

## **FACULTY SENATE MINUTES**

### **November 11, 2010**

The Faculty Senate of the University of North Alabama met November 11, 2010 in Room 100 of Floyd Science Building at 3:30 p.m.

Before the meeting was called to order, Gordon Stone from the Higher Education Partnership shared information with the group. He stated that the organization was formed in 1997 to give a comprehensive voice related to legislation concerning higher education. It has continued to grow through the years. Mr. Stone attends each of the thirteen campuses of higher education within the state each year. The largest event of the organization is Higher Education Day in the spring of each year. This event puts a fact in front of the legislators. Mr. Stone encouraged faculty to get involved to carry the message that we want higher education treated fairly within the budget process. Anyone interested can find information at [higheredpartners.org](http://higheredpartners.org). He stated that membership is very affordable with several different levels of benefits.

President Richardson called the meeting to order at 3:57 p.m. and recognized Keith Jones as proxy for Senator Carnes from Accounting.

Senator Lee moved the adoption of the agenda with the removal of A under New Business. Senator Figueroa seconded. The motion passed.

Senator Statom moved the approval of the minutes of the October 14, 2010 meeting. Senator Borah seconded. The motion passed.

President Cale welcomed Gordon Stone of the Higher Education Partnership to campus and reported about the new story concerning the request of support from the SEDA board for an electrical and mechanical engineering technology major. They are going to do a strategic study and a search for sources of state and federal funding will be made. He also gave updates on buildings. The new maintenance facility on the East Campus should be completed in late April or early May. The Black Box Theatre is out for bids. The Academic and Student Commons Building is in the design phase. The second floor will contain tutoring, advising, writing center, and possibly a math center. The third floor will hold the Criminal Justice department. The university will be in the process of securing bonds next week. President Cale announced that there will be an open forum in the Performance Center at 3:00 p.m. concerning the future of athletics at UNA.

Vice-President for Academic Affairs, Dr. Thornell, deferred comments until later.

## **REPORTS:**

President Richardson reported from the Ad hoc committee on Modification to the Shared Governance Structure. Substantial work has been accomplished and the committee hopes to have something to present by the December meeting or the first meeting in 2011.

## **UNFINISHED BUSINESS:**

Senator Statom moved the acceptance of the report from the University Wide Promotion and Tenure Portfolio Review Committee from last month and approval of the recommendations in the report. Senator Lee seconded. The motion passed with one abstention. Senator Roden moved that the report be sent to the Faculty Affairs Committee of the senate in order to incorporate the changes into the Faculty Handbook with a report to be presented by the February 2011 meeting. Senator Statom seconded. The motion passed with one abstention.

## **NEW BUSINESS:**

- A. Senator McGee presented a report on Faculty and Staff Computer Rights (See Attachment A). Senator Gaston moved that the Faculty and Staff Administrative Rights report be approved and sent to Shared Governance. Senator Carrasco seconded. Senator Jones moved to postpone the vote to the December meeting. Senator Beckwith seconded. The motion to postpone passed.
- B. Senator Peterson moved the approval of the Retroactive Withdrawal Policy (see Attachment B). Senator Statom seconded. The motion passed.
- C. There was no motion on the proposed Academic Integrity Policy. (See Attachment C)

Senator Statom moved the meeting be adjourned. Senator Roden seconded. The motion passed. The meeting adjourned at 5:06 p.m.

**ATTACHMENT A**

**MEMORANDUM**

To: Dr. Sandra A. Loew, Chair  
Shared Governance Committee

Dr. Terry D. Richardson, President  
UNA Faculty Senate

From: Dr. John G. Thornell, Vice President  
for Academic Affairs and Provost

Date: October 13, 2010

At its meeting on October 11, the Council of Academic Deans voted to approve a revision in the Repeat/Recompute Policy. Deletion of the statement “The Repeat/Recompute Policy applies to courses repeated beginning with the summer 2002” is recommended. There was no knowledge among the members of the Council of Academic Deans as to a rationale for the 2002 date. On behalf of the Council of Academic Deans, I recommend Shared Governance review and approval.

rv

**ATTACHMENT B**

**MEMORANDUM**

To: Dr. Sandra A. Loew, Chair  
Shared Governance Committee

Dr. Terry D. Richardson, President  
Faculty Senate

From: Dr. John G. Thornell, Vice President  
for Academic Affairs and Provost

Date: October 25, 2010

At its meeting earlier today, the Council of Academic Deans approved the enclosed statement on Retroactive Withdrawals. On behalf of the Council of Academic Deans, I request review and approval.

rv  
Enclosure

## Retroactive Withdrawals

In special and unusual circumstances beyond the student's control, a student may, with documented evidence, petition the University for retroactive withdrawal from the University. The request must be submitted to the Registrar within one year of the end of the semester of most recent enrollment. The faculty who served as instructor(s) of record must be consulted regarding the request. The request must also be reviewed by the dean of the college where the courses are housed. If the recommendations of the faculty member and college dean are in conflict, the Vice President for Academic Affairs and Provost will review all relevant documentation and make a final decision. If approved, all grades awarded during the withdrawal semester must be changed to a grade of W. If the instructor(s) are no longer employed with the University, the department chair where the course(s) are housed submits the recommendation.

**ATTACHMENT C**

**Report of the Ad Hoc Task Force on  
Academic Dishonesty**

**Revised Edition**

**Submitted to the Vice President for Academic Affairs and  
Provost**

**November 1, 2010**

Dr. Jim Riser, Chair  
Dr. Paul Kittle  
Dr. Robert Koch  
Dr. Andrew Luna  
Dr. Janet McMullen  
Dr. Lee Renfroe

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# Section I

## **The Charge to the Ad Hoc Task Force on Academic Dishonesty**

On March 12, 2009, then Vice President for Academic Affairs and Provost Garry Warren established the task force and gave it these specific charges:

1. Examine the “Academic Honesty” policy on page 41 of the 2009-2010 Undergraduate Catalog and the “Academic Dishonesty” statement found in the University Standards of the Code of Conduct found on page 20 of the Student Handbook.
2. Examine written procedures that exist for dealing with suspected offenders. Do these procedures adequately serve as guidelines for faculty, administrators, and students in the handling of such cases?
3. Are the policies and procedures equitably applied across all disciplines and courses? Yet, is reasonable discretion granted to the faculty member for extenuating circumstances? If not, how should this be rectified?
4. Prepare a report for the VPAA and Provost. Include a summary of findings. Include recommendations on how the University should best proceed with changes in policies and procedures.

## **Procedures of the Committee**

Over the course of several months, the Committee met to examine existing University policies and procedures relevant to the topic of academic integrity. The Committee also examined the policies and procedures of several universities and colleges as seen on their web pages. In particular, we studied the statements for Penn State Altoona and the University of Rochester. The Committee relied heavily on information from the two universities in constructing the policies and procedures set forth below. Moreover, the Committee acknowledges that many of the ideas and much of the specific language used in its report comes directly from those sources.

## **The Findings of the Committee**

With respect to the first charge given the Committee, we found that both statements were inadequate and vague.

The first item in the values statement in the 2009-2010 Student Handbook is that the University “adheres to personal academic and intellectual integrity” (p. 1). However, the handbook has less than a sentence devoted to the subject of academic dishonesty under the Code of Conduct. Such an abbreviated definition suggests that academic dishonesty does not merit much attention from the University. Similarly, the statement from the Undergraduate Catalog endorses academic honesty but lacks specificity as to what constitutes academic dishonesty and how acts of dishonesty are handled.

With respect to the second charge, the Committee found that the procedures were difficult to locate, submerged under the Office of Judicial Affairs, which is in itself somewhat hidden under Student Life on the University web page. The procedures set forth there were better suited to address issues under the Code of Conduct other than academic ones. Therefore, faculty members lack clear guidance on how to handle cases of dishonesty and may be reluctant to pursue sanctions against a student.

## **Recommendations of the Committee**

In order to correct the problems outlined in its findings, the Committee makes the following recommendations:

1. That administration of matters of academic integrity be placed under auspices of the Vice President for Academic Affairs and Provost, where they more logically belong, rather than under the Office of Student Life;
2. That the Office of Academic Integrity, similar to the Office of Judicial Affairs, be established to handle all matters related to academic integrity;
3. That the University foster a culture of academic integrity by increasing faculty and student awareness through actions such as:
  - a) SOAR sessions devoted to introducing students to the University's policies;
  - b) Mandatory syllabus statements emphasizing the adherence to academic integrity and the penalties for academic dishonesty;
  - c) Creation of a University web page devoted to the Office of Academic Integrity and containing relevant links to policies and procedures;
  - d) Increased involvement of the SGA in promoting academic integrity;
  - e) Involvement of Pan Hellenic and Honor societies in promoting academic integrity;
  - f) Emphasizing the University polices regarding academic integrity during orientation for all new full-time and part-time instructor and administrators; and
  - g) Requiring that all students complete an Academic Honesty Awareness form for each class, each term, to acknowledge their understanding of the academic honesty standards at UNA; and
4. That undergraduate and graduate catalogs and the student handbook contain more extensive definitions of academic dishonesty and clear and complete policies and procedures.
5. That the Office of Academic Integrity, once established, review its policies and procedures every two years.

Toward achieving these recommendations, the Committee offers the attached document that defines more clearly and completely what it believes should be the University's statement of academic integrity.

## Section II

### Academic Integrity at the University of North Alabama

#### **Introduction:**

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. All offenses will be reported to the Office of Academic Integrity for referral to the Academic Integrity Committee.

#### **Definition of Academic Dishonesty**

**Academic dishonesty** is the intentional or unintentional misrepresentation or falsification of all or part of any academic work or university requirement, or intentionally assisting another to do the same. Any instance of academic dishonesty will be regarded as an offense subject to academic and disciplinary sanctions.

#### **Forms of Academic Dishonesty**

**Plagiarism** is the **intentional or unintentional** presenting of another's **words or ideas** without clear and proper acknowledgement.

Plagiarism may include, but is not limited to:

1. Using the exact words, even short phrases, from a source without quotation marks and/or without proper citation;
2. Using the sentence structure of an author without proper citation;
3. Paraphrasing ideas or words obtained from a source without proper citation;
4. Summarizing ideas obtained from a source without proper citation;
5. Attributing material to a source other than the source from which the material was obtained (faking citations);
6. Submitting work prepared by someone else, including work obtained from internet essay sites or other students;

7. Helping other students to plagiarize on an essay or during a test by allowing them to copy or by transmitting answers through other means.
8. Using an assignment for more than one class without the expressed permission of both instructors;
9. Citing a source in the text of a paper but not providing full documentation of the source in a bibliography, works cited, or references page, **or** documenting sources on a bibliography, works cited, or references page but not providing source citation in the text of the paper; and
10. Writing a group paper which each student turns in as his or her own work

Work that is free from plagiarism clearly distinguishes between the writer's thoughts and/or words and those of outside sources.

**Cheating** may include, but is not limited to:

1. Using unauthorized notes, study aids, technology, or other prohibited materials during an examination, quiz, or writing exercise;
2. Looking at another student's work during an examination or quiz when collaboration is not allowed;
3. Trying to communicate with others during an examination or quiz; and
4. Using wireless electronic devices capable of transmitting and/or receiving wireless signals in any quiz, examination, or writing situation unless expressly permitted by the instructor.

**Falsification** or **Fabrication** is purposely altering or inventing information, citation, or data.

Falsification and Fabrication may include, but are not limited to:

1. Changing a graded work in order to challenge an instructor's evaluation;
2. Inventing a reference source;
3. Providing a false claim regarding the gathering or collection of information or data
4. Providing false citation of an information source (see also plagiarism); and
5. Forging a signature or falsifying information on forms such as drop/add forms, incomplete forms, petitions, letters of excuse or permission, grade reports, or any other document intended for university use.

**Multiple Submissions** is the act of submitting the same work or substantial portions of the same work in a course for credit more than once without the permission of the instructor, or submitting the same work in more than one course without the permission of both instructors (see also plagiarism).

**Complicity** is knowingly allowing another student to copy one's own work during an examination; knowingly allowing another student to copy one's own essay, research project, or other assignments; and/or failing to adequately protect test answers, notes, essays, or other projects or assignments.

**Abuse of Academic Materials** is the act of purposely destroying, stealing, or making materials inaccessible for others; removing materials from the library without formally checking them out; and/or refusing to return reserved materials.

**Unauthorized Possession** is the act of buying, stealing, or selling quizzes, exams, essays, or assignments; failing to return quizzes, exams, essays, or assignments to the instructor when requested; photocopying quizzes, exams, or essays or assignments without authorization; and/or any other unauthorized possession of exams.

**Misrepresentation** is the act of taking a quiz or examination, or completing any academic assignment for another person; it is also the act of requesting or allowing another to act as an unauthorized representative in a quiz, examination, assignment, or other academic context.

**Other Academically Dishonest Conduct** is that conduct in an academic setting which would be recognized as dishonest by a reasonable person in the same or similar circumstances.

Ignorance of these definitions does not constitute a defense against liability.

### **Student Status While a Case Is Pending:**

Once a student has been informed that academic misconduct is suspected, the student may not drop the course during the adjudication process. The Chair of the Academic Integrity Committee is responsible for notifying the Office of the Registrar when academic misconduct is suspected in a course. Any drop or withdrawal from the course during this time will be reversed. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. Any such drop action of the course will be reversed. If the incident occurs at the end of the term, the student will receive an "N" ("No grade") until the case is resolved.

A student will be allowed to attend the class in which the incident of dishonesty is alleged and will be allowed to do work for that class until the case is resolved

NOTE: The following statement shall appear on all course syllabi:

"You may not drop or withdraw from this course to avoid a sanction for a violation of academic integrity. Any such drop action of the course will be reversed. If, after notification of a violation of academic integrity, you fail to sign the Academic Misconduct Report Form by the specified deadline, the academic integrity adjudication process will go forward as defined by University procedures."

## **Section III**

### **The Academic Integrity Committee**

The Academic Integrity Committee at the University of North Alabama exists to promote a climate of high ethical expectations and trust, and to decide academic integrity cases where faculty members and students cannot agree. More specifically, this Committee shall review and settle all contested cases in which academic and / or disciplinary sanctions may be applied.

The Vice President for Academic Affairs and Provost shall appoint faculty and students to the Committee. The Committee will consist of five faculty members from the College of Arts and Sciences, three from the College of Business, two from the College of Education, one from the College of Nursing and Allied Health, one graduate student, and one full-time undergraduate student nominated by the Student Government Association. The VPAA will also appoint a Chair for the Committee. The Chair of the Committee shall be a tenured member of the faculty. Faculty members will be appointed for staggered two-year terms. Students will be appointed for a one-year term. Faculty members may be re-appointed at the end of their term. The Office of Academic Integrity will reside in the Committee Chair's office.

### **Academic Integrity Committee Review Board: Review Process**

The Academic Integrity Committee Chair will appoint a Chair of the Review Board for each particular review, including hearings. The Review Board will consist of three additional faculty members and one student from the members of the Academic Integrity Committee selected by the Chair of the Academic Integrity Committee.

The Review Board Chair will convene the Board as soon as possible after the Chair of the Academic Integrity Committee receives written statements and, if appropriate, evidence from both the instructor and the student. The Board will consider cases as follows:

1. For first offense cases in which the student accepts responsibility for the violation and the proposed sanction, but the instructor recommends a disciplinary sanction, the Board will examine the written statements and evidence without formal fact finding. The Board may support the recommendation or it may decide not to support the recommendation. In the latter case, the Board Chair will inform the instructor and the student in writing that it does not support the recommendation and this will end all consideration of a disciplinary sanction.
2. If the instructor does not recommend a disciplinary sanction, but there is a record of previous academic integrity violations, the Board will review the case to determine whether it supports the recommended academic sanctions. The Board may apply a disciplinary sanction based on this cumulative record, in accord with the sanction guidelines.

### **Academic Integrity Committee Review Board: Hearing Process**

The Review Board will conduct hearings only for cases in which the student contests the allegations or academic sanctions. The student always has the right to a hearing, but has the option to request the Board to base its decision on the written documentation only. Both the instructor and the student have the right to change their minds about their response to the alleged violation and the proposed academic sanction at any time before the Review Board reaches its decision.

The Chair of the Academic Integrity Committee, in consultation with the Review Board Chair, will schedule the hearing as early as possible taking into account the availability of all participants and allowing the student reasonable time to prepare.

The Review Board Chair will direct the hearing process, maintain order, ensure that standards and confidentiality are maintained, and rule on procedures, the admissibility of evidence, and the relevance of information presented. Hearings will be closed; only the Board members, the instructor, the student, and specified witnesses may attend. Witnesses will be present only while giving testimony or answering questions.

The student who is suspected of academic dishonesty is expected to attend the hearing. However, if the student does not attend, the Hearing Board can reach a judgment on the case in the student's absence. While the student has the right and is given the opportunity to prepare a written response to the allegations, the hearing will not be delayed if the student has not responded after a reasonable interval.

Testimony will be heard from the instructor, the student, and from any witnesses from both sides with relevant information. The instructor will present the evidence of the academic integrity violation and the rationale for the proposed academic sanction. The student will have the opportunity to question the instructor, to question witnesses, to challenge the evidence, to present witnesses, and to explain the suspected behavior. The Board may question all participants.

The student has the right to be informed of the hearing (date, time, location) in a reasonable time to adequately prepare for it, to waive this right for reasonable time to prepare and proceed as permitted, to timely review of available evidence and documentation prior to the hearing, to be absent from the hearing, to provide testimony as a defense, to question accusers and witnesses present, and to a written report stating the rationale for the findings and sanctions. The student may have a University-related advisor such as a faculty member, a staff member, or another student present at the hearing, but not an attorney or a parent. No recordings may be made of the proceedings.

The rules governing hearings shall be informal. Civil or criminal court procedures are not applicable, nor are formal rules of evidence. The Board's decision is based on whether it is more likely than not (i.e. based on a preponderance of evidence) that academic misconduct occurred.

If the Review Board finds the student responsible, it will then select an appropriate academic sanction. It may leave standing the academic sanction proposed by the instructor or apply a more severe or a less severe sanction.

The Board will make its decision, and the Review Board Chair will then notify the instructor and student of the decision and rationale in writing in a timely manner. There is no appeal of the Review Board's decision. If the Review Board finds the student responsible for an academic integrity violation, the instructor will apply the academic sanction selected by the Review Board. If the Review Board finds the student not responsible, the instructor will grade the student based on the finding that no violation occurred, and the Chair of the Academic Integrity Committee will ensure that all records concerning the case are destroyed.

## Section IV

### Procedures:

#### **A. When Academic Misconduct is Suspected:**

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning.
2. When evidence suggests that academic misconduct has occurred, the faculty member will enter the charge and the academic sanction on the Academic Misconduct Report Form, will sign the form, and then convey the charge and sanction to the student for his or her signature.
3. After reviewing the allegation of academic misconduct with the student, the faculty member may provide the student with an additional period of time (two (2) business days) before the student has to make a decision and sign the Academic Misconduct Report Form as to whether or not to accept the academic sanction. A student's failure to sign and return the Academic Misconduct Report Form by the specified deadline will be construed as not contesting the charge or sanction and the adjudication process will go forward.
4. Normally, it is preferable to pursue academic sanctions, relying on the assignment of grades and course or program-related sanctions to support the learning process, rather than requesting additional University-level disciplinary sanctions. However, where integrity violations are considered to be extreme, the faculty member may also opt to pursue a disciplinary action.
5. Throughout the academic integrity process, the authority to administer academic sanctions remains the responsibility of the instructor and the Academic Integrity Committee, as appropriate. In situations where a disciplinary sanction is requested, the Academic Integrity Committee will impose the sanctions if warranted.
6. The Chair of the Academic Integrity Committee is responsible for ensuring that the process outlined in this document is followed. If either the student or the faculty member involved in the instance of alleged academic misconduct thinks that there has been a procedural problem, then he/she should bring that concern to the Chair of the Academic Integrity Committee.

#### **B. If the Student Accepts Responsibility for the Violation and the Proposed Academic Sanction:**

1. The faculty member asks the student to sign the Academic Misconduct Report Form, indicating acceptance of responsibility and the proposed sanctions. The instructor then forwards the form to the Academic Integrity Committee Chair.
2. In all cases, it is the responsibility of the Chair of the Academic Integrity Committee to determine if the student has prior academic integrity violation(s).
3. If a prior recorded violation is discovered after the student has admitted responsibility and accepted the academic sanction(s), this additional information should be reviewed and a new academic sanction may be considered by the Academic Integrity Committee Chair in consultation with the faculty member.

**Information concerning prior academic misconduct may not be used as a basis for judging a student's guilt, but it may be used as a basis for imposing additional academic or disciplinary sanctions.** If the Academic Integrity Committee Chair, in consultation with the faculty member, wishes to maintain the original sanction, the case will be closed.

**In all cases, if new academic and/ or disciplinary sanctions are recommended, a new form must be provided to the student and he/she should have the opportunity to accept or contest the sanctions. If the student accepts the changes, the sanctions will be assigned and the case will be closed.**

If the student chooses to contest the new sanctions, refer to section C.

If the Academic Integrity Committee, in consultation with the faculty member, wishes to maintain the originally assigned academic sanction but now add disciplinary sanction(s) the Academic Integrity Committee will assign a disciplinary sanction.

If the Academic Integrity Committee, in consultation with the faculty member, wishes to modify the originally assigned academic sanction to a more serious academic sanction, as well as add a disciplinary sanction, the student will have the opportunity to accept or contest the charge given the increase in sanction. If the student accepts, both the academic sanction and disciplinary sanctions will be assigned.

4. Upon final disposition of the case, the Academic Integrity Committee Chair will communicate the outcome to all parties involved, and to the dean of the appropriate college.

**C. If the Student Does Not Admit Responsibility for an Academic Integrity Violation:**

1. The faculty member asks the student to sign the Academic Misconduct Report Form indicating that the charge or sanction(s) is being contested and then forwards the form to the Academic Integrity Committee Chair.

2. The Academic Integrity Committee will conduct a review in accordance with established procedures.

3. If the student is found responsible for the alleged misconduct by the Academic Integrity Review Board, the board will then be informed if the student has prior academic integrity violations. This information will be not made available to the Academic Integrity Review Board until the determination of responsibility occurs. With this information, the Academic Integrity Committee, in consultation with the instructor, will determine the sanction to be assigned. If the sanction is only an academic sanction, the Academic Integrity Review Board will assign the final charge and sanction and close the case. The Chair of the Academic Integrity Committee will notify the Registrar's Office to remove any holds implemented while the case was under review

If the Academic Integrity Review Board determines that disciplinary sanctions should be considered, the Office of Academic Integrity notifies the student that he/she has been found responsible for the charge, and that the academic and disciplinary sanction will be put into place.

4. If the student is found not responsible for the alleged misconduct by the Academic Integrity Committee, the Chair of the Academic Integrity Committee is responsible for notifying the involved parties of the results. The Chair will also notify the Office of the University Registrar that academic misconduct has not occurred in the course. The student may drop or withdraw from the course in accordance with University procedures.

#### **D. Modification of Procedures for Online and Distance Learning Courses**

All students, whether enrolled in traditional, online, or distance learning courses, are expected to adhere to the code of academic honesty and are subject to sanctions for violations of that code. However, students enrolled in online and distance learning courses may not be available for face-to-face conferences or to attend hearings. Therefore, the following modifications to the procedures defined above will apply to cases of academic dishonesty involving online and distance learning students.

1. The faculty member informs the student of the allegation while taking into account the confidential nature of the information and the goal of maintaining an environment that supports teaching and learning. The faculty member will contact the student through the university email system. The instructor should request a confirmation that the email notice was successfully delivered and that the student read the email.
2. When evidence suggests that academic misconduct has occurred, the faculty member will enter the charge and the academic sanction on the Academic Misconduct Report Form, will sign the form, and then email a copy of the form to the student for his or her signature, which may be typed.
3. The faculty member will provide the student with a reasonable amount of time before the student has to make a decision and sign the Academic Misconduct Report Form as to whether or not to accept the academic sanction. A student's failure to sign and return the Academic Misconduct Report Form will be construed as not contesting the charge or sanction and the adjudication process will go forward.
4. The remainder of the procedures as set forth in sections B and C are the same

#### **E. Sanctions:**

1. Faculty may assign a wide range of sanctions to a student found responsible for violating academic integrity. Most faculty may choose to utilize academic sanctions (the modification of grades due to misconduct), but faculty have the option to also recommend a full range of disciplinary sanctions.
2. "DF" (Dishonesty Failure) sanctions are assigned only after consultation with the instructor and the Academic Integrity Committee. Assigning a "DF" notation to a student's transcript should be a rare occurrence and is reserved for the most serious breaches of academic integrity, which may include repeat misconduct.

#### **F. Record Keeping:**

1. The Chair of the Academic Integrity Committee is responsible for recordkeeping.
2. The Office of Academic Integrity alone is responsible for the central record keeping and disclosing of student records involving academic dishonesty cases. The Office of Academic Integrity will disclose student records of academic dishonesty to third parties when those records include University-level disciplinary sanctions. The Office of Academic Integrity will disclose student record information to third parties in accordance with federal law (FERPA) and the University policy on managing Student Discipline Records.

## Academic Integrity at the Instructor Level

Instructors must familiarize themselves with policy and procedures regarding academic integrity at UNA. Specific details regarding those policies and procedures are available at [URL???](#)

At the beginning of each course, the instructor should provide students with a statement explaining the application of academic integrity policies to that course. This statement should stress the importance of academic integrity, specify any particular definitions of academic integrity appropriate for that course, and outline the range of penalties for infractions of academic integrity.

## Suggested Syllabus Statement about Academic Honesty

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Office of Academic Integrity for disposition and may include both academic and disciplinary action. Penalties for academic dishonesty range from a grade of zero on the work to suspension from the university. It is the student's responsibility to become familiar with the definition of academic honesty. Ignorance of the definition is NOT an excuse for the act.

All students will be familiar with the materials on the [UNA Library webpage](#).

Students must submit a Plagiarism Awareness form (a hyperlink will be included here) before any work will be accepted.

## Academic Integrity at the Instructor-Student Level

1. Instructors suspecting violations of academic integrity may consult with their department chairs, and/or the Office of Academic Integrity, especially if they anticipate recommending disciplinary as well as academic sanctions.
2. An instructor suspecting a violation of academic integrity will inform the student of the allegations in a timely manner, while taking into account the need to respect each student's privacy and the goal of maintaining an environment that supports teaching and learning. The instructor will offer to meet to discuss the situation and give the student an opportunity to respond. Either the instructor or the student may wish the meeting to take place in the presence of a third party, such as the department chair or another instructor. The instructor should inform the student of the allegation, the proposed academic sanctions, whether the instructor recommends a disciplinary sanction, and the University's procedure for violations of academic integrity, including the student's rights.
3. The instructor may allow a waiting period of two (2) business days after meeting with the student. The student may wish to respond more fully, to consult with an advisor or other knowledgeable University personnel, and/or to become more familiar with Academic Integrity policy and procedures. This waiting period also allows time for the instructor to take the student's response into account.
4. If the instructor believes that a violation occurred, the instructor will fill out and sign an Academic Dishonesty Report Form specifying the violation, the proposed academic sanctions, and whether the instructor recommends a disciplinary sanction. This must be accomplished in a timely manner to protect the student's due process rights. **(NOTE: The student may not drop or withdraw from the**

**course to avoid a sanction for a violation of academic integrity. Any such drop action will be reversed.)** The instructor will give the form to the student to read and sign and one of the following will result:

- A. If the student accepts responsibility for the violation and the proposed sanction, the student should sign the Academic Dishonesty Report Form and return the form to the instructor.
  - B. If the student wishes to contest the allegation and/or the academic sanction and seek a review by the Academic Integrity Committee as described below, the student should sign the Academic Integrity Form and return the form to the instructor.
  - C. If the student refuses to sign, this will be documented by the instructor and the case will move forward as if the student signed accepting responsibility for the violation and the proposed sanction.
5. If the student signs accepting responsibility for the violation and the sanction, the instructor will apply the academic sanction and forward the Academic Dishonesty Report Form with appropriate documentation to the Office of Academic Integrity.
  6. If the student signs contesting the allegation and/or the sanction, the instructor will forward the Academic Dishonesty Report Form to the Office of Academic Integrity. The instructor will also inform the student that a written statement contesting the allegation and/or sanction must be forwarded to the Office of Academic Integrity within five (5) business days.

## **Student's Rights in Alleged Violations of Academic Integrity**

Instructors should explain and clarify academic integrity standards applicable to their course.

An instructor suspecting a violation of academic integrity must inform the student and offer to meet to discuss the situation, and give the student an opportunity to respond. Either the instructor or the student may wish the meeting to take place in the presence of a third party, such as another instructor. For online and distance learning courses, this meeting may take the form of an exchange of emails. The instructor should inform the student of the allegation, the proposed academic and disciplinary sanctions, and the procedure for violations of academic integrity, including the student's rights (**NOTE: The student may not drop or withdraw from the course to avoid a sanction for a violation of academic integrity. Any such drop action will be reversed.**)

The student may request additional time (typically 2 business days) to respond more fully, to consult with an advisor or other knowledgeable University personnel, and to become more familiar with college academic integrity policy and procedures. For online and distance learning courses, the instructor will allow a reasonable amount of time.

If the instructor determines that a violation occurred, the instructor will fill out and sign an Academic Misconduct Report Form specifying the violation, the proposed academic and sanctions, and whether the instructor recommends a disciplinary sanction. The instructor will give this form to the student to read and sign. This must be accomplished in a timely manner to protect the student's due process rights.

If the student accepts responsibility for the violation and the proposed sanction, the student should sign the Academic Misconduct Report Form in the space provided and return the form to the instructor. The instructor will then apply the agreed upon academic sanction, thus ending the academic sanction part of this process, and forward the form and supporting documents to the Office of Academic Integrity for

review. Following review, these records are forwarded to the Office of Judicial Affairs. If the instructor also recommends a disciplinary sanction, or if the student has a record of previous academic integrity violations, the Office of Judicial Affairs may determine and apply an appropriate disciplinary sanction according to its procedures.

If the student wishes to contest the allegation and/or the academic sanction and seek a review by the Academic Integrity Committee, the student should sign the Academic Misconduct Report Form in the space provided and return the form to the instructor. The student should then give a written response to the allegation and/ or sanctions within five (5) business days to the Chair of the Academic Integrity Committee, who will initiate an Academic Integrity Review by a Review Board.

The Review Board will conduct hearings only for cases in which the student contests the allegations or academic sanctions. The student always has the right to a hearing, but also has the option to ask the Board to base its decision on the written documentation only. For cases involving online and distance learning courses, the Board may rely on written evidence only. Both the instructor and the student have the right to change their minds about the alleged violation and the proposed academic sanction at any time before the Review Board reaches its decision.

The student has the right to be informed of the hearing in a reasonable time to adequately prepare for it, to waive this right for reasonable time to prepare and proceed as permitted, to timely review of available evidence and documentation prior to the hearing, to be absent from the hearing, to provide testimony as a defense, to call witnesses, to question accusers and witnesses present, and to a written report stating the rationales for the findings and sanctions. The student may have a University-related advisor such as a faculty member, a staff member, or another student present at the hearing, but not an attorney or a parent. Hearings will be closed. Witnesses will only be present while giving testimony or answering questions.

The Review Board will base its decision on the basis of clear and convincing evidence presented at the hearing. The Board will decide whether or not it would be reasonable to draw a supported and clear conclusion based on the existing relevant and admissible evidence that an academic integrity violation had occurred.

## **Types of Sanctions for Violations of Academic Integrity**

**Academic sanctions** are actions or interventions that affect the student's grade and/or enrollment in a course in which an act of academic dishonesty was committed. They may range from a warning, to a reduced grade or failure in an assignment or examination, to a failure in the course, and/or to removal from an academic program.

**Disciplinary sanctions** generally affect a student's status within the University. They may range from a disciplinary warning to expulsion from the University. Included as a disciplinary sanction is the assignment of a "DF" grade for a course. It indicates on a student's academic transcript that failure in a course involved a serious act of academic dishonesty. Instructors should normally assign academic sanctions which support the learning process. For first offenses, an instructor may recommend a disciplinary sanction in conjunction with the Academic Integrity Committee to the Office of Judicial Affairs, but should do so only when the situation warrants. For subsequent offenses, in addition to academic sanctions, the instructor may also recommend disciplinary sanctions. However, all cases involving repeat offenses require a review by the Office of Academic Integrity for potential disciplinary charges and sanctions.

Section V  
(see attached forms)

**ACADEMIC INTEGRITY CHECKLIST FOR FACULTY**

If you suspect that a student has violated the Academic Integrity Policy in your class, use this checklist to ensure that you are following the appropriate steps to address the alleged offense with the student. **NOTE: If you view the infraction as very minor, and you intend to use the incident as a "teachable moment" and therefore only want to issue a staunch *warning* to the student, then you should not submit the incident as a formal charge.**

- \_\_\_ Review the University of North Alabama's Academic Integrity policy  
**URL to be added**
  
- \_\_\_ Alert the Chair of the Academic Integrity Committee that you suspect a violation of the Academic Integrity policy and supply the student's name and UNA ID so an academic integrity flag can be placed to prevent the student from dropping the course.
  
- \_\_\_ Notify the student that you would like to meet to discuss an alleged academic integrity violation.
  
- \_\_\_ Arrange for a colleague to be present at the meeting.
  
- \_\_\_ Secure the Academic Dishonesty Report Form from the Office of Academic Integrity website and outline the alleged violation(s) and the recommended sanction(s).
  
- \_\_\_ Have the report form prepared and the documentation available for your meeting with the student.
  
- \_\_\_ Inform the student of the alleged violation(s) and the recommended sanction(s) and allow the student the opportunity to respond.
  
- \_\_\_ Inform the student that there are two options: choosing to not contest responsibility, and signing on the "I do not contest" line or contesting responsibility and signing on the "I do contest" line.
  
- \_\_\_ **If the student is reluctant to sign the form on the spot, indicate that it is possible to delay the decision and take two (2) business days to return the signed form to you.**
  
- \_\_\_ If the student does not contest the charges and signs the form, the case is over. However, direct the student to the statement on the form that indicates the case may be re-opened if it is determined that the student had a prior Academic Integrity violation.
  
- \_\_\_ If the student contests the charges and/or sanctions, have the student sign the form. **Inform the student that he/she must submit a written statement outlining the reasons for**

**contesting the charges to the Chair of the Academic Integrity Committee within five (5) business days.**

- \_\_\_ If the student refuses to sign the Academic Dishonesty Report Form, or if the student does not return the signed form within the allotted time, the case will move forward as if the student has signed the form and not contested the charges and sanctions.
  
- \_\_\_ Forward the completed, signed form **with the appropriate documentation** to the Office of Academic Integrity.

**University of North Alabama  
Academic Misconduct Report Form**

When completed, attach appropriate documentation and send to: The Office of Academic Integrity

Student Information (please print)

Faculty Information (please print)

Last Name _____ First _____ MI _____  Student ID Number _____  Email address _____  Local Phone Number _____	Name _____  Course Abbreviation and Number _____  Semester _____
Description of allegation (include incident date; attach additional sheet if needed): _____ _____ _____	

**Recommended academic sanction:**

- Assigning failing grade for the course, with additional notation placed on transcript that this was the result of violation of Academic Honesty Policy
- Assigning failing grade for the course
- Assigning failing grade for the piece of work
- Lowering the grade for the piece of work
- Assigning additional work or re-examination
- Other (explain) \_\_\_\_\_

**Recommended disciplinary sanction, if any :** (Note: Each of these items would be linked to an explanation in the Student Handbook)

- Suspension
- Deferred Suspension
- Expulsion
- Other (explain) \_\_\_\_\_

[URL link to Student Handbook](#)

**TO THE STUDENT:** You have been accused of violating the University Code of Conduct Item 1(Academic Integrity).

The specific behavior is outlined above. You have the right to explain your side of the incident to the faculty member. If there is still reasonable cause to believe that an academic integrity violation has occurred, an academic sanction will be assigned. You may then choose to accept responsibility for the violation, or you may contest the allegation and request that the Academic Integrity Committee review your case.

If you choose to contest, a hearing/review will be held AND if it is determined that you are responsible for the violation, the hearing outcome may: a) leave unchanged; b) increase; or c) decrease the academic sanctions assigned by the faculty member. In cases of repeat offenders, disciplinary sanctions may also be applied.

**You may not drop or withdraw from this course to avoid a sanction for violation of academic integrity. Any such drop action of the course will be reversed. If after notification of a violation of academic integrity, you fail to sign this form, the academic integrity review process will go forward as defined by University procedures.**

POLICIES, RULES, SANCTIONS, AND PROCEDURES REGARDING ACADEMIC INTEGRITY CAN BE FOUND AT:

Insert URL when available

**I DO NOT CONTEST** the allegations and academic sanction(s) assigned. I understand that this case may be re-opened and a new sanction assigned if I have a prior academic integrity violation.

\_\_\_\_\_  
Student Signature                      Date

**I DO CONTEST** the allegations and academic sanctions and wish to refer my case to the Academic Integrity Committee. I understand that I must submit a written request for the review / hearing that will include an explanation of my side of the incident within five (5) business days to The Office of Academic Integrity. I understand that new and/or additional sanctions may be assigned if I have a prior academic integrity violation.

\_\_\_\_\_  
Student Signature                      Date

**TO THE FACULTY:** Please review the allegation with the student as well as the sanction you wish to assign. Please sign below indicating that you have shared both the allegation and sanction with the student.

\_\_\_\_\_  
Faculty Signature                      Date

**University of North Alabama**  
**Academic Integrity Awareness Form**

By submitting this form, I certify the following: I have read the course syllabus and am aware of the requirements for the class and class policies. I have also read the University of North Alabama policy on academic integrity and have studied the associated links. I understand the policy and what academic integrity is. Further, I understand that academic dishonesty will not be tolerated, and I understand the penalties for violating the policy.

**No student may submit any work in the course for assessment until this document is signed and in the instructor's possession.**

Fill in all items on the form and submit it according to the instructor's directions.

Name:

First

Middle

Last

Student Identification Number:

Student UNA e-mail Address:

Instructor:

Course Number and Section (e.g. EN 111-12):

Course Title:

Date:

Signed:

Link to University website on Academic Integrity

This form is modeled after that found on the University of Arizona webpage:

<http://www.asu.edu/clas/ssfd/undergrad/honesty.html>