

## **COLLEGE OF ARTS & SCIENCES**

### **Academic Integrity Policy**

#### **PREAMBLE**

The integrity of academic work is a concern that all universities face, and Xavier University of Louisiana (XULA) strives for a culture of integrity and respect. Ethical conduct violations or academic dishonesty can take a number of forms and are grouped herein under the general heading of Academic Misconduct. Academic Misconduct includes, but is not limited to, the following:

1. using unauthorized materials in completion of an exam, quiz, or assignment;
2. assisting or gaining assistance from an unauthorized source during an exam, quiz, or assignment;
3. providing assistance to another student in a manner not authorized by the instructor;
4. obtaining an examination or assignment in an unauthorized manner;
5. using material from a source without giving proper citation;
6. improperly fabricating or altering data;
7. submitting work to one class that is substantially similar to work submitted for another class without prior approval from the instructors involved;
8. submitting written work that is not completely one's own or allowing others to submit one's work;
9. destroying or altering the work of another student; or
10. committing any other violation of academic integrity as described in course syllabi.

The Academic Integrity Policy of the College of Arts & Sciences (CAS) of XULA provides a course of action by which these and other acts of Academic Misconduct have a fair and equitable means of being reported, recorded and appropriately assessed.

#### **PROCEDURAL ELEMENTS**

The CAS Academic Misconduct Report Form (See Appendix A) will be used by CAS faculty to submit a report of alleged Academic Misconduct within classes that has resulted in a lower grade on a quiz, exam, paper, report, or another type of assignment being given to a student. This provides a uniform report of Academic Misconduct by a faculty member to the CAS Dean. The form allows for a student to acknowledge the fact that a claim of Academic Misconduct has been made against him or her. If the student refuses or is unavailable to sign the CAS Misconduct Report Form, the faculty member will record on the form the circumstances and/or attach documentation showing attempts to contact the student. Information about an Academic Misconduct Report is confidential and is not to be shared with other faculty members.

Following the guidelines regarding integrity of academic work confirmed on a CAS faculty member's course syllabus, a CAS faculty member who lowers a student's grade on a quiz, exam, paper, report, or any other type of assignment as a result of documented Academic Misconduct will complete a CAS Academic Misconduct Report Form. If at all possible the faculty member will review the form with the student and ask the student to sign the form acknowledging an awareness of the accusation. One of the following will then occur:

- If the student signs the form, the faculty member will give a copy of the completed form to the student and draw attention to the portion of the form indicating that the student has two weeks from the date of incident on the form in which to submit a signed, written appeal to the CAS Dean.
- If the student refuses to sign the form, the faculty member will annotate such action on the Student Signature line and give a copy of the form to the student, drawing attention to the portion of the form indicating that the student has two weeks from the date of incident on the form in which to submit a signed, written appeal to the CAS Dean.
- If the student is not available for signature, the faculty member will annotate the student's non-availability on the Student Signature line and mail and/or email a copy of the form to the student notifying the student that the form is being submitted to the CAS Dean and that the student has two weeks from the date of incident on the form in which to submit a signed, written appeal to the CAS Dean. A copy of the faculty member's mail and/or email communication to the student will be submitted to the CAS Dean with the form.

In each case, the faculty member will submit the CAS Academic Misconduct Report Form with supportive documentation and a copy of the syllabus to the CAS Dean within 5 days of discovery of the Academic Misconduct. Both the form and any student response will be maintained in the CAS Dean's office, such that only the Dean and Associate Dean(s) will have access to them unless a hearing is required for repeat offenses. Then these documents will become part of the official proceedings. The faculty member shall not share information about the form with other faculty members.

Once a CAS Academic Misconduct Report Form has been submitted to the CAS Dean, the CAS Dean, the faculty member, or the student can call for an inquiry before the CAS Academic Misconduct Hearing Committee, but this is not the immediate norm.

### **First Infraction**

If requested by the dean, the faculty member or the student, a hearing is held. The decision required of the CAS Academic Misconduct Hearing Committee is to uphold the grade given by the faculty member or to expunge the Misconduct Report. If there is no request for an inquiry before the CAS Academic Misconduct Hearing Committee, the Report Form and the student's response are kept on file for two years. If the student has no additional CAS Academic Misconduct Report Form submitted during that time period, the file will be destroyed. If there is an additional report form, the record is kept as long as the student is at Xavier.

## Second Infraction

In regard to a second infraction for the same student, the Associate CAS Dean, who is the chair of the CAS Academic Misconduct Hearing Committee, will send the student a letter informing the student that a second case of Academic Misconduct against the student is on file and the student must meet with the Associate CAS Dean to discuss the situation. The Associate CAS Dean will work with the student and, when appropriate, involve academic support services or counseling staff, to help the student to find ways to avoid misconduct in the future. All communications and subsequent actions will be recorded and become part of the student's file.

## Third Infraction

If there is a third infraction, the CAS Dean will convene the CAS Academic Misconduct Hearing Committee to review all three cases and recommend a sanction\* or an expunging of the file. In every case the recommendation of the CAS Academic Misconduct Hearing Committee will be provided in writing to the faculty member, the student, and the CAS Dean. The CAS Dean will review the recommendations of the CAS Academic Misconduct Hearing Committee and either accept them or render an independent judgment different from the recommendation. The CAS Dean communicates the final decision to the student and enforces whatever sanctions are noted.

\*Sanctions recommended by the CAS Academic Misconduct Hearing Committee include:

**Academic Censure:** The student is responsible for the violation and the grade decision of the faculty member is upheld.

**Academic Suspension:** The student is removed from the University but is permitted to apply for readmission at the end of the sanction imposed. Suspension may be for a term not to exceed one year or conditional, indicating that readmission is contingent on the fulfillment of certain conditions by the student. While a student is suspended, the student is not to return to campus, programs, facilities and activities of the University without written permission of the CAS Dean.

If a student is suspended, a letter will be sent to his/her parents or guardians, if appropriate, with notification of the suspension unless the student can prove independent status.

**Permanent Separation (Expulsion):** The student is permanently separated from the University. The student is also barred from University activities, services, facilities and grounds. If a student is expelled, a letter will be sent to his/her parents or guardians, if appropriate, with notification of the suspension unless the student can prove independent status.

The CAS Academic Misconduct Hearing Committee is chaired by an Associate CAS Dean and is composed of three elected CAS faculty members as well as three students appointed by the Student Government Association from among CAS students. The Associate CAS Dean chairs

the committee will vote only in the case of a tie vote. The CAS Academic Misconduct Hearing Committee will hear cases of Academic Misconduct when a hearing is requested in writing to the CAS Dean by a faculty member or by a student. The CAS Academic Misconduct Hearing Committee is subject to a call to service by the CAS Dean. Both the faculty member alleging the Academic Misconduct and the accused student will have the right to request that the other party be absent during their statements, but both will be excused when the committee goes into executive session to deliberate and decide on the case before them. Hearings are conducted in closed session and all proceedings are confidential. The student is responsible for presenting his/her own case, and no lawyers/advisors or others are permitted to participate.

The general order of the hearing is as follows:

- The hearing is called to order by the chair.
- The chair reads the charges and if necessary witnesses are called.
- Each party presents his or her case, which may include calling of witnesses and presentation of evidence.
- The committee refers to past incidents which are from the record in the Dean's Office.
- The members deliberate on the facts of the case and render a decision in closed session by majority vote.
- A summary of the hearing and the decision is sent to the dean for review and implementation of the decision unless the dean overrides the decision.

A written appeal of a decision may be submitted within 72 hrs of official notification of the decision. The appeal is made to the CAS Dean and must demonstrate at least one of the following:

1. An error in procedural due process
2. Compelling new evidence that could not have been previously discovered
3. An inappropriate sanction(s), condition(s) and/or restriction was assigned for the misconduct.

The CAS Dean serves as an appellate officer, reviews the record, meets with the Hearing Committee if necessary for clarity and either sustains the decision, reverses the decision, or remands it back to the Hearing Committee to consider new evidence and reconsider the penalty, not decision as to whether misconduct occurred.

## CAS ACADEMIC MISCONDUCT REPORT FORM

TO: Dean, CAS

Date: \_\_\_\_\_

Student's Name:	Student's ID Number:
Course/Section:	Semester/Year:
Faculty member:	Date of Incident:

Check all of the following that apply to the incident:

- \_\_\_\_ 1) Student used unauthorized materials in completion of an exam, quiz, or assignment.
- \_\_\_\_ 2) Student assisted or gained assistance from another student in completion of an exam, quiz, or assignment.
- \_\_\_\_ 3) Student provided assistance to another student in a manner not authorized by the instructor.
- \_\_\_\_ 4) Student obtained an examination or assignment in an unauthorized manner.
- \_\_\_\_ 5) Student used material from a source without giving proper citation.
- \_\_\_\_ 6) Student improperly fabricated or altered data.
- \_\_\_\_ 7) Student submitted work that was substantially similar to that submitted for another class without prior approval from the instructors involved.
- \_\_\_\_ 8) Student submitted written work that was not completely the student's own, or the student allowed others to submit his or her work.
- \_\_\_\_ 9) Student destroyed or altered the work of another student.
- \_\_\_\_ 10) Other (explain):

Please provide a BRIEF description of what occurred, or supply any relevant additional information.



If there were any witnesses to the incident, please list their names:

Please describe the action taken by the faculty member in response to the incident:

The faculty member signing below indicates that all claims made in this form are, to the best of the faculty member's knowledge, accurate.

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Faculty member's Signature

Date

The student signing below acknowledges awareness of the claims being submitted but does not necessarily admit any guilt. The student signing below has two weeks in which to submit a signed, written appeal to the CAS Dean.

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Student's Signature

Date