

**SCHOOL OF GRADUATE STUDIES**  
**Academic Integrity**

1. Violation of course rules as contained in the course syllabus or other information provided to the student; violation of program regulations as established by departmental committees and made available to students;
2. Providing or receiving information during examinations such as course examinations and candidacy examinations; or the possession and/or use of unauthorized materials during those examinations;
3. Providing or using assistance in the laboratory, on field work, or on a course assignment, unless such assistance has been authorized specifically by the course instructor;
4. Submitting plagiarized work for an academic requirement. Plagiarism is the representation of another's work or ideas as one's own; it includes the unacknowledged, word-for-word use and/or paraphrasing of another person's work, and/or the inappropriate unacknowledged use of another person's ideas;
5. Submitting substantially the same work to satisfy requirements for one course that has been submitted in satisfaction of requirements for another course, without permission of the instructor of the course for which the work is being submitted;
6. Falsification, fabrication, or dishonesty in reporting laboratory and/or research results;
7. Serving as, or enlisting the assistance of a substitute for a student in the taking of examinations;
8. Alteration of grades or marks by a student in an effort to change the earned grade or credit;
9. Alteration of academically-related University forms or records, or unauthorized use of those forms; and
10. Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding or altering resource material, or manipulating a grading system.
11. Scientific misconduct as described/defined by federal standards or existing university policies is considered a violation of this academic integrity policy. In addition to the process under this and other University policies, appropriate response and handling of scientific misconduct also will be handled in accordance with the prescribed federal guidelines.
12. Professional schools are expected to respond to allegations/violations of academic integrity in the manner prescribed in their policies and procedures and/or this academic integrity policy.

## **B. Reporting Suspected Violations.**

1. If a faculty member suspects or has been advised by a third party that a g2/98h55.4(a)5 nn(2(i)-5.s)-



**D. Notice of Hearing.**

designated, who is also an attorney-at-law will not be considered to be appearing as counsel.

- e. The accused student may submit a written statement, may invite relevant witnesses to attend, may ask questions of witnesses called by others, and will be notified of potential witnesses to be called. The University may present witnesses as well as question those presented by the accused. The accused student must direct questions to witnesses through the Dean of Graduate Studies.
- f. The accused student may review any evidence that may be introduced prior to



Records of students who commit Level One Violations will be maintained in the respective Chair's/Dean's Office until graduation. A copy of the complaint and its resolution will be placed in the student's official graduate file in the School of Graduate Studies.

2. Level Two Violations

Level Two Violations are characterized by dishonesty of a more serious character or by conduct that affects a more significant aspect or portion of the course work. Cases involving Level Two Violations may be handled within the college/school in which the student is a candidate for a degree, or in the case of a student who is



“academic disciplinary separation” and notification will be placed on a student’s official record in the School of Graduate Studies.

## **G. Appeal Process**

### 1. Right to Appeal

A student found in violation has the right to appeal the original decision. An appeal of a decision must be submitted in writing and postmarked or hand delivered to the Provost or the Provost’s designee, within ten (10) calendar days after the date on which written notice of the decision is sent to the student. Each student shall be limited to one appeal. The decision of the appeal officer is final.

### 2. Grounds for Appeal

An appeal may be based only upon one or more of the following grounds:

- a. Procedural error;
- b. Misapplication or misinterpretation of the rule alleged to have been violated;
- c. Findings of facts not supported by a preponderance of evidence;
- d. Discovery of substantial new facts that were unavailable at the time of the hearing; or
- e. That the disciplinary sanction imposed is grossly disproportionate to the violation committed.

### 3. Appeal Proceedings

#### **H. VIOLATIONS REPORTED AFTER VOLUNTARY WITHDRAWAL OR ACADEMIC SEPARATION**

Suspected violations of academic integrity standards reported after a student voluntarily withdraws or is academically separated will be investigated and adjudicated. A student who withdraws or is academically separated during the investigation and adjudication of a suspected violation may be asked to appear at a hearing or, if the student fails to appear, have her/his case heard *in absentia*. If the student is found responsible for a violation, sanctions can be imposed.

#### **I. VIOLATIONS REPORTED AFTER GRADUATION**

In the event that a suspected violation of academic integrity standards is reported after graduation, the Dean for Graduate Studies will make a determination as to the feasibility of investigation and adjudication. Graduation will not preempt investigation or adjudication of a suspected violation when those processes are feasible. If a student is found responsible for a violation and the sanction imposed makes the student ineligible to earn her or his degree, the degree may be revoked.

#### **J. MAINTENANCE OF RECORDS**

Violations of academic integrity standards are considered violations of the university's Standards of Conduct and will be recorded in the student's official file in the School of Graduate Studies.