ACADEMIC INTEGRITY POLICY VIOLATION PROCESS CHART

Faculty suspect a violation of Academic Integrity

Contact the Office of Community Standards and Student Conduct @ x4240 any time for information on polices and procedures

Faculty completes Academic Integrity Violation Form & Violation Notice Form and send copies of both forms to students

Faculty meets with student to discuss incident and determine if violation occurred (if student fails to attend meeting, the case is adjudicated by the faculty member in the student’s absence and the appropriate documentation is forwarded to Office of Community Standards and Student Conduct.

Case dismissed

Yes

No

Refer to Academic Integrity Hearing Panel

Does Faculty still believe violation occurred?

Send Completed AIRF to Office of Community Standards and Student Conduct

Does student agree with violation and accept sanction assigned by faculty?

Send completed AIRF to the Office of Community Standards and Student Conduct

Case dismissed

Yes

No

Prior history or Faculty recommends further judicial action

Refer to Academic Integrity Hearing Panel for further disciplinary action

The information in this brochure is general in nature and is designed to assist faculty in preventing and responding to possible violations of Academic Integrity. This information should not be considered all inclusive. For a complete copy of the Academic Integrity policy and procedures, please refer to Wright State’s web page located at http://www.wright.edu/students/judicial/index.html or contact the Office of Community Standards and Student Conduct at 775-4240.

Wright State University
A Student’s Guide to Academic Integrity

Name: 

Subject:

Instructor:

Class: 

Section:

Date: 

Grade:

Examination Booklet

Office of Community Standards & Student Conduct
E022 SU
937-775-4240
Division of Student Affairs
It is the policy of Wright State University to uphold and support standards of personal honesty and integrity for all students consistent with the goals of a community of scholars and students seeking knowledge and truth. Furthermore, it is the policy of the university to enforce these standards through fair and objective procedures governing instances of alleged dishonesty, cheating, and other academic misconduct.

Examples of Academic Dishonesty

Taking credit for the work of others, including:
- Submitting any assignment that was completed or partially completed by someone else

Using external assistance during an exam unless permitted by the instructor, including:
- Copying material from another student
- Communicating with another student during an exam
- Allowing another student to copy from you
- Using notes, calculators, or electronic devices without permission
- Help from a third party in a “take home” exam

Falsifying information in an assigned paper or exercise, including:
- Inventing or altering data for a laboratory experiment or field project
- Altering the content of a graded paper and resubmitting it under the pretense of an error in grading

Engaging in improper conduct such as:
- Reading a copy of a confidential exam prior to the exam
- Submitting a paper or essay for multiple classes without the knowledge of the instructor
- Making changes to an academic record or changing grades
- Stealing, changing, destroying, or impeding the academic work of another student

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<tr>
<th>Academic Integrity Process and Procedures</th>
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<td><strong>1. Allegation Process</strong></td>
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<td>• If a faculty member believes a student has committed a violation of the Academic Integrity policy, he or she will document the alleged violation.</td>
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<td>• The student will receive a notification of the allegation in writing with the need to discuss the incident.</td>
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<td>• The student will receive a copy of the allegation at the meeting and be given an opportunity to respond to the allegations.</td>
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<td><strong>2. Faculty Member Believes Violation Occurred</strong></td>
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<td>• If, after discussing the incident, the faculty member still believes that “more likely than not” a violation did occur, he or she will determine the appropriate academic sanction.</td>
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<td><strong>3. Participants Agree Violation Occurred</strong></td>
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<td>• If the student and faculty member agree that a violation took place and the sanction imposed is appropriate, the faculty member will complete an Academic Integrity Resolution Form (AIRF).</td>
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<td>• The student will be asked to sign the AIRF indicating that the information on the form is accurate and a copy will be provided to the student.</td>
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<td>• A copy of all the forms will be sent to the Office of Community Standards and Student Conduct to create a file of the incident.</td>
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<td><strong>4. Student Denies Allegations</strong></td>
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<td>• In the event that the student denies the allegation(s) and/or does not accept the faculty member’s sanction, he or she will inform the student that the case will be referred to the Academic Integrity Hearing Panel (AIHP) for adjudication.</td>
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<td>• The AIRF will be completed and signed by both parties with the student receiving a copy and an additional copy will be sent to the Office of Community Standards and Student Conduct.</td>
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<td>• The Office of Community Standards and Student Conduct will send the student a notice as to when and where the hearing will take place.</td>
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**5. No Violation Found**
- If, as a result of the meeting with the student, the faculty member believes that no violation took place, the faculty member will dismiss the case and the issue will be considered resolved.
- Any documentation regarding the incident should be destroyed.

**6. Student Fails to Attend Meeting**
- If the student chooses to not schedule or attend the meeting with the faculty member, the faculty member, in the student’s absence, will make a decision as to whether or not the student is responsible for the violation using all available information.
- The student will be referred to the AIHP for consideration of further sanctioning and a $35 noncompliance fee will be added to the student’s bursar account.

**7. Possible Sanctions**
- Written reprimand, retake/replace assignment, no credit (“0” for assignment), reduction of final class grade, failure of class. Please refer to the Code of Student Conduct for a more detailed description of each sanction.

**8. Additional Sanctions**
- If, after reviewing all of the information, the faculty member believes that the seriousness of the incident warrants additional action beyond an academic sanction, the AIRF should be completed indicating a referral to the Academic Integrity Hearing Panel for further consideration.
- Any student who has previously been found responsible for committing an act of academic dishonesty will automatically be referred to the AIHP for further sanctioning.

Tips for Students About Academic Integrity
- At the beginning of each quarter, ask your professors about their policy regarding academic integrity.
- Be honest at all times.
- Act fairly toward others. For example, do not disrupt or seek an unfair advantage over others by cheating, by talking , or by looking at other individuals’ work during an exam.
- Take group as well as individual responsibility for honorable behavior. Collectively, as well as individually, make every effort to prevent and avoid academic misconduct, and report acts of misconduct that you witness.
- Do not turn in the same work in more than one class unless permission is received in advance from the professor.
- Unless permitted by the instructor, do not collaborate with others on graded course work, including in class and take-home tests, papers, or homework assignments.
- Know what plagiarism is and take steps to avoid it. When using the words or ideas of another, even if paraphrased in your own words, you must cite the source(s).
- Know and understand the policy-ignorance is no defense.
- Contact the Office of Community Standards and Student Conduct if you have any questions about academic integrity.

A student accused of violation of academic integrity is not permitted to drop or withdraw from the course unless the matter is resolved in the student’s favor. In the event that a student is exonerated, the student may choose to complete the course, with the opportunity to make up any work missed, or withdraw from the course without any notation of the course on the student’s academic transcript.