commercial firm or other source.
- f. Taking materials from the internet without appropriate attribution.

Study, preparation, and presentation of University assignments except in those instances where special rules are made by the instructor, should involve at all times the student's own work. Any work that the student borrows from others must be suitably identified with appropriate citations because conscientious acknowledgment of sources is always required by the principles of academic integrity.

It is thus understood by the academic community that the principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentation, unless it has been clearly specified that the work is a team effort.

3. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the source indicated, falsely claiming sources not used, and making statements that are known to be false, misleading, or not supported by evidence.

Conclusions or opinions that are presented must be drawn from genuine research results or data or from well known information unless they are clearly identified as being speculation or supposition.

- 4. Submitting any academic accomplishment in whole or part for credit more than once whether in the same course or in different courses without consulting the instructors.
- 5. Obtaining or attempting to obtain or attempting to distribute an examination, or any part of it, before the examination has been given without permission of the instructor.
- 6. Obtaining or attempting to obtain an examination, or any part of it, after the examination has been given when specifically prohibited.
- 7. Intentionally attempting to interfere with or prevent others from having fair and equal

access to the resources of the University library or the University's computers including the intentional damaging or destroying of any materials or computer files.

8. Copying, editing, or deleting computer files without permission.

9. Altering, changing, or forging University academic records or forging the signature of any member of the University community.

10. Completing an assignment, taking a test, or attending a class in the name of someone else.

### Sanctions for Student Violations of Academic Integrity

A student who admits being guilty or who is found to be guilty of a violation of academic integrity will be subject to appropriate sanctions. Sanctions will be determined in accordance with the Procedures for Student Violations of Academic Integrity. The exact penalty will depend on the particular circumstances of each individual case.

Student violations of academic integrity may be either course related or non-course related. A course related violation of academic integrity is any offense that may be committed for the purpose of promoting or enhancing the academic standing of the student who commits the offense. A non-course related violation of academic integrity is any offense that does not effect the academic standing of the person committing the offense, i.e. the person who assists the student in cheating.

The following is a list of possible sanctions that may be imposed upon students for serious violations of academic integrity, as stipulated in the syllabus, or for any number of non-course related violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these sanctions may be imposed when justified by the type of violation.

1. Dismissal from the University. Severance of the student's relationship with the University of Maine at Presque Isle for a minimum of three years with readmission possible only in accordance with the appeal process of the Student Judicial Procedures of the University of Maine at Presque Isle.

2. Probated dismissal from the University. Notification that further violations of academic integrity may result in dismissal from the University. The period of probation to be specified for the particular situation; normally for no more than one academic year.

3. Suspension from the University for a stated period of time up to one academic year during which time the student will not be allowed to take any courses at the University of Maine at Presque Isle. The University of Maine at Presque Isle will not accept nor give credit for any course taken at another institution during suspension.

4. Probated suspension from the University. Notification that further violations of academic integrity may result in suspension from the University. The period of probation to be specified for the particular situation; normally for no more than one academic year.

5. Appropriate grade penalties up to and including F grades in one or more courses. Course instructors may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and thereby receive a grade representing demonstrated knowledge of the course.

6. Loss of some or all of the benefits of programs, university-related scholarships, and other opportunities normally afforded students as support and recognition for superior academic achievement. This would not include any need-based financial aid programs.

7. Academic conduct probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe sanctions.

Probation may include loss of one or more privileges such as representing the University in an intercollegiate event or contest, participation in extracurricular activities, or appointment to any University committee.

8. Restitution for damages done to any library materials or computer files. (Damaging library materials or computer files may also subject the student to civil or criminal penalties.)

9. Completion of an assignment to work a specified number of hours as a designated community service activity.

10. Such other action as may be appropriate.

### **Procedures for Student Violations of Academic Integrity**

#### **A. Charges of Student Violations of Academic Integrity**

When, in the opinion of a faculty member or an administrative officer, a violation of student academic integrity has occurred, these procedures shall be followed in a reasonable and timely fashion:

#### **Charge by a Faculty Member**

1. The faculty member will inform the student in private of the specific charge and the aspect of academic integrity that is alleged to have been violated. The student may explain the circumstances and attempt to justify the action if the student so chooses. The charge may be dropped if an explanation by the student is accepted as being adequate.

2. If the faculty member chooses to continue the complaint, with or without an explanation by

the student, the faculty member should verify through the Office of Academic Affairs whether or not the violation is a first offense. A student will not be required to withdraw from courses or from the University before the hearing process is completed.

3. The faculty member may choose to deal with the offense without consulting the Office of Academic Affairs. The faculty member will propose a penalty up to and including a grade of F in the course. If the proposed penalty is approved by the chair of the department in which the course is taught (after consultation with the appropriate school Dean) the faculty member will notify the student in writing of the charge and the penalty to be imposed. The letter from the faculty member to the student will include a notice that the student has the right to contest the action by appealing to the Office of Academic Affairs in writing within seven calendar days of receiving the registered letter of notification.

4. If the student accepts the charge and the penalty of the faculty member, the faculty member will wait seven additional calendar days before taking any further action in order to afford the student a full opportunity for a change of mind. After the time for the student to appeal has elapsed, if the student has not chosen to contest the charge or the penalty, the faculty member will send a copy of the charge letter to the Office of Academic Affairs for placement in the student's file. A first offense is defined as a report registered by the faculty member with the Vice President for Academic Affairs. Unreported violations will not be construed as formal evidence of multiple violations.

5. If the student wishes to contest the charge or the penalty of the faculty member, the student will have seven calendar days from receipt of the letter of notification in which to present a letter of appeal to the Office of Academic Affairs. The Vice President of Academic Affairs will initiate the appeal process and the Chair of the Academic Integrity Board will convene the Academic Integrity Board as soon as it is feasible.

6. If the faculty member finds that there is evidence of repeated violations of academic integrity by the student, the complaint will be referred to the Office of Academic Affairs for appropriate action. In this case, the faculty member will not take any punitive action against the student. Any sanctions to be imposed will be determined by the Academic Integrity Board through procedures of due process.

### **Charge by an Administrative Officer**

The administrative officer will notify the Office of Academic Affairs of the specific charge in writing. The Vice President of Academic Affairs will initiate the hearing process and the Chair of the Academic Integrity Board will convene The Academic Integrity Board as soon as it is feasible. A student will not be required to withdraw from courses or from the University before the hearing process is completed.

### **B. Hearing of Student Violations of Academic Integrity**

Any hearing related to violations of student integrity will be conducted by the Academic Integrity Board in accordance with following guidelines:

1. The Chair of the Academic Integrity Board shall make every reasonable effort to ensure that the Board hears each case promptly.

2. A quorum shall consist of one less than the membership of the Academic Integrity Board. In case of a tie vote, the Vice President for Academic Affairs will cast the deciding vote.

3. Arrangements shall be made for the keeping of a taped record of the proceedings of the hearing.

a. In cases of appeal, the student charged with the violation, an authorized representative of the student, and authorized University officials may have access to the tapes for purpose of review relating to the appeal.

b. Such tapes shall be kept by the University for three years after all appeal rights have been exhausted; the tapes shall then be destroyed.

c. Taped records of hearing are deemed to be Student Education Records under the Family Educational Rights and Privacy Act of 1974 and may not be disclosed publicly without the consent of the student charged with the violation or as provided in the Act.

4. The student who has been charged with a violation of academic integrity and the person who has made the charge should both be present at the hearing.

a. If the student charged with a violation or the person who has made the charge is not present at the time appointed for the hearing, the Chair of the Academic Integrity Board shall first attempt to determine the reason for that person's absence. The Board may then proceed in a normal manner; may hear any appropriate portion of the testimony and adjourn to a later date; or may continue the entire hearing to a later date. The Board may not consider absence of any party as relevant to whether or not the accused student committed the alleged violation of academic integrity.

b. The student charged with a violation, the Vice President for Enrollment Management and Student Services, and the person who has made the charge shall each have the right to challenge for cause any member of the Board by submitting to the Chair of the Academic Integrity Board a written statement of the grounds for this challenge at least two days prior to the scheduled hearing. Removal of members of the Board for cause shall be within the authority and at the discretion of the Chair of the Board or the Vice-Chair of the Board if the Chair has been challenged for cause.

5. The hearing shall normally be open, but it must be closed at the request of the student who has been charged with a violation of academic integrity or at the request of the person who

has made the charge. The Chair of the Academic Integrity Board may close the hearing or a portion of the hearing to protect witnesses or other parties. If the hearing is closed, the Chair shall stress the confidentiality of the hearing.

6. At the beginning of the hearing:

a. The Chair of the Academic Integrity Board shall:

1. Outline and review the procedures to be followed throughout the hearing process.

2. Review the charges.

b. The person who has made the charge shall summarize the evidence that constitutes the basis for the charge. If the person who has made the charge is not present, the Vice President for Academic Affairs or the Chair of the Academic Integrity Board shall summarize the evidence that constitutes the basis for the charge.

c. The student charged with a violation of academic integrity may contest the charges by presenting an explanation or other appropriate evidence to justify reduction or dismissal of the charges.

7. During the hearing:

a. The student charged with a violation of academic integrity and the person who has made the charge may both call witnesses and present additional evidence if they wish to do so.

b. Any party to the proceedings may have counsel present to give advice.

c. Members of the Academic Integrity Board may question witnesses or parties to the proceedings.

d. Witnesses or parties to the proceeding may ask questions of other witnesses or parties to the proceeding only through the Chair of the Academic Integrity Board.

e. Cross examination of any party by counsel or advisor will not be permitted.

f. At the reasonable discretion of the Chair of the Academic Integrity Board, counsel or other advisors may speak at the hearing at such time as the presentations of their clients or advisees are made.

g. Counsel and advisors may be present to offer advice and to offer interpretations and summations of oral testimony or written documentation submitted by others.

8. After the presentation of all evidence at the hearing:

a. Each party, counsel, and other advisors may present arguments on the applicability of this Student Academic Integrity Policy or interpretations of any sections within this policy.

b. The Academic Integrity Board, the counsel or advisor to the Chair may make recommendations to the Academic Integrity Board regarding appropriate penalties to be assessed if a violation of student academic integrity is found to have been committed.

c. The student charged with a violation of academic integrity, counsel or advisor to the student may make recommendations to the Academic Integrity Board regarding the appropriate penalties to be assessed if a violation of student academic integrity is found to have been committed.

9. The standard of review to be followed in all proceedings related to student violations of academic integrity shall be fundamental fairness. The standard of proof to be followed in all proceedings related to student violations of academic integrity shall be preponderance of evidence. Strict rules of evidence and procedures will not be required so long as the proceedings are conducted in a manner which allows fair and full explanations of the admissibility of evidence and the weight to be given to evidence shall be made by the person conducting the hearing in consultation with the members of the Academic Integrity Board.

10. The decision of the Academic Integrity Board shall provide written notice as soon as is practicable to inform the student who has been charged with a violation of academic integrity of the disposition of the case.

11. When a decision has been reached by the Academic Integrity Board:

a. The Chair of the Academic Integrity Board shall provide written notice as soon as is practicable to inform the student who has been charged with a violation of academic integrity of the disposition of the case.

b. The written notice to the student shall include:

1. The findings of the Board.

2. If the charge is found to be true, a statement that identifies the applicable sections of this Student Academic Integrity Policy that have been found to be violated.

3. The disciplinary penalties to be imposed on the student.

4. A statement of the right of the student to appeal the decision of the Board and a statement of the time limit for filing of an appeal.

5. A copy of a minority report and recommendations of a minority report if there has been a minority report of the Academic Integrity Board.

c. Any disciplinary penalties imposed by the Board shall be effective immediately upon notification unless otherwise specified or unless the student appeals under Section C below in which case penalties will be stayed unless deemed necessary for the protection of other persons.

12. If the student does not appeal a decision of the Academic Integrity Board within the specified time, the decision stands and copies of the written notification will be placed in the student's file in the Office of Academic Affairs and will be sent to the Dean of the school in which the student is registered.

### C. Appeal of the Findings of the Academic Integrity Board

Any student who has been found by the Academic Integrity Board to have violated the principles of academic integrity shall have the right to appeal to the President of the University or the President's designee for a review of any decision of the Board.

1. The appeal shall be limited to a review of procedures followed and the appropriateness of any sanctions imposed.

2. An appeal shall not result in the imposition of more severe sanctions.

3. The appeal must be in writing and must satisfy the following requirements:

a. Clearly state the specific charge, recommendation, action, or sanction to which the appeal is related.

b. Clearly state what procedures or sanctions are appealed.

c. Present specific reasons, grounds, explanations, or justification to support the appeal.

d. Be signed by the student making the appeal.

e. Be submitted within seven calendar days of receipt of a registered letter by the student of notification of the charges or the penalties that are being appealed.

4. The decision of the President of the University or the President's designee shall be final.

### Student Records

Any Sanction for violation of academic integrity will be noted in the student's file in the Office of Academic Affairs. The Office of the Academic Affairs serves as the repository of all records of

violations of student academic integrity. Such records are normally destroyed within one year after graduation except records pertaining to cases resulting in suspension or dismissal which are held indefinitely.

Dismissal from the University for violation of academic integrity will be permanently noted on the student's transcript.

## **Academic Integrity Board**

### **Jurisdiction**

The Academic Integrity Board shall have jurisdiction over cases of alleged violations of standards of academic integrity or appeals of sanctions for academic misconduct. This jurisdiction includes the University of Maine at Presque Isle campus and other campus sites associated with the University.

### **Membership**

The membership of the Academic Integrity Board shall consist of:

Two (2) full-time faculty members nominated by the University Senate and appointed by the Academic Vice President of the University.

Two (2) student members to be selected by the Student Senate from among its elected membership.

### **Terms of Appointment to the Board**

The terms of appointment to the Academic Integrity Board for faculty members will be for two (2) years. Faculty members may serve on the Board for no more than two terms consecutively. After a lapse of at least one (1) intervening year, however, faculty members who have previously served on the Board for two consecutive terms may be reappointed to the Board for an additional two consecutive terms. No faculty member shall serve on the Board for a total of more than ten (10) years. No student may serve for more than four years.

### **Chair**

The Chair of the Academic Integrity Board shall be the faculty member on the Board who is senior in terms of service on the Board. The Vice Chair shall be the faculty member on the Board who is junior in terms of service on the Board. In the absence of the Chair, the Vice Chair will temporarily perform all the duties of the Chair.

In addition to chairing all hearings, the Chair of the Academic Integrity Board, with the assistance of the Vice President of Academic Affairs, shall have the responsibility for scheduling

meetings of the Board, notifying parties and witnesses, and reporting the outcome of hearings to the students who has been charged with a violation of academic integrity, and the person who has made the charge.

## **Decisions**

All decisions of the Academic Integrity Board shall be by a majority vote with at least three (3) members present and voting.

Decisions of the Academic Integrity Board may be appealed by the student who has been charged with a violation of academic integrity.

### **Student Rights in Alleged Violations of Student Academic Integrity**

Students alleged to have committed a violation of academic integrity shall have the following in any hearing on the allegations:

1. Written notice shall be provided to the student prior to any hearing. The written notice shall include:

- a. All charges and the complaints upon which the charges are based.
- b. The dates of the alleged occurrences.
- c. The sections of this Student Academic Integrity Policy which are alleged to have been violated.
- d. The possible penalties or sanctions including the maximum penalty of sanction that may be imposed if the charges are found to be true.
- e. The time and place at which the hearing will be held.
- f. A statement of the right of the student to appeal.

2. The written notice shall be delivered to the student sufficiently in advance of the hearing to provide a reasonable time for the student to prepare a defense.

3. The right to reasonable access to the case file. The student shall be supplied with photocopies of all appropriate materials at no expense to the student.

4. The hearing normally shall be open, but it must be closed at the request of the student who has been charged with a violation of academic integrity.

5. The right to review all evidence.

6. The right to present evidence and witnesses.

7. The right to have an observer or counsel present during any hearing in accordance with the applicable paragraphs of this Student Academic Integrity policy contained in Section B above entitled "Hearing of Student Violations of Academic Integrity".

#### Faculty Rights in Alleged Violations of Student Academic Integrity

Members of the faculty have the right to establish appropriate standards of academic performance and expectations for students under their instruction and to assign grades accordingly.

The instructor in charge of an academic course in which an alleged violation of student academic integrity has occurred must be informed of the decision of the Academic Integrity Board and the results of appeals.

The authors of this document on student academic integrity gratefully acknowledge that they have used the University of Southern Maine's policy as a mode. They have also freely borrowed, adapted, modified, and used words, phrases, ideas, and concepts found in similar publications of the following educational institutions, listed in alphabetical order:

Auburn University

Clemson University

Norwich University

Texas A & M

University of Delaware

University of Georgia

University of Maine System

University of Tennessee - Knoxville

University of Wyoming

Vermont College