

PART III. ACADEMIC POLICIES

Section 1. Academic Integrity by Students

Policy Title: Academic Integrity

Policy Summary: This policy presents the Fort Lewis College academic integrity standard and the policies and procedures for reporting, adjudicating, and recording instances, events, or behaviors that violate this standard.

Effective Date: August 17, 2016

Policy Statement

Section I. Standard

1. Students must conduct themselves with academic integrity. In particular, students must not commit acts of academic dishonesty like cheating or plagiarism. This standard applies to courses taken on campus or off campus and all types of instruction, including face-to-face, hybrid, or fully online. This standard also applies to every course type, including but not limited to lecture and laboratory courses, and includes unethical behavior outside of particular courses that affects grades, academic placement, or academic standings.

Section II. Reporting

1. All faculty will report, without fear of programmatic, departmental, or institutional repercussions, those instances, events, or behaviors which violate the standards of academic integrity as set forth in this policy. Furthermore, only faculty are allowed to file charges of academic dishonesty.

Section III: Adjudicating

1. All hearings to adjudicate charges of academic dishonesty are conducted by the Academic Standards Committee. The Academic Standards Committee is composed of eight faculty members appointed by Senate Executive Committee and members from relevant administrative offices or other academic departments as needed.

2. Any of the following conditions are sufficient to trigger a hearing with the Academic Standards Committee:

- i. A student charged with academic dishonesty requests a hearing.
- ii. A student is charged with academic dishonesty after previously having admitted to, or been convicted of, an instance of academic dishonesty.
- iii. New evidence is discovered concerning a case previously adjudicated by the Academic Standards Committee.

Section IV: Record Keeping

1. All reports of academic dishonesty will remain in a confidential file. This file will be accessible only by the student and school officials with a legitimate educational interest in the information.
2. Both the student and the reporting faculty member will be notified of a conviction of academic dishonesty.
3. Neither mere charges nor first convictions for academic dishonesty will be marked on a student's transcript.
4. All convictions of academic dishonesty after the first conviction will be marked on a student's transcript as either "probated for academic dishonesty," "suspended for academic dishonesty," or "expelled for academic dishonesty." The mark of "probated for academic dishonesty" will be removed upon graduation. "Suspended for academic dishonesty" or "expelled for academic dishonesty" will remain on the student's transcript permanently.

Section V: Appeals

1. In-class consequences of academic dishonesty are not appealable, but grades for courses are grievable as outlined in Part III, Section 2 of the Faculty Handbook.
2. Charges of academic dishonesty are not appealable. However, a student may request a hearing to dispute any charge of academic dishonesty.
3. A first conviction for academic dishonesty is not appealable.
4. Any conviction of academic dishonesty beyond the first may be appealed to the Provost or Provost's designee.
 - A. The Provost or Provost's designee may not consider new evidence but may only evaluate the case based on the original evidence presented to the Academic Standards Committee. However, if there is substantial new evidence, a student may request that a case be re-considered (see the Procedures section, below).
 - B. The Provost or Provost's designee may overturn the conviction and/or sanction for academic dishonesty.

Reason for Policy

Honesty in academic matters is of vital concern to all members of the college community. Academic fraud or dishonesty by a student devalues the accomplishments of other students, threatens the integrity of the college, and undermines the College's educational mission.

Definitions

Academic Dishonesty: Any form of unethical or illegal behavior that affects a student's grades, academic placement, or academic standing.

Academic Hold: A restriction that drops a student's schedule, prevents future registration, and prevents the dissemination of an academic transcript.

Charge: A report of academic dishonesty formally filed with the relevant authorities.

Cheating: Providing unauthorized materials, using unauthorized materials, or receiving unauthorized assistance during an examination or other academic exercise. Examples of cheating include: permitting another student to copy one's work, copying the work of another student during an examination, taking an examination for another student, impersonation of another student for academic reasons, possessing unauthorized notes, and collaborating with another student during an academic exercise when prohibited by the instructor.

Conviction: A determination by the relevant body that an act of academic dishonesty has occurred. A conviction can only be made following a charge.

Delayed Suspension: A student is permitted to finish any course currently underway but then prohibited from registering for courses or attending courses for a period of time no less than the subsequent semester and no more than one year.

Faculty: All probationary, regular, and term faculty as defined in the Faculty Handbook.

Immediate Expulsion: A student is administratively withdrawn from any course currently underway and then prohibited from registering for courses or attending courses in perpetuity.

Immediate Suspension: A student is administratively withdrawn from any course currently underway and then prohibited from registering for courses or attending courses for a period of time no less than the subsequent semester and no more than one year.

Plagiarism: The presentation of someone else's ideas, words, or material, including visual or aural material, as one's own, without properly indicating by footnote or some other appropriate form of citation the source or origin of the material, regardless of intent. Other authors' ideas, interpretations, and words are their personal and legal property. In the event that one wishes to use such material, one is required to give full credit to the original source. This also includes material that is paraphrased from another source or person. Plagiarism may be avoided by acknowledging, through some standard procedure, the sources for the ideas and interpretations as well as quoted phrases, sentences, or paragraphs. No matter the source of material used, whether quoted or paraphrased, acknowledgment of the source is required. Failure to give credit is plagiarism.

Probation: A student is permitted to continue as a degree-seeking student with the ability to register for classes on the condition that the student is not convicted of a further instance of academic dishonesty. If a student is convicted of academic dishonesty while on probation, the student will either be immediately suspended or immediately expelled.

Students: All students enrolled at the college, including undergraduate and graduate, degree-seeking and non-degree seeking.

Suspension: A block preventing a student from registering for or taking classes for a determinate period of time.

Procedures

Section I: Procedures for Identifying Academic Dishonesty

1. Instructors may use any legal and ethical method for the identification of academic dishonesty, including the use of plagiarism detection software.
2. Instructors must immediately provide the student with notice concerning any allegations of academic dishonesty. This should be done in writing by email (with delivery receipt) and becomes part of the confidential file related to the allegations of academic dishonesty.
3. Instructors must then offer the student an opportunity to meet to discuss the allegations of academic dishonesty.

Section II: Procedures for Record Keeping

1. Only faculty may report a case of academic dishonesty. Accordingly, proctors, testing center staff, etc., must provide all evidence of academic dishonesty to the relevant faculty member, who will then make a decision about reporting putative acts of academic dishonesty.
2. Faculty should report an act of academic dishonesty through the online form accessible from the learning management system (LMS). At a minimum, this report should include a copy of the relevant syllabus, a copy of the assignment, the work submitted for the assignment, and the response of the student (if any) to the charge of academic dishonesty. The instructor may add anything else deemed relevant.
3. Reports submitted through the online form will be received by the Provost or Provost's designee and added to a confidential file maintained by the Provost or Provost's designee.

Section III: Procedures for Adjudicating

1. Notifying the Student

A. If the student does not have a prior conviction of academic dishonesty when the report is received by the Provost or Provost's designee, the student will be notified by email (with delivery receipt) of the charge of academic dishonesty and asked to schedule a meeting with the Provost or Provost's designee as soon as possible, but no later than within 30 days of the receipt of the email. The email notification will be sent by the administrative assistant for the Provost or Provost's designee but will bear the signature of the chair of the Academic Standards Committee.

b. If the student does have a prior conviction of academic dishonesty when the report is received by the Provost or Provost's designee, the charge will be adjudicated in a hearing with the Academic Standards Committee. In this case, the student will be notified by email (with delivery receipt) of the charge of academic dishonesty and asked to schedule a hearing with the chair(s) of the Academic Standards Committee as soon as possible, but no later than 30 days of

the receipt of the email. The email notification will be sent by the administrative assistant for the Provost or Provost's designee but will bear the signature of the chair of the Academic Standards Committee.

2. Meetings with the Provost or Provost's Designee

- A. All meetings are scheduled by the Provost's office.
- B. All meetings are private and not open to the public.
- C. The Provost or Provost's designee will determine the duration, order, and procedures of the meeting.
- D. Failure to appear at the meeting will result in an academic hold being placed on the student's record. This hold will not be lifted until the meeting with the Provost or Provost's designee has occurred.
- E. At the meeting, the student will review and sign an Academic Integrity Form and indicate whether he or she accepts or disputes the charge of academic dishonesty.

- i. If the student accepts the charge, this constitutes a first conviction of academic dishonesty and the meeting is concluded.

- ii. If the student disputes the charge, the student will be asked to schedule a hearing with the chair(s) of the Academic Standards Committee as soon as possible, but no later than 30 days after the meeting with the Provost or Provost's designee.

- iii. The original Academic Integrity Form will be kept in the student's file.

3. Hearings with the Academic Standards Committee

- A. All hearings are scheduled by the chair(s) of the Academic Standards Committee.
- B. All hearings are private and not open to the public.
- C. All hearings will be audio recorded.
- D. The student has the right to present additional information, respond to the charges, explain his or her conduct, and defend against charges of academic misconduct. This may include the presentation of additional witnesses during the hearing. The student may also ask questions relevant to the case. The student is allowed to have one support person attend the hearing, but this person may not participate in the proceedings. If the student chooses legal counsel as the support person, the student must inform the chair(s) of the Academic Standards Committee at least 3 days prior to the hearing so that Fort Lewis College legal counsel may be scheduled to attend.
- E. The chair(s) of the Academic Standards Committee will determine the duration, order, and procedures of the hearing. This includes the right to remove students or their guests who refuse to comply with the procedures or rulings of the Academic Standards Committee. The chair(s) of

the Academic Standards Committee may also request information from others or request others with knowledge about the incident to be present at the hearing. When additional information collected is not legally protected for privacy reasons (e.g. FERPA), the additional information will be placed into the student's confidential file where the student may access it.

F. Failure by the student to appear at the meeting will result in the Academic Standards Committee adjudicating the case based solely on the evidence in the student file.

G. After hearing all evidence, the Academic Standards Committee will evaluate the evidence and decide, by majority vote of those present, whether the evidence supports or fails to support the charge.

i. If the preponderance of the evidence supports the charge of dishonesty, the Academic Standards Committee will vote to convict.

ii. If the charge of dishonesty is not supported by the preponderance of evidence, the Academic Standards Committee will vote against conviction.

H. If the conviction is for a first offense, the hearing is concluded and the student is informed of the outcome (but not the rationale) of the hearing.

I. If the conviction is for any offense beyond the first, the committee will then decide, by a majority vote of those present, which of the available sanctions will be applied, and the hearing is concluded and the student informed of the outcome (but not the rationale) of the hearing.

j. The student will be notified by email (with delivery receipt) of the decision of the Academic Standards Committee within 7 days of the hearing. A copy of the decision will be included in the confidential file maintained by the Provost or Provost's designee indicating that the student was charged but not convicted or charged and convicted of academic dishonesty. If a sanction was imposed, that information will also be included in the student's confidential file.

4. Request for Reconsideration

A. If there is new evidence relevant to a case of academic dishonesty previously adjudicated by a hearing with the Academic Standards Committee, the student in question may request a new hearing with the Academic Standards Committee to present that evidence by contacting the relevant chair(s) with a written request for reconsideration.

B. The determination of what qualifies as new evidence such that a case of academic dishonesty should be reconsidered lies with the chair(s) of the Academic Standards Committee.

Section IV: Procedures for Recording

1. If an instructor of record opts to alter a grade in a course because of academic dishonesty, the instructor is required (a) to have informed the class of specific in-course sanctions in the syllabus and (b) to file a charge of academic dishonesty on the online form from the LMS.

2. The Provost or Provost's designee is responsible for maintaining the confidential academic integrity file associated with each student. This file should include all charges, convictions, Academic Integrity forms, and any other relevant documentation.
3. The Provost or Provost's designee is responsible for conveying the outcomes of both meetings and hearings to the student and the instructor of record.
4. The Provost or Provost's designee is responsible for notifying the registrar of convictions of academic dishonesty beyond the first and the determined sanction so that the registrar may mark the student transcript appropriately.

Section V: Procedures for Appealing Academic Dishonesty

1. To appeal a conviction of academic dishonesty, other than a first conviction of academic dishonesty which is not appealable, a student must submit a written petition for appeal to the Provost or Provost's designee within 7 days of the notification of conviction by the Academic Standards Committee.
2. If the Provost or Provost's designee vacates or amends the ruling by the Academic Standards Committee, this decision must be delivered to the chair(s) of the Academic Standards Committee and the student within 14 days of the original notification of conviction to the student by the Academic Standards Committee.

Consequences of Non-Compliance with Academic Integrity Policies and Procedures

1. In-Class Consequences for a Charge of Academic Dishonesty

- A. If a student commits an act of academic dishonesty within a particular course, the instructor of record for the course has the option, but not the obligation, to alter the grade of the student, provided that the student remains enrolled in the course. The grade change may be assignment-specific or for the course as a whole.
- B. There are no further in-course sanctions. In particular, an instructor does not have the right to prevent an enrolled student from attending the course meetings.
- C. The determination of an in-course sanction for academic dishonesty lies with the instructor alone. Neither the Provost nor the Academic Standards Committee can compel the instructor to alter an in-course sanction for academic dishonesty.

2. Campus Consequences for a Charge of Academic Dishonesty

- A. If a student receives a charge of academic dishonesty and does not schedule the required meeting or hearing within the appropriate timeframe, an academic hold will be placed on the student's account.
- B. If a student refuses to sign the Academic Integrity Form, an academic hold will be placed on the student's account.

3. Campus Consequences for a Conviction of Academic Dishonesty

A. Sanctions for a first conviction of academic dishonesty

- i. There is no campus-wide sanction for a first conviction of academic dishonesty.

B. Sanctions for a second conviction of academic dishonesty.

- i. Any conviction for academic dishonesty after the first requires one of the following sanctions: probation, delayed suspension, immediate suspension, or immediate expulsion.

Appendix

Academic Integrity Form

I, _____ (name) understand that a charge of academic dishonesty
has been made against me by _____ (instructor)
in _____ (course number and name)
during _____ (academic term).

I have reviewed the Fort Lewis College Academic Integrity Policy and discussed the charge with the Provost or Provost's designee. I also understand that regardless of whether or not I accept the charges against me, no one can compel the instructor to change any sanctions imposed in the course, including but not limited to, a penalty on the assignment, exam and/or final grade.

I acknowledge that my actions violated the Fort Lewis College Academic Integrity Policy. I understand that a second charge will result in a mandatory hearing before the Academic Standards Committee and, if upheld, a sanction of probation, delayed suspension, immediate suspension, or immediate expulsion will be imposed.

Signature: _____ Date: _____

1.) I deny that my actions violated the Fort Lewis College Academic Integrity Policy and therefore request a hearing before the Academic Standards Committee to review the charge.

Signature: _____ Date: _____