

POLICY ON ACADEMIC INTEGRITY FOR OFF-CAMPUS STUDENTS

This Policy applies to any and all student experiences in which academic credit is involved (e.g., courses, internships, practica, theses).

1. Academic Integrity

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all-inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Life or the College of Graduate Studies.

2. Academic dishonesty includes:

A. Cheating on Examinations

Definition

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification

1. Students completing any type of examination or evaluation are prohibited from looking at another student's materials and from using external aids of any sort (e.g., books, notes, calculators, and conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

B. Plagiarism

Definition

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

C. Fabrication, Forgery and Obstruction

Definition

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences.

Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

D. Multiple Submission

Definition

Multiple submission is the submission of the same or substantially the same work for credit in two or more courses.

Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution.

Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
2. Students may not normally submit the same or substantially the same work in two different classes for academic credit even if the work is being graded on

different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.
4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

E. Complicity

Definition

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

F. Misconduct in Research and Creative Endeavors

Definition

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data,

plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university's Policy on Research Integrity where applicable, which can be found under Policies at the following web address: www.orsp.cmich.edu. Applicability of this policy for students is found under I. GENERAL PROVISIONS, A. Applicability, number 3.

G. Computer Misuse

Definition

Misuse of computers is disruptive, unethical, or illegal use of the university's computer resources, including any actions which violate the university's Rules for Computing and Networking Resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

Clarification

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.
3. Students may not use university computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, and violating copyright agreements which involve software or any other protected material.

H. Misuse of Intellectual Property

Definition

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification

Students may not violate the university policy concerning the fair use of copies. This can be found under Policies at the following web address: www.orsp.cmich.edu.

3. Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

4. Sanctions for Violations of the Policy on Academic Integrity

In cases involving violation of the Policy on Academic Integrity, determination of the student's grade and status in the course are made by the instructor. The instructor's determination can be appealed by the student to the dean of the appropriate college as outlined below.

5. Process for Handling Alleged Violation of this Policy

A. Informal Proceedings

1. Conference with the Student

A conference between the student and the instructor is the first, and may be the only, step in addressing alleged violations of the Policy on Academic Integrity. This meeting may be held in person, or via email, phone, or any other available means.

If an instructor has reason to believe that a student has committed a violation of the Policy on Academic Integrity, the instructor will contact the student within a reasonable period of time to notify the student of the suspected violation of the Policy on Academic Integrity and to either discuss the matter with the student or set up an informal meeting between the student and instructor. The student has the right to decline to talk about the matter with the instructor until a scheduled meeting can be arranged. Any meeting shall take place as soon as possible after the discovery of the alleged violation. Neither the instructor nor the student may be represented or accompanied by an attorney or any other advisor.^{1,2}

At this meeting, the instructor will inform the student of the details of the alleged violation and will refer the student to the published Policy on Academic Integrity. It will be the responsibility of the instructor to present evidence of the alleged violation of the Policy on Academic Integrity. The student will be provided the opportunity to respond to the allegation and may

¹ It is understood that "there is nothing to preclude other persons from being present, as long as they are not present as lawyers or advisors" (Academic Senate minutes, May 1, 2001).

² It is understood that "it is not always possible to have a 'Conference with the Student' before grades are due" (Academic Senate minutes, May 1, 2001).

explain any suspected or alleged misconduct by presenting evidence, giving additional information relevant to the matter, explaining extenuating or mitigating circumstance, or acknowledging a violation.

If the student declines to discuss the matter or attend a meeting with the instructor, or is unavailable for more than ten (10) business days from the initial attempt to contact the student, the instructor shall make a determination as to whether a violation of this Policy has occurred and what the appropriate sanction will be.

If, after completing the above process, the instructor believes there is a preponderance of evidence that the student violated the Policy on Academic Integrity, the instructor may make an admonition to the student (i.e., an oral statement that the student has violated the Policy on Academic Integrity) or impose one or more of the following:

- a. Warning. A written notice that the student has violated the Policy on Academic Integrity and that further violation may result in additional sanctions. A copy of this letter shall be sent to the appropriate Program Director. A copy of this letter will become part of a file on the violation maintained in the Office of Student Life or the College of Graduate Studies.
- b. Revision of Work. A requirement that the student revise or replace the work in which the violation of the Policy on Academic Integrity occurred. The instructor may assign a deferred grade pending the replacement or revision of the work.
- c. Reduction in Grade. The grade on the assignment or in the course may be lowered.

In addition to the above sanctions, an instructor may refer the matter to the Office of Student Life or the College of Graduate Studies for formal proceedings, seeking additional sanctions under the Code of Student Rights, Responsibilities and Disciplinary Procedures (See Section B below).

When an instructor decides to impose any sanction(s) the instructor will notify the student (with a copy to the Program Director) of this decision by sending a letter to the student through mail. The letter will inform the student of the sanction(s) imposed because of the violation of the Policy on Academic Integrity. The notice will be mailed to the last address for the student on file with the University Office of the Registrar. The notice will be deemed received two (2) days following the date the notice is posted at facilities of the United States Post Office. In the absence of mailing, personal delivery to the student cited, or delivery to the last home address

on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last home address is used, the date notice is so delivered shall be deemed the date the notice is received. A copy of this letter will become part of a file on the violation maintained in the Office of Student Life or the College of Graduate Studies. The Office of Student Life or the College of Graduate Studies will document the incident, maintain a file of its records, and may initiate formal proceedings for disciplinary action against the student under the “Code of Student Rights, Responsibilities and Disciplinary Procedures.”

The Office of Student Life or the College of Graduate Studies will maintain a confidential file on students for one (1) year after they graduate or have not been enrolled at the university for a period of three (3) years. If students are suspended, the records are maintained for one (1) year after graduation or five (5) years after last enrollment. If students are dismissed records are maintained indefinitely.

2. Appeal of an Informal Proceeding

A student sanctioned for violation of the Policy on Academic Integrity may appeal the instructor’s decision that a violation of the Policy has occurred, and / or the sanction.

The appeal must be submitted in writing to the instructor and to the dean³ of the college in which the violation occurred not later than twenty (20) business days after the student has been notified of the instructor’s decision. An appeal not made within the time limit will not be heard unless an exception is made by the dean of the college.

An appeal is made by submitting a written statement of appeal to the instructor and dean of the college (CEL for undergraduate students and Graduate Studies for graduate students) within the time limit. The written statement of appeal must state: the course name, dates and location; the name of the person appealing; the basis of the appeal; the instructor making the decision from which the appeal is made; and the remedy which the person appealing is requesting from the dean.

As soon as practical, the dean will convene a committee comprised of faculty and students to hear the appeal and to make a recommendation to the dean. The role of the committee is to advise the dean.

All appeals will be facilitated in writing. The written request for an appeal will be forwarded to the instructor, who will have 30 days to respond. The

³ It is understood that deans may delegate the responsibilities associated with an appeal to a designee—often an associate dean (Academic Senate minutes, May 1, 2001).

appeals committee will then review all available information and formulate a recommendation to the appropriate dean.

The appeals committee makes its determination based solely on the materials provided by the student and instructor. The appeals committee will use as its standard of review a preponderance of evidence, and it will be the instructor who has the burden of proof.

The purpose of the appeals committee is to decide if the findings of the instructor were so incorrect that the decision should be changed. It is not the purpose of the appeals committee to substitute their judgment for that of the instructor. It is not the purpose of the appeals committee to decide if it would have reached the same decision had it been the instructor. It is not the function of the appeals committee to rehear the charges against the student; it is an appeal of the findings of the instructor. The appeals committee may either recommend upholding the instructor's findings and action(s), or find that there are not sufficient facts presented to warrant the findings of the instructor and thus recommend setting aside the instructor's decision.

After receiving this recommendation the dean will either sustain or deny the appeal. The dean's decision will be in writing and will state the findings of the fact and the conclusion as to whether there has been a violation of the Policy on Academic Integrity.

The dean's decision will be final.

A copy of the appeal and the dean's resolution of the appeal will be part of the file on the violation maintained in the Office of Student Life or the College of Graduate Studies.

Failure to appeal a sanction after an informal conference with an instructor constitutes acknowledgement that the student violated the Policy on Academic Integrity.

B. Formal Proceedings in the Office of Student Life or the College of Graduate Studies

If the instructor believes that a student has violated the Policy on Academic Integrity and that the violation is sufficiently serious, the instructor may refer the case to the Office of Student Life or the College of Graduate Studies for the consideration of additional sanctions. The following procedures will be followed.

1. As part of the letter notifying the student of the sanction(s) resulting from the informal meeting, the instructor will inform the student that formal proceedings in the Office of Student Life or the College of Graduate Studies are being requested.

2. The instructor will forward all documentation supporting the allegation of violation to the Office of Student Life or the College of Graduate Studies with a cover letter describing the situation. Examples of documentation include the course syllabus, quiz or exam, assignment, source of plagiarism.
3. The “Code of Student Rights, Responsibilities and Disciplinary Procedures” will govern the sanctions that can be imposed, and the appeal process.
4. The Office of Student Life or the College of Graduate Studies will determine a sanction and will notify the instructor of its determination.
5. This sanction will be recorded on the student’s permanent disciplinary record, subject to release only under the terms of the Family Educational Rights and Privacy Act.
6. The instructor will be notified of the outcome of the hearing.

In rare instances, the Office of Student Life or the College of Graduate Studies may be aware of multiple charges of academic dishonesty against a student, and so may choose to initiate the imposition of additional sanctions following the procedures outlined above.

C. Proceedings With a Department or Program

1. Departmental or Program Action
 - a. In cases where an instructor judges a student to have violated the Policy on Academic Integrity, that person is encouraged to report the incident to the chair of the department or unit in which the student’s program is housed.
 - b. Departments and programs will follow their internal procedures for deciding whether the student’s status in the academic program should be reviewed because of the violation of the Policy on Academic Integrity and, if so, what review process will take place.

Appeal of Departmental or Program Action

A record of the department, program and / or college decision and appeal (if any) will be part of the file on the violation of Policy on Academic Integrity maintained by the Office of Student Life or the College of Graduate Studies.