

Academic Integrity Procedural Guidelines

If an Academic Integrity (AI) incident occurs or is suspected, faculty members should complete the following steps:

- 1) The faculty member should download an Academic Integrity Form from the Academic Integrity Web site (www.erie.psu.edu/faculty/academics/integrity.htm). Included with the form is an informational letter to the student. Faculty members may wish to discuss the suspected AI incident with the Associate Dean (898-6160; djc21@psu.edu).
- 2) Within ten business days of the alleged violation, the faculty member must meet with the student to discuss the incident. If the student is not attending class, the faculty member should use multiple communication methods to arrange for a meeting, including email, phone messages, and/or letters. If the faculty member is unable to meet with student, s/he should send the Associate Dean the incomplete form with copies of all written communications (emails and letters) to demonstrate a good-faith effort to contact the student.
- 3) At their meeting, the faculty member must explain why s/he believes an act of academic dishonesty occurred and allow the student an opportunity to respond. If, after hearing the student's explanation, the faculty member decides that an infraction of Penn State's academic integrity code has occurred, s/he should fill out the Academic Integrity Form, give the student the informational letter, and tell the student that s/he has three business days to sign the form. The faculty should keep the first page of the form in his/her possession and not release it to the student. The faculty member should give the student the second page of the form.
(Note: A student's refusal to sign the form by the end of the third business day will be understood as not contesting the charge and sanction.)
- 4) Once the student has signed the form or once three complete business days have passed since meeting with the student, the faculty member must send the Associate Dean the original Academic Integrity Form.
- 5) Once the form is received, the Associate Dean will contact the Office of Student Affairs to determine if the student has committed any previous violations of academic dishonesty. Even if a student does not contest the case, it will be re-opened if the Associate Dean discovers that s/he has a prior offense on record.

If a student wishes to contest the charge and/or sanction, or if the student has a prior academic integrity incident on record, the Academic Integrity Committee will meet to review the case:

- 1) The Associate Dean will instruct the University Registrar to place a "drop hold" to prevent the student from dropping the class during the appeal process. If a student has already dropped a class, s/he will be re-enrolled.

- 2) The Associate Dean will contact the student and faculty member to discuss the Academic Integrity Hearing process. He will collect appropriate documentation from the two parties and provide it to members of the Academic Integrity Committee members for their review prior to the appeal meeting.
- 3) The hearing of the Academic Integrity Committee should occur within 30 days of the academic integrity incident. The committee must have at least four voting members available; one of the committee members must be a student representative who has undergone training in judicial affairs by the Division of Student Affairs. The Director of Student Affairs or his designee will attend as a non-voting *ex-officio* member. The student and faculty member will both be invited to attend.
(Note: Non-university individuals are not permitted to attend the hearing.)
- 4) Within ten business days of the hearing, the chair of the Academic Integrity Committee will send a letter indicating the decision of the hearing to the Associate Dean. The Associate Dean will distribute the letter to 1) the student and faculty member involved in the hearing, 2) the Director of Student Affairs, and 3) the College Registrar.

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Academic Integrity Sanctioning Guidelines for Faculty

Listed below are guidelines that instructors are encouraged to use in determining the severity of the dishonest action.

Minor Infractions. In general: minor infractions involve errors in judgment without a clear intent by the student to violate academic integrity.

- A student paraphrases or copies a sentence (or two) without citing the source, or provides an improper citation.
- A student places or allows his/her name to be placed on a group project to which he/she contributed little or nothing.
- A student copies part of the work of another student exactly on an assignment on which collaboration is allowed but copying is not.

Moderate Infractions. In general: moderate infractions are unpremeditated dishonest acts that directly affect only one student.

- A student collaborates on an assignment when he/she clearly was asked to work alone.
- A student hands in an identical written assignment (such as a term paper, lab report, or other project) to two classes without obtaining prior approval from the instructor, or stating explicitly that he/she did so.
- A student cheats, or facilitates the cheating of another, on an examination (in cases where there is no evidence of premeditation).
- A student tries to gain an advantage in an exam by removing reserved materials from a lab or library to have additional study time at home.
- A student fabricates a false reason to miss an exam, report deadline, or other academic obligation (the “dying grandmother” story, false sickness, family obligations, causing or fabricating a computer problem.)

Major Infractions. In general: major infractions are premeditated dishonest acts or dishonest acts that directly affect the grade of other students.

- A student poses as, or facilitates another posing as, someone else during an exam.
- A student cheats or facilitates the cheating of another on an examination in a way that is premeditated (e.g., using a cheat sheet, a prearranged system of sharing answers, or some similar method that was planned in advance.
- A student places his/her name on a written assignment he/she did not write. This includes copying “old” assignments such as term papers and lab reports that were written by others in previous years.

VIOLATION CATEGORY	SANCTION RANGES	
<p><u>Cheating:</u> Using crib sheet; pre-programming a calculator, using notes or books during a closed book exam, etc. Any electronic or other form of communication (including cell phone text messaging) between a student taking an examination, quiz, or individually graded assignment and any person other than the course instructor or person designated by the instructor.</p>	1 st offense moderate	No credit to reduced course grade to F for course
	1 st offense major or 2 nd offense moderate	F for course to XF* and/or additional discipline sanctions
<p><u>Copying on test:</u> Looking at other unsuspecting students' exams and copying; copying in a complicit manner with another student; exchanging color-coded exams for the purpose of copying; passing answers via notes; discussing answers in exam, etc.</p>	1 st offense minor	Reduced exam grade to no credit on exam
	1 st offense moderate	No credit on exam to reduced course grade to F for course
	1 st offense major or 2 nd offense minor or moderate	F for course to XF* and/or additional discipline sanctions
<p><u>Plagiarism:</u> The fabrication of information and citations; submitting others' work from professional journals, Internet sources, books, articles and papers; submission of other students' papers or lab results or project reports and representing the work as one's own; fabricating in part or total, submissions and citing them falsely etc. or not at all. Plagiarism also includes the direct copying of any electronic source including computer files, lines of computer programming codes from other sources, and audio or video disks, programs, or files, whether developed by another student, individual, or outside source (e.g., on the Internet).</p>	1 st offense minor	Reduced grade to no credit for the assignment
	1 st offense moderate	No credit for the assignment to reduced course grade to F for course
	1 st offense major or 2 nd offense minor or moderate	F for course to XF* and/or additional discipline sanctions
<p><u>Acts of Aiding or Abetting:</u> Facilitating acts by others; unauthorized collaboration of work; permitting another to copy from exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited, etc.</p>	1 st offense minor	Reduced assignment grade to no credit for assignment
	1 st offense moderate	Reduced course grade to F for course
	1 st offense major or 2 nd offense minor or moderate	F course to XF* and/or additional discipline sanctions.
<p><u>Unauthorized Possession:</u> Of examinations, through purchase or supply; stealing exams; failing to return exams on file; selling exams; photocopying exams; buying exams; any possession of an exam without the custodian's permission, etc.</p>	1 st offense moderate	F for course to XF* and other disciplinary sanctions
	1 st offense major or 2 nd offense moderate	XF* and other discipline sanctions

* According to Faculty Senate Policy 49-20, faculty members may not assign an "XF" grade. "XF" is a formal University disciplinary sanction, and may be assigned only with the concurrence of the instructor, the College of Academic Integrity Committee, and Judicial Affairs. Reliance on the "XF" should be a rare occurrence and reserved for the most serious breaches of academic integrity. In any instance in which the instructor believes an "XF" sanction warranted, and whether or not the student has admitted responsibility, the case is forwarded to the College Academic Integrity Committee for review and then to the Office of Judicial Affairs for appropriate fact finding and judgment.

<u>Tampering with Work:</u> Changing own or other student's work product such as lab results, papers, or test answers; tampering with work either as a prank or in order to sabotage another's work, etc.	1st offense moderate	No credit for assignment to F for course
	1st offense major or 2nd offense moderate	F for course to XF* and other disciplinary sanctions
<u>Submitting Previous Work:</u> Submitting a paper, case study, lab report or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor.	1st offense minor	Redo assignment to redo assignment and reduced grade for assignment
	1st offense moderate	Redo assignment with reduced grade to no credit for assignment
	1st offense major or 2nd offense minor or moderate	No credit for assignment to F for course
<u>Ghosting or Misrepresentation:</u> Having another take a quiz, an exam, or perform an exercise or similar evaluation in place of the student. Individuals taking a quiz, an exam, or performing an exercise or similar evaluation in place of a student, will be referred to the Office of Student Affairs for disciplinary action.	1st offense moderate	F to XF* course grade
	1st offense major or 2nd offense moderate	XF* course grade and other disciplinary sanctions
<u>Fabrication:</u> A student fabricates a false reason to miss an exam, report deadline, or other academic obligation.	1st offense moderate	Reduced grade to no credit for the assignment
	1st offense major or 2nd offense moderate	No credit for the assignment to reduced course grade to F for course
<u>Altering Exams:</u> When instructor returns graded exams for in-class review and subsequently collects them, student changes incorrect answers and seeks favorable grade adjustment asserting that instructor made mistake in grading; other forms may include changing the letter and/or numerical grade on test; obtaining test discreetly, etc.	1st offense minor	No credit to reduced course grade
	1st offense moderate	Reduced course grade for F for course
	1st offense major or 2nd offense minor or moderate	F for course to XF* and/or additional disciplinary sanctions
<u>Computer Theft:</u> Electronic theft of computer programs, data, images, art, or text belonging to another, etc.	1st offense moderate	Reduced course grade to F for course
	1st offense major or 2nd offense moderate	F for course to XF* and/or additional discipline sanctions

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