

June 2012

## 6.105 Student Academic Integrity

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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Student Academic Integrity</b>  <b>Policy 6.105</b>	
<b>Student Policies</b>		Effective date: June 5, 2012	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
	Chancellor	N/A	June 5, 2012
Revised (Non-substantive)	Office of University Counsel	N/A	May 31, 2017
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Students

## I. Introduction

### A. Community Expectations

Antioch University is committed to building a vibrant and inclusive educational environment that promotes learning and the free exchange of ideas. Our academic and learning communities are based upon the expectation that their members uphold the shared goal of academic excellence through honesty, integrity, and pride in one's own academic efforts and respectful treatment of the academic efforts of others.

These standards of academic integrity apply to all student academic and scholarly activity under the auspices of the university, including the following:

1. All academic course requirements or any credit-bearing experiences, such as internships, field experience, practica, study abroad, student teaching, clinic residents, or other off campus programs,

2. All non-credit-bearing activity supporting pursuit of a degree, such as portfolio development and competency demonstration, and
3. All scholarly or research activity sponsored, conducted, or authorized by the university or by registered student organizations.

## **B. Student Responsibilities**

Academic integrity is expected of students in all interactions with the university, including participation in courses and other formal educational activities, interactions and relationships between students and university personnel, as well as in the use of all university educational resources. Students are expected to conduct themselves in a manner that preserves the academic integrity of all scholarly and educational pursuits of our learning community. Each student is expected to practice responsible academic citizenship and to respect the rights of others.

Students are expected to uphold the tenets of academic integrity in the following manner:

- Represent themselves in an honest manner;
- Present their academic work in a way that reflects their own capacities and efforts;
- Seek guidance from instructors on how to appropriately incorporate learning or evidence of that learning from one course to another;
- Present their identity honestly in all academic work;
- Avoid plagiarism;
- Use best practice conventions of source attribution and citation in their field, and credit the work or ideas of others in students' own work;
- Report any situation in which they believe their own work has been plagiarized or in which they may otherwise have been victims of any academic integrity violation; and
- Take appropriate action to resolve any suspected violations of the principles of academic integrity, as delineated below.

## **C. Purpose**

The purpose of this policy is to establish and communicate the university's standards of student academic integrity, the nature of prohibited behavior, and the protection of students' rights as well as expectations regarding students' responsibilities during the disciplinary process.

## **D. Ultimate Authority for Student Violations of Academic Integrity**

All failure to comply with university rules and expectations as well as state or federal laws and regulations are serious infractions that will likely result in disciplinary action within the university under the authority of this policy.

Ultimate authority for discipline related to violations of academic integrity is vested in the Provost of each campus/program and the Chancellor of the university. In all but the most extreme or urgent cases, however, disciplinary authority will be delegated to university administrators, faculty members, committees, and organizations as set forth in this policy, or in other appropriate rules, regulations, procedures, policies, or standards of conduct adopted by the university.

## II. Definitions

As used in this policy, the following terms shall have the meaning set forth below:

- The term “**Business Day**” shall refer to any day on a campus or in a university-wide program in which the administrative offices of that campus or program are open, exclusive of Saturdays, Sundays, holidays, or breaks in the academic terms of the campus or university-wide programs.
- The term “**Committee**” shall refer to the Student Disciplinary Committee of the appropriate campus or university-wide program.
- The term “**Charge**” (noun) shall refer to a formal allegation by the Faculty of Record, Academic Unit Head, or Chief Student Services Officer of an alleged violation of the policy.
- The term “**day**” shall mean a Business Day.
- The term “**FERPA**” shall refer to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.
- The term “**may**” is used in the permissive sense; the term “**shall**” is used in the imperative sense.
- The term “**plagiarism**” refers to the representation of someone else’s writing, graphics, research, or ideas as one’s own or the use of another person’s production without crediting the source.
- The term “**Respondent**” shall refer to the Student against whom charges have been made.
- The term “**Student**” shall include any person admitted or enrolled at the university. The university has an interest in Student conduct during a Student’s matriculation or enrollment with the university, including any breaks in enrollment permitted by university policy. Students who are away from campus serving in internships, work study, practica, and other work experience venues required as part of their degree, remain subject to the university’s policy.

- The term “**university**” shall include all campuses and academic programs of the university.
- The term “**university-wide programs**” shall refer to those programs not associated with any particular campus of the university, including the PhD in Leadership and Change program and Antioch Education Abroad.
- The term “**work product**” shall refer to any physical or electronic material presented by a student as a representation of his or her academic achievement.

### **III. Violations of Academic Integrity and Behavior Subject to Disciplinary Action**

Students are expected to be responsible for their actions and to conduct themselves in accordance with the policies, procedures, rules and regulations of the university. Violations of the policy shall be grounds for disciplinary action, including possible suspension or expulsion from university programs. The university reserves the right to administer the policy and proceed with the hearing process even if the student withdraws from the university, is no longer enrolled in classes, or subsequently fails to meet the definition of a student while a disciplinary matter is pending.

The following are examples of prohibited behaviors and activities which may result in disciplinary action under this policy. Commission of or attempts to commit these acts as well as condoning, supporting or encouraging others in the commission of these acts may be treated as violations of this policy. Once again, this list is organized by categories, is not exhaustive, and is intended to give Students general guidance as to the types of conduct that may result in disciplinary action. This list shall be interpreted broadly using common sense and ordinary meaning to fully effectuate the purposes of this policy.

Students must not engage in any conduct that is in violation of the tenets of academic integrity:

#### **1. Plagiarism (Examples)**

- Representing the work of others as one's own, either knowingly or inadvertently.
- Using another's production without crediting the source (imitating or paraphrasing another person's work; using a source's line of logic, thesis or ideas; inserting verbatim word, phrases, sentences or longer passages from a source; or combining paraphrasing with verbatim sentences to create a paragraph or more of text).
- Submitting or presenting someone's complete published or unpublished work as one's own, with or without that person's knowledge or consent.
- Downloading or purchasing an academic paper from a website and submitting it as one's own.
- Committing literary theft.
- Presenting an idea or product derived from an existing source as new and original.

- Violating any university or federal laws or regulations regarding the protection of intellectual property.

## **2. Falsification (Examples)**

- Fabricating data in support of laboratory or field work.
- Misrepresenting one's academic accomplishments.
- Using surrogates to prepare required course materials and crediting all work to oneself.
- Acting as a surrogate for others.
- Misrepresenting the extent of one's contribution to a group effort in order to claim academic credit.
- Misrepresenting the extent of another student's contribution to a group effort so that that student can claim credit.
- Inventing data or facts for an academic assignment.
- Citing a source in a bibliography that was not used.
- Stating an opinion as a scientifically proven fact.

## **3. Cheating/Unauthorized Use of Resources (Examples)**

- Using unauthorized assistance on examinations, papers, or any other academic work.
- Communicating information to another student during an examination.
- Knowingly allowing another student to copy one's own work.
- Using unauthorized material during an examination.
- Submitting all or parts of the same work for credit in more than one course without consulting all instructors involved.

## **4. Defrauding the Academic Process (Examples)**

- Misrepresenting what a faculty member or administrator has said in order to further one's own academic interest.
- Forging a signature on a recommendation to graduate school.
- Coercion in reference to the evaluation of course work.
- Facilitating the academic dishonesty of others.
- Stealing or attempting to steal an examination or answer key.
- Selling papers, essays, or research for fraudulent use.
- Taking actions that destroy or alter the work of another student.
- Altering a graded examination or assignment and returning it for additional credit.
- Changing or attempting to change official academic records.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating lab equipment, by creating a distraction meant to impair performance, or by theft or mutilation of library materials.
- Committing or attempting to commit forgery, alteration, unauthorized use of or misrepresentation on official academic records.
- Obtaining or attempting to obtain unauthorized access to or copying of records of the university including Student records of any individual.

- Violating university academic policies including, but not limited to, those related to intellectual property, research involving human participants, and the acceptable use of electronic resources.

#### **IV. Sanctions**

Sanctions should be commensurate with the violation(s) found to have occurred. One or more academic and administrative sanctions may be placed on any student who is considered in violation of any of the university standards described in this policy. Documentation of all sanctions shall be maintained as confidential Student files by the Office of the Chief Academic Officer.

##### **Level 1 Sanctions**

- 1. Disciplinary warnings and reprimands.** Action may be taken to admonish, warn, or to reprimand a student for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. Warnings and reprimands must always be made in writing and shall include a statement that continuation or repetition of the specific conduct or other misconduct will normally result in more serious disciplinary sanctions: restitution, disciplinary probation, suspension, or dismissal.
- 2. Academic Restitution.** An individual student may be required to make educational restitution, such as revising and re-submitting specific assignments or completing alternative or additional work to fulfill course requirements.
- 3. Academic Sanctions.** A student may be denied credit for a particular assignment, course, or other organized learning activity for an act of plagiarism.

##### **Level 2 Sanctions**

- 4. Academic Probation.** A student may be placed on academic probation (meaning formal conditions are imposed on a student's continued attendance) for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the probation shall be specified. Probation serves as a warning to a Student that further misconduct may result in suspension or dismissal from the university.

##### **Level 3 Sanctions**

- 5. Suspension.** A student may be suspended from the university for violation of university rules, regulations, procedures, policies, standards of conduct, or orders. The time period and conditions, if any, for the suspension shall be specified. Suspension serves as a warning to a student that further misconduct may result in dismissal from the university.

**6. Dismissal.** A student's enrollment in the university may be terminated for violation of university rules, regulations, procedures, policies, standards of conduct, or directives. A student who is dismissed from the university will not be considered for re-enrollment.

## **V. Procedures for Violations of the Academic Integrity Policy**

**A. Venues.** Violations or alleged violations of the Academic Integrity policy follow two possible paths or venues: All alleged acts of plagiarism are subject to the disciplinary procedures outlined below in this policy which follow a more faculty-guided review of the alleged violation. All other violations of this policy, including alleged acts of falsification, cheating/ unauthorized use of resources, or defrauding the academic process are subject to the disciplinary procedures outlined in the Antioch University Student Conduct Policy. Such violations shall immediately be reported to the Chief Student Services Officer (CSSO) for processing in accordance with the Student Conduct Policy.

**B. Procedures for Alleged Acts of Plagiarism.** There are a variety of individuals and groups within each campus and university program that have responsibility for enforcing the policy. Listed below are the decision-makers that have been given authority to serve within the disciplinary system and a brief description of their roles.

**1. Faculty of Record.** The faculty member of the course or organized learning or scholarship activity is considered the Faculty of Record and serves as the primary individual responsible for assessing the extent to which an act of plagiarism has occurred and the appropriate sanctions to be placed on the charged student. In situations in which the faculty member is not a full-time employee of Antioch University, upon request of the part-time faculty member, the Academic Unit Head may be consulted or serve as the Faculty of Record.

**2. Academic Unit Head.** The title of academic unit heads may differ from campus to campus and from program to program. However, for the purposes of this policy, the academic unit head is the individual who has primary responsibility for academic leadership within a program of study.

**3. Chief Student Services Officer.** The Chief Student Services Officer (CSSO) on each campus shall act as the primary agent for the university within that campus in carrying out all student disciplinary functions. The CSSO, or his or her designee, (hereinafter simply referred to as the CSSO) is specifically responsible for serving as chair of the Student Disciplinary Committee (SDC) to address plagiarism charges that have been referred for a formal hearing and determination.

**4. Student Disciplinary Committee.** Each campus and university program establishes a standing Student Disciplinary Committee (SDC), appointed by the Chief Academic Officer (CAO) of each campus or university-wide program. The

SDC is responsible for conducting formal hearings of alleged violations of the policy, interpreting the policy and make determinations of any alleged violations, and recommending appropriate sanctions. The composition of the SDC is described in the Student Conduct policy. The name and contact information of the CSSO is published and updated annually by each campus or university program. The contact information is found in the Student Conduct Policy.

**5. Chief Academic Officer.** Academic leadership, administration, and oversight for each campus and university-wide program are the responsibility of the Chief Academic Officer (CAO). The Provost typically serves this role for campuses and the Vice Chancellor for Academic Affairs is the CAO for university-wide programs.

## **VI. Procedures for Disciplinary Sanctions for Plagiarism**

As indicated above, Antioch University expects its students to observe appropriate conventions of source citation, so that any use students may make of others' work is duly attributed to the originators of that work. Student work should leave no ambiguity about which ideas, words, images, performances, etc. originate with the student and which have been taken from other sources. This expectation applies without regard to whether the source material used is protected by copyright.

The university shall enforce the Academic Integrity Policy and may require students to present evidence of the work that they completed prior to submission of a work product. For this reason, students are encouraged to keep all drafts and notes pertinent to the development of a work product until it has been reviewed by the instructor

### **A. Filing a Complaint**

**1. Process.** Students who believe their own work has been plagiarized or that they may otherwise have been victims of any academic integrity violation as well as staff members discovering an apparent violation should report the matter to the faculty member of record or to the Academic Unit Head if the alleged offense is not tied to a specific course or formal educational activity.

**2. Timing.** Complaints must ordinarily be filed within 10 business days from the date of the alleged incident. The Academic Unit Head may determine exceptions on a case-by-case basis, up to a maximum of 12 months from the alleged incident, depending upon the severity and nature of the incident and the need to preserve the academic integrity of the university community. In cases involving possible violations of any criminal law, information and/or complaints shall also be provided to local law enforcement authorities.

**3. Faculty-identified complaints.** In the course of their work, faculty may review student work that they believe contains plagiarized material. In such cases,

faculty do not file a complaint, but follow the procedures below, beginning with VI. B. Investigation.

## **B. Investigation**

Upon receiving a complaint or having reason to believe that plagiarism has occurred, the Faculty of Record shall conduct an investigation. The Faculty of Record will alert the Academic Unit Head of the suspected incident of plagiarism and, if a part-time faculty member, will indicate any request for assistance with the preliminary investigation at that time.

If the charge is initiated by a Complainant, the investigation will normally begin with the Faculty of Record meeting with the Complainant in which or she will be given an opportunity to present an account of the alleged violation, the names of other witnesses, and other relevant facts. If the suspicion of plagiarism is raised by the Faculty of Record, the investigation will normally begin with the Faculty of Record gathering the evidence that indicates plagiarism.

The Respondent shall be advised in writing, typically by university email, of the suspicion of plagiarism and shall be given an opportunity to present information on his or her own behalf. A Respondent will ordinarily be asked to make an appointment with the Faculty of Record to discuss the allegations.

The meeting with the Respondent typically includes the following components:

- A description by the Faculty of Record of the evidence that indicates that plagiarism may have occurred.
- An opportunity for the Respondent to provide additional information or to correct information presented by the Faculty of Record.
- A review of what plagiarism is, why it is unacceptable in a scholarly community, and how to cite sources properly.
- A review of this Academic Integrity Policy.

## **C. Results of the Investigation**

Based upon the investigation, the Faculty of Record has the authority to determine whether an alleged behavior might reasonably have constituted an infraction of the policy and whether there is sufficient information to proceed with a formal Charge. After thoroughly reviewing the information available, the Faculty of Record may take one of the following actions:

**1. Dismiss the Complaint.** If the matter or allegation is deemed trivial or there does not appear to be sufficient evidence of a violation to warrant further proceedings, the Faculty of Record may dismiss the Complaint. In such circumstances, the Faculty of Record shall inform the Academic Unit Head and written notice of the dismissal and reasons therefore shall be sent to the Complainant.

**2. Issue a Reprimand with Level 1 Sanctions.** If the Faculty of Record concludes that plagiarism did occur and the offense is minimal and is a first-time offense, he or she may issue a Reprimand to the student with appropriate Level 1 sanctions.

a) The Faculty of Record documents the alleged offense, attaches the assignment and the plagiarized sources, and determines if this is the student's first offense by requesting relevant information from the Office of the Chief Academic Officer. Knowledge of a student's prior record should be used in determining penalties, but must not enter into the decision about the presence or nature of plagiarism in the case under scrutiny. Based upon a thorough review, the Faculty of Record issues a Reprimand with Level 1 Sanctions.

b) The Faculty of Record submits the documentation to the Academic Unit Head who, after review, sends the determination and supporting documentation to the student and a copy to the Office of the Chief Academic Officer for placement in the student's official file. Students who are dissatisfied with the outcome of the investigation may appeal the decision through the Academic Appeal Policy.

**3. Issue a formal Charge and Proceed to an Informal Hearing.** If the Faculty of Record concludes that plagiarism did occur and the offense is a repeated offense or an offense of plagiarism that is not likely to result in suspension or dismissal, he or she shall refer the Charge to the Academic Unit Head for an informal hearing.

**4. Issue a formal Charge and Proceed to a Formal Hearing.** If the Faculty of Record concludes that plagiarism did occur and the offense is a repeated minimal offense or an offense of substantial plagiarism which may result in suspension or dismissal, he or she shall refer the Charge to the Academic Unit Head for a formal hearing.

**D. Informal Hearing.**

The informal hearing process is reserved for less serious violations which are not likely to result in suspension or dismissal. In all cases, a student charged with violation of the policy has a right to a formal hearing. However, through the informal hearing process, the university and student shall attempt to resolve the dispute administratively without referral to the Student Disciplinary Committee. In the event that the student and the Academic Unit Head are not able to agree upon a resolution, the Academic Unit Head can issue a decision and sanctions, which the student may appeal as provided below. An informal hearing is scheduled when the Academic Unit Head finds that there is reason to believe that the alleged plagiarism occurred at a substantial level and that such conduct is a violation of the university's policy of academic integrity. This process does not follow a judicial model, but instead is established to promote fair and equitable treatment within an academic setting.

**1. Notice of Informal hearing.** After a Charge is issued by the Academic Unit Head, he or she shall serve upon the Respondent the following information:

- a) A copy of the Charge;
- b) A copy of the Student Academic Integrity Policy; and
- c) Notice of the date, time and place for the informal hearing.

**2. Preliminary Matters.** During the Informal Hearing, the Academic Unit Head shall meet with the Respondent and explain the nature of the charges, the process of the investigation and disciplinary proceedings, and the Respondent's rights and responsibilities. The Respondent shall also be advised that he or she shall not retaliate in any way against the Complainant and that any such retaliation shall be grounds for additional disciplinary action, including possible suspension or dismissal from the university. Finally, the Respondent shall be advised that the proceedings will be conducted in as confidential a manner as may be consistent with a thorough hearing.

**3. Respondent's Response.** The Academic Unit Head shall then give the Respondent an opportunity to present any information he or she may wish to present in response to the allegations. The Respondent may bring a support person to the meeting, but such support person shall not respond to the Charge on behalf of the Respondent. The Respondent's credibility is at issue and the response to the charges must be in his or her own words. Respondent's refusal to answer questions about the allegations will be subject to reasonable inferences, including the inference that the charges are indeed true.

**4. Further Investigation.** If, after concluding the interview with Respondent, it appears that there may be other relevant information, the Academic Unit Head may proceed with further investigation as part of the informal hearing. Respondent may not have copies of the investigation file but may review the file upon reasonable notice to the Academic Unit Head.

**5. Decision.** Following the informal hearing, the Academic Unit Head shall take one of three actions:

a) **Dismiss the Charge.** If there does not appear to be sufficient evidence of a violation to warrant further proceedings, the Academic Unit Head may dismiss the Charge. In such circumstances, written notice of the dismissal shall be sent to the Complainant; or

b) **Issue a Reprimand with Level 1 and/or Level 2 Sanctions.** If the Academic Unit Head concludes that plagiarism did occur and the offense is substantial but not of a nature that would involve suspension or dismissal, he or she may issue a Reprimand to the student with appropriate Level 1 and/or Level 2 sanctions. The Academic Unit Head documents the alleged offense, attaches the assignment and the plagiarized sources, and sends the determination and supporting documentation to the student and a copy to the Registrar for placement in the student's official file.

c) **Issue a formal Charge and Proceed to a Formal Hearing.** If, after the informal hearing, it appears that suspension or dismissal may be appropriate, the Academic Unit Head may move the matter to the Student Disciplinary Committee for a formal hearing in accordance with the procedures set forth in the Student Conduct Policy. The Academic Unit Head shall immediately forward a copy of the investigation file with his or her written conclusions from the Informal Hearing to the chairperson of the Student Disciplinary Committee, requesting that the matter be set for hearing.

1. **Appeal Rights.** The Respondent shall have the right to appeal any sanction imposed at an informal hearing to the Student Disciplinary Committee and request a formal hearing pursuant to the procedures set forth below.

2. **Notice of Appeal.** Written notice of appeal must be served on the Academic Unit Head within 5 business days following receipt of the Academic Unit Head decision.

#### **E. Formal Hearing**

The formal hearing process is reserved for serious violations which may result in suspension or dismissal. In all cases, a student charged with violation of the policy has a right to a formal hearing.

##### **1. Student Disciplinary Committee Report of Findings and Recommendations**

a) Upon concluding the formal hearing in accordance with the procedures set forth in the Student Conduct Policy, the SDC shall prepare a Report of its factual findings and recommendations for any disciplinary sanctions to the Chief Academic Officer (CAO). Each case is unique and the sanctions imposed are within the sole discretion of the university.

b) Within a reasonable amount of time, the CAO shall accept, reject, or modify the Student Disciplinary Committee's recommendation, and notify the Chief Student Services Officer of the decision

c) Immediately after a decision by the CAO, the CSSO shall notify the student in writing of the decision and his or her rights to appeal.

d) With respect to university-wide programs, the report and recommendations of the Student Disciplinary Committee shall be directed to the Vice Chancellor of Academic Affairs, or designee, who shall have the same powers as the campus Chief Academic Officer to accept, reject, or modify the recommendations.

##### **2. Right to Appeal Outcome of Formal Hearing.**

a) A Student against whom a finding of a violation of the policy has been determined may appeal to the Provost of his or her respective campus on any one or more of the following grounds.

1. Procedural errors substantially affecting the Respondent's rights to a fair hearing;
2. Misapplication or misinterpretation of the policy section alleged to have been violated;
3. Abuse of discretion or acting in an arbitrary and capricious manner. Under this standard, the Provost shall not disturb the factual findings of the SDC and CAO unless it is determined that they have no reasonable basis.
4. The disciplinary sanction imposed is grossly disproportionate to the violation.

Notice of any such appeal must be served in writing to the Provost's office for the respective campus (or the Chancellor's office for university-wide programs) within 5 business days after the date of notification to the student of the decision of the CAO.

b) Upon receiving an appeal from a decision of the Chief Academic Officer, the Provost shall accept, reject, or modify the decision of the Chief Academic Officer. If there is evidence of significant procedural irregularities in the process of conducting the formal hearing or an abuse of discretion in the decision, the Provost may require that a new Student Disciplinary Committee be formed and a new formal hearing be held. Notice of the decision shall be provided in writing to the Respondent, the Chief Academic Officer, and the Chief Student Services Officer within a reasonable period of time following initiation of the appeal. In all campus-based student discipline cases, the decision of the Provost is final.

c) With respect to Respondents who are enrolled in university-wide programs, the appeal from the decision of the Vice Chancellor of Academic Affairs shall be heard by the Chancellor of the university, or designee. In such cases, the decision of the Chancellor is final.

## **VII. Miscellaneous.**

**A. Notice and Service.** Whenever in this policy notice or service is required, such notice or service shall be deemed effective upon (1) personally handing it the other party, (2) sending it to the party's university email account or (3) placing it in the US mail, postage pre-paid to the last known address of such party. Other than notices of appeal, the notice requirements of this policy are directory and not jurisdictional. Failure to

provide notice on a timely basis will not deprive the university of the right to proceed with disciplinary action.

**B. Records.** All records of student academic integrity proceedings constitute “student records” within the meaning of FERPA and shall be maintained as confidential Student files by the Office of the Chief Academic Officer. Such records shall be disclosed only on a need-to-know basis in compliance with Respondent’s FERPA rights.

**C. Records Retention.** All records of policy violations shall be retained for 15 years from the date of the Respondent’s graduation or last matriculation. Records of any charges from which the student was exonerated shall be immediately purged from the Respondent’s official student records and forwarded to the Chief Academic Officer for retention in accordance with this policy. Such records shall be retained for 5 years.

*Portions of this policy are based on the academic integrity policies of Syracuse University, Cornell University, and Northeastern University.*

### **Policy Cross Reference**

Student Academic Rights and Freedom Policy	Policy # 6.102
Student Conduct Policy	Policy # 6.103
Student Grievance Policy	Policy # 6.109
Student Academic Appeal Policy	Policy # 6.111