

## Chapter 6 Academic Integrity – Prohibited Conduct and Procedures

- A. **Academic Integrity Prohibited Conduct.** All prohibited conduct listed in this Code applies to Students, Student Groups, and Student Organizations.
1. **Plagiarism** is the offering of the words, ideas, computer data programs, or graphics of others as one's own in any academic exercise. Examples of plagiarism include (but are not limited to):
    - a. The offering of another's work, whether verbatim or paraphrased, as original material in an academic paper.
    - b. The offering of another's original ideas or concepts as one's own, in an academic paper or assessed exercise.
    - c. The inclusion of another's material in one's own work without appropriate or accurate citation or credit.
    - d. The inclusion of one's own previous work without appropriate or accurate citation or credit, or without prior approval from the faculty member (self-plagiarism).
  2. **Cheating** is (a) the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; or (b) actions taken to gain unfair or undue advantage over others. Examples of cheating include but are not limited to:
    - a. Receiving or providing unauthorized assistance on any work required to be submitted for any course (including using online services or social media to write papers).
    - b. Using unauthorized materials or assistance during an examination, including looking at another's examination.
    - c. Alteration or insertion of any academic grade or evaluation so as to obtain unearned academic credit.
    - d. Taking, or attempting to take, an examination for another Student. This act constitutes a violation for both the Student enrolled in the course and for the proxy or substitute.
    - e. Tampering with another Student's work or impairing the faculty member's ability to assess the academic performance of another Student.
    - f. Using false excuses to obtain extensions of time or other considerations which would or may yield an unfair advantage over other Students.
    - g. Impeding the ability of Students to have fair access to materials assigned or suggested by the faculty member (e.g., removal or destruction of library or other source materials).
  3. **Fabrication** is the unauthorized falsification or invention of information or citation in any academic exercise. Examples of fabrication include but are not limited to:
    - a. The offering of contrived or fraudulently created information as the result of systematic research that was never conducted.
    - b. The deliberate alteration of legitimate research data to obtain a desired result.
    - c. The alteration or distortion of laboratory experiments to reach a desired result.
    - d. The deliberate distortion of another's work or results in order to rebut or undermine the original author's work or concept.

4. **Facilitating Academic Dishonesty** is to help or attempt to help another Student to violate any provision of this Code. Examples of facilitating academic dishonesty include but are not limited to:
  - a. Instigating, encouraging, or abetting plagiarism, cheating, or fabrication in others.
  - b. Giving perjured testimony before the Student Integrity Board.
  - c. Failing to report a known violation to the Office of Student Integrity.
  
5. **Coursework Copyright Infringement** is the sharing of course content (e.g. presentations, tests, study guides, lectures or other materials) to a public forum such as a website without the faculty member's prior consent. It is also the recording of class lectures and presentations without the faculty member's prior consent (this does not include accommodations approved by Disability Services).

#### B. Academic Integrity Procedures

1. **Report Procedures:** Reports should be submitted to the Office of Student Integrity or the faculty member of the class where the alleged violation occurred. Reports will be reviewed to determine if the alleged behavior is in violation of this Code.
  - a. Reports
    - i. A suspected Academic Integrity violation may be reported in one of two ways.
      - a. Self-reporting. Students who have committed Academic Integrity violations should report themselves to the Office of Student Integrity or to their faculty member.
      - b. Reporting by others. Any Armstrong State University community member who is aware of an Academic Integrity violation should report the offense directly to the Office of Student Integrity.
    - ii. This report should include:
      - a. The type of alleged misconduct.
      - b. Name of the Accused Student.
      - c. Date, time, and place of misconduct.
      - d. Name and contact information for any witnesses.
      - e. Any evidence available.
      - f. Whether or not a criminal complaint was filed (if applicable).
  - b. Confidentiality
    - i. Where a Complainant requests that his or her identity be withheld or the allegation(s) not be investigated, the Office of Student Integrity will inform the requesting party that Armstrong generally cannot guarantee confidentiality. The Office of Student Integrity will consider whether or not such request(s) can be honored while still providing a safe and nondiscriminatory environment for the institution. Honoring the request may limit Armstrong's ability to respond fully to the incident and may limit Armstrong's ability to discipline the respondent.
  - c. Retaliation
    - i. Anyone who, in good faith, reports what she or he believes to be student misconduct, who participates or cooperates in, or who is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise

being associated with an investigation should immediately contact the Office of Student Integrity. Any person found to have engaged in retaliation in violation of the Code of Student Integrity shall be subject to disciplinary action, pursuant to Armstrong's policy.

- d. False Complaints
  - i. Individuals who intentionally give false statements to an Armstrong official, or who submit false complaints or accusations, including during a hearing, shall be subject to disciplinary action pursuant to Armstrong's policy.

Anyone wishing to report a suspected violation should contact the Office of Student Integrity at [student.integrity@armstrong.edu](mailto:student.integrity@armstrong.edu) or 912.344.3300.

- 2. **Information Gathering:** When a faculty member suspects an Academic Integrity violation has occurred, he or she will collect and review any relevant information pertaining to the allegation. When there is an allegation of an Academic Integrity violation, a grade of Incomplete will be given for the assignment and/or overall course until the case is resolved.
- 3. **Adjudication:** An alleged Academic Integrity violation may be resolved in one of two ways: (a) Informal Resolution with the faculty member of the class where the alleged violation occurred or (b) Formal Resolution through the Student Integrity Board. Students are only eligible for an Informal Resolution if they have no prior Academic Integrity cases where they were found responsible. If the severity of the offense is of a magnitude to warrant more than a failing grade for the class, a Formal Resolution must occur. If the Accused Student is currently on conduct probation or deferred suspension with the University, a Formal Resolution must occur. The Accused Student may also be charged with violations of [Chapter 7](#) of this Code if the interest of the University has been compromised by a Student's conduct.
  - a. **Informal Resolution**
    - i. An Academic Integrity Informal Resolution is between the accusing faculty member and the Accused Student.
    - ii. An Accused Student is eligible for an Informal Resolution only if he or she has no previous findings of responsibility for the violations listed in this chapter. Any Accused Student with prior findings of responsibility for Academic Integrity violations or who is currently on conduct probation or deferred suspension must be referred to the Office of Student Integrity for adjudication.
    - iii. In an Informal Resolution, both the faculty member and the Accused Student must agree to both the findings and the sanctions of the Informal Resolution. The Accused Student has five (5) Days to decide whether or not to accept the Informal Resolution. The Accused Student is encouraged to contact the Office of Student Integrity to discuss his or her options.
    - iv. The faculty member will provide the Accused Student with written notice of a scheduled meeting at least five (5) Days prior to the meeting. The purpose of the meeting will be to review and discuss the charges before a final decision is reached.
    - v. A third party observer may be present at the request of the faculty member or Accused Student.

- vi. Documentary evidence and written statements may be relied upon by the faculty member, as long as the Accused Student is allowed to respond to them at the meeting. Accused Students may also be allowed to bring relevant witnesses.
- vii. If the Accused Student accepts responsibility for the violation, the faculty member and Accused Student may then resolve the problem in a manner acceptable to both. If the Accused Student denies the violation, or does not accept the sanction(s) determined by the faculty member, the case must then be referred to the Office of Student Integrity within a reasonable amount of time.
- viii. Should the faculty member conclude there was no violation of the Code of Student Integrity, the case will be closed. The faculty member will send all relevant documentation to the Office of Student Integrity.
- ix. Upon conclusion of the process, the faculty member and Accused Student must both sign and date the Informal Resolution form, detailing the specific offense(s) and the sanction(s) assigned. Each party will retain a copy. The original form, along with all relevant documentation, will be submitted to the Office of Student Integrity and will become part of the Accused Student's permanent file. The Accused Student will receive a letter from the Office of Student Integrity, outlining the agreed upon outcome of the case.
- x. By accepting the Informal Resolution, the Accused Student waives his or her right to an appeal.

**b. Minor Violation Formal Resolution**

- i. In a Minor Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.
- ii. The Accused Student will be notified in writing of the date, time, and location of the hearing. This notice will also include a statement of the alleged behavior, any alleged violations of the Code of Student Integrity, and the names of the Student Integrity Board members who will adjudicate the case. The Accused Student will then have three (3) Days from the delivery of this notice to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity or designee who will render a decision.
- iii. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be directed in writing to the chair of the Board. As per [Chapter 5](#), the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.

- iv. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.
- v. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.
- vi. A written copy of the Student Integrity Board's recommendations will be submitted to the Associate Provost as a recommendation for administrative action. The Associate Provost will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Provost will submit a final written decision to the Accused Student, faculty member, and the Office of Student Integrity.
- vii. If the Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.

**c. Major Violation Formal Resolution**

- i. In a Major Violation Formal Resolution, the Accused Student appears before the Student Integrity Board for adjudication of his or her case.
- ii. Upon receipt of the written notice, the Accused Student will have three (3) Days from the delivery of this notice to respond. In this response, the Accused Student will have the right to admit or deny the allegations, to set forth a defense with facts, witnesses, and documents (written or electronic) to support that defense, and to challenge any individual scheduled to be a part of the Board hearing the case. The composition of the Board may be challenged only on the basis of a conflict of interest or perceived bias. Challenges should be submitted in writing to the Office of Student Integrity or designee who will render a decision. A non-response from the Accused Student will be considered a general denial of the allegations and no challenge of the individuals assigned to the Board.
- iii. During the Student Integrity Board hearing, the Complainant will have the opportunity to be present to answer any questions the Board may have, as well as any questions the Accused Student may have. The Complainant will also have the opportunity to question the Accused Student. All questions from the Complainant and Accused Student must be directed in writing to the chair of the Board. As per [Chapter 4](#), the Accused Student is entitled to an Advisor who may advise him or her and assist in drafting questions. The Board will ask the questions as written and will limit questions only if they are unrelated to determining veracity of the charge leveled against the Accused Student. The reason for any question not asked will be read into the record.

- iv. The Assistant Dean of Students - Student Integrity reserves the right to allow a party to testify in a separate room or from a remote location. If this occurs, the Assistant Dean of Students - Student Integrity will ensure proper sequestration in a manner that ensures testimony has not been tainted and the sequestration will not disadvantage any party.
- v. The Student Integrity Board will recommend findings and any authorized sanction or combination of sanctions it deems to be warranted by the circumstances of the case. Prior conduct history will not be considered until the sanctioning phase of the hearing.
- vi. A written copy of the Student Integrity Board's recommendations will be submitted to the Associate Provost as a recommendation for administrative action. The Associate Provost will review the hearing and all associated materials and will either affirm the recommended findings and sanctions or reduce the recommended sanctions. The Associate Provost will submit a final written decision to the Accused Student, faculty member, and the Office of Student Integrity.
- vii. If the Accused Student refuses to cooperate with the Office of Student Integrity or fails to attend the hearing, the hearing will be held in his or her absence. If the Accused Student is found in violation, sanctions will be recommended.