

## **Academic Regulations and Policies Related to Academic Integrity**

Academic integrity grows from the longstanding traditions of the world university community in support of learning, teaching, and the development of knowledge. Academic integrity is a firm adherence to the core values of the University as expressed in the Gallaudet Credo and to standards of conduct in the individual professional and academic disciplines. All members of the University community, including students, faculty, staff, and administrators are expected to commit, even in the face of adversity, to five fundamental values: honesty, truth, fairness, respect, and responsibility. This commitment to academic honesty encourages the mutual respect and moral integrity that our University community values and nurtures.

### **Standards of the University Related to Undergraduate Students' Academic Integrity.**

Undergraduate students must demonstrate behaviors that are consistent with the standards of the University as published in the *Gallaudet Undergraduate Catalog*, the *Student Handbook*, and the academic departments and academic support units. These behaviors include, but are not limited to, tact, civility, sensitivity to the needs and interests of others, sound judgment, respect for others, and timely attention to academic responsibilities.. Failure to meet these standards reflects adversely upon the undergraduate student's suitability for academic study and may be grounds for dismissal from the University. The University can function properly only if its members adhere to clearly established and articulated values related to academic integrity.

Undergraduate students enrolled in graduate courses are subject to the Graduate School Academic Integrity Policy. Graduate students enrolled in undergraduate courses are also subject to the Graduate School Academic Integrity Policy. Faculty, students, staff, and administrators share equally in the responsibility for maintaining standards related to academic integrity.

### **Violations of Academic Integrity**

Violations of academic integrity reflect negatively on the undergraduate student, the academic program, and the University; thus, academic dishonesty in all its forms cannot be

tolerated. Academic integrity encompasses many principles: respect for intellectual property, fair use, and adherence to the canons of scientific inquiry and reporting. Academic integrity may be violated any number of ways. Common examples of academically dishonest behavior include, but are not limited to, the following:

### ***Cheating***

Cheating is the intentional use of or attempt to use unauthorized materials, information, or study aids in any academic exercise. This may include, but is not limited to:

- copying from another student's work;
- representing material prepared by another as one's own work;
- submitting the same work in more than one course without prior permission of the instructors;
- using electronic devices to communicate and/or access information during exams;
- procuring or using stolen evaluation materials;
- violating rules governing the administration of examinations; or
- violating any rules relating to academic conduct of a course or program.

### ***Fabrication or Misrepresentation***

Fabrication is the provision or use of any false or altered information, data or citation in an academic exercise. Misrepresentation is giving incorrect or misleading information or failing to disclose relevant information. Fabrication or misrepresentation of academic records may include, but is not limited to:

- making a false statement regarding one's academic credentials,
- concealing material information, and/or
- forging someone else's signature,
- forging a University academic document or record (also a crime),
- tampering with computer records,

- falsifying academic information on one's resume, and/or
- falsifying communications about class absences, missing assignments, exams or other course expectations and requirements.

### ***Plagiarism***

Plagiarism is the use or representation of the words, ideas, or sequence of ideas of another as one's own in any academic exercise. Information stored on a computer system or portable device or sent electronically over a network is the private property of the individual who created it. Dissemination of information, without authorization from the owner of said information, is a violation of the owner's right to control his or her own property and is considered a form of attempted theft. Plagiarism may include, but is not limited to:

- copying another person's paper, article, computer work, or assignment and submitting it as one's own;
- quoting, paraphrasing, or summarizing and utilizing someone else's ideas without attribution;
- copying or downloading (cyber-plagiarism), in part or in whole, articles or research papers or using ideas or information found from other sources and not giving proper attribution.

### ***Facilitation of Academic Dishonesty***

Facilitation of academic dishonesty is to knowingly or passively allow one's work to be used by another without appropriate attribution. It also includes participation in or the failure to report known or suspected instances of academic dishonesty.

### ***Impeding Academic Progress***

Impeding academic progress includes, but is not limited to:

- denying others access to scholarly resources;
- providing false or misleading information;

- making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying materials; or
- altering electronic files that belong to another without prior permission.

### ***Computer Misconduct***

Computer misconduct is the violation of rules regarding appropriate computer usage, as established by ITS and Academic Technology.

## **Department, Faculty, and Student Responsibilities Related to Academic Integrity**

### **University Wide Responsibilities**

The above provisions are general, and apply to all academic units. Any member of the Gallaudet community who witnesses a violation of academic integrity is responsible for reporting these violations to the Academic Integrity Committee (Appendix A).

### ***Academic Department Responsibilities***

Academic departments and support units will inform their undergraduate students of the standards of academic integrity and of practices of responsible research and scholarship of their discipline. This information will be disseminated through a combination of mediums such as student handbooks, the *Gallaudet Undergraduate Catalog*, and related websites. Specific departmental responsibilities include the following:

- informing students about their responsibility to understand the Academic Integrity Policy in the *Gallaudet Undergraduate Catalog* and to strictly adhere to it. All academic departments will include a section on their syllabi referring to the academic integrity policy and the expectation that students adhere to this policy.
- informing students where the applicable professional code of ethics can be accessed and the need to adhere to those codes.
- informing students about the procedures and channels of communication within the department related to academic integrity complaints and appeals.

### ***Academic Support Unit Responsibilities***

Staff who work in academic support units (e.g., Academic Advising, Office for Students with Disabilities, Career Center, Academic Technology, Tutorial and Instructional Services) are responsible for reinforcing the policies of academic integrity. Specific academic support service responsibilities include:

- informing students about their responsibility to understand the Academic Integrity Policy in the *Gallaudet Undergraduate Catalog* and to strictly adhere to it.
- informing students where the applicable professional code of ethics can be accessed and the need to adhere to those ethics.

Staff are also responsible for reporting incidents of academic integrity violations to the course instructor(s). Procedures for addressing suspected violations of the academic integrity policy outside the context of a particular course are the same as those described for suspected violations occurring within a course. If the incident is not course related, staff should report it to the appropriate unit head or Dean.

Sample incidents include but are not limited to:

- forgery on documents (e.g. advising forms, resumes, etc.);
- use of unauthorized aids (e.g. calculators, notes) during an examination;
- suspected duplication of assignments; or
- suspected misuse of technology

### ***Faculty Responsibilities***

Faculty will determine the content, organization, and conduct of their courses and adhere to the published content of such courses as they appear in the current year's *Gallaudet Undergraduate Catalog*. In the classroom, faculty will encourage students to engage in free inquiry and open expression of reasonably related content.

They will inform students of the content, schedule, requirements, evaluation procedures, and grading policies employed in the course and of times, outside of class, when they are

available for student consultation. Faculty will evaluate students fairly and without bias. Evaluation will adhere to the course goals, design, and timeframe described in the course syllabi. They will provide appropriate and timely feedback to the student about the quality of their work. Faculty will include expectations of academic honesty in their syllabi with references to the Academic Integrity Policy in the catalog. They will model the appropriate application of the principles of academic integrity in the presentation of classroom materials and will make all reasonable efforts to promote academic integrity through course and evaluation design, protection of materials, testing environment, and regular revision of evaluation materials. Faculty will deal with suspected instances of academic dishonesty in accordance with University policy.

### ***Student Responsibilities***

Undergraduate students are responsible for reading the *Gallaudet Undergraduate Catalog*, including the Academic Integrity Policy in this catalog, and are expected to engage in free inquiry and open expression of subjects reasonably related to the content of the course. They will familiarize themselves with the content, schedule, requirements, evaluation procedures, and grading policies employed in each of the courses in which they are enrolled. Students have the right to, and are encouraged to, talk to the person and/or the relevant department chair or unit director, if they have a concern that a faculty member, staff member or student may have violated the academic integrity policy.

Undergraduate students will participate in class activities as defined by the faculty member for purposes of facilitating academic or professional development. They will complete course requirements on time and in a manner consistent with the course requirements. Undergraduate students will make all reasonable efforts to promote academic integrity, by refraining from dishonest practices and by reporting known instances of dishonesty to the appropriate faculty person. Students are subject to the actions brought by faculty who suspect instances of academic dishonesty or other breaches of academic standards. Students may appeal

such faculty actions through the undergraduate student appeals process described in the section called *Student Responses to Academic Integrity Violation Allegations*.

**Procedures for Handling Suspected Violation(s) of Academic Integrity Occurring Within or Outside a Course.**

*Violations of Academic Integrity in Classes*

A course instructor who suspects a student of academic dishonesty has the obligation to deal with the situation directly and quickly. The instructor will meet with the student to discuss the perceived violation and to determine what, if any, extenuating circumstances exist. The sanctions imposed and remedies recommended depend upon the circumstances surrounding the incident and the severity of the offense. Sanctions may include: failing an assignment, receiving a reduced grade in the course, or other academic sanctions deemed to be appropriate. The instructor may also decide to impose more severe sanctions, such as: failure of the course resulting in the grade of XF (indicates violation of academic integrity policy) or recommendation for suspension or dismissal from the University. Remedies may include: requiring a substitute assignment, repeating the assignment under supervised conditions, and other academic remedies deemed appropriate.

The instructor or staff member is required to prepare a written letter to the student detailing the charge(s) and the sanctions and/or remedies. The letter will state clearly

- the nature of the offense,
- the date of the offense or the date it was discovered,
- evidence to support the offense,
- the date and nature of the meeting with the student to address the offense,
- the proposed sanction, any proposed remedy that is required of the student, and
- the expected outcomes of the remedy.

The letter to the student will be hand delivered or sent to the campus post office where the student must sign to receive the letter (electronic messages are not acceptable for this purpose) to the

student within five academic days after meeting with the student. Copies of the letter must be sent to the academic advisor, program director (if appropriate), department chair, and the academic dean.

All sanctions except the recommendation for suspension or dismissal can be resolved between the faculty or staff member and the student. If there is a recommendation for suspension or dismissal, department procedures for recommending suspension or dismissal are followed. All recommendations for suspension or dismissal are sent to the Academic Integrity Committee by the department chair.

### ***Violations of Academic Integrity Outside of the Class Context***

Procedures for addressing suspected violations of the academic integrity policy outside the context of a particular course are the same as those described above for suspected violations occurring within a course. The exception is that the faculty member, staff member, or student contacts the appropriate course instructor or unit head, depending on the nature of the offense, who will meet with the accused student. The department chair or unit head will evaluate the merits of the complaint by interviewing both the complainant and the student who is being accused. If the violation is verified, the department chair or unit head will proceed as described above by preparing a formal letter with copies to the appropriate academic dean and the advisor. Staff working in academic units (e.g., Academic Advising, OSD, Career Center, Academic Technology, and Tutorial and Instructional Programs, etc.) are responsible for informing students about their need to understand the Academic Integrity Policy in the *Gallaudet Undergraduate Catalog* and to strictly adhere to it.

### ***Student Reports of Academic Integrity Violations***

Students are responsible for their own academic integrity as well as helping maintain academic integrity in the community. A student who knows of another student's violation of academic integrity is responsible for reporting the alleged infraction to the instructor as soon as possible. A student reporting another student for breaching the academic integrity policy needs to

provide a written report of the violation, specifying: the nature of the offense, the date it occurred or was discovered, and evidence to support the violation within five academic days. Students who report another student for a breach of academic integrity policy may not do so anonymously. The identity of the reporting student will be held in confidence through the initial phases of the academic integrity process, but may become public if the process moves to the appeal stage. In all cases, student reports of breaches of academic integrity policy will be protected against retribution or harassment by the accused party.

### ***Student Responses to Academic Integrity Violations***

A student accused of violating academic integrity has five academic days upon receipt of the letter describing the violations, remedies and sanctions to deliver a written response to the allegation. The written response should indicate whether the student accepts or disagrees with the proposed sanctions or remedies. The student should send copies of the written response to those individuals included in the initial letter. The lack of a written response by the student within five academic days after receiving the letter will indicate agreement and acceptance of the sanctions and the proposed remedies.

### ***Appeal Process***

The student has the option of appealing to the department chair or unit head within ten academic days if he or she disagrees with the accuser's decision. If the person accusing a student of a violation of academic integrity is the department chair, or if a department chair or unit head is proposing sanctions or violations, a student's appeal should be made to the Academic Integrity Committee.

Petition for Appeals should include:

- a clear rationale for the appeal, along with all appropriate documents that support the rationale for the appeal.
- the written statement of sanctions or remedies imposed by the faculty member, the written decision of the accuser, and all relevant communications.

- a statement of the student's desired outcome of the appeal (e.g., dismissal of the charge, modification of sanction or remedies imposed), or if the student is proposing an alternative plan for remediation.

### ***Appeals to Department Chairs and Unit Heads***

The department chair or unit head evaluates the student's appeal in terms of: whether the sanctions or remedies were arbitrary or capricious; whether the accuser followed the Academic Integrity Policy and whether the student had adequate advance notice and opportunity to respond. If the department chair or unit head wishes to have an in person meeting with the accuser and the student to discuss the appeal, the student has the right to bring an advocate to this meeting (see Appendix A for qualifications and roles of the advocate). The department chair or unit head decides whether or not to support the student appeal and responds in writing to the student and instructor or staff member within ten academic days after receipt of the written appeal. Copies of the decision will be sent to others copied by the instructor or staff member in the original letter as well as the student's major chair or academic advisor.

The student has the option of appealing to the Academic Integrity Committee within ten academic days if he or she disagrees with the department chair or unit head's decision. The appeal should include any information the student deems to be important to counter the allegation of a violation of academic integrity.

The accuser has the option of appealing to the Academic Integrity Committee within ten academic days if he or she disagrees with the department chair or unit head's decision. The appeal should include any information the accuser deems to be important to counter the recommendation made by the department chair or unit head.

### ***Appeals to the Academic Integrity Committee***

The Academic Integrity Committee will review letters of appeal and any additional documentation [e.g., letters to student from faculty member, program director (if appropriate), and department chair]. The committee may decide: (1) to refuse the appeal, in which case the

recommendation made by the department chair or unit head will stand, or (2) to accept the appeal, and conduct a hearing to address the appeal. All committee decisions will be communicated in writing to the student within ten academic days. The Academic Integrity Committee chair hand delivers a letter to the student and all parties or sends the letter through the campus post office where the student must sign to receive the letter. The Committee will communicate in writing to all parties within ten academic days, after receiving written materials from the accused student.

The Academic Integrity Committee is empowered to modify sanctions and remedies based on their review. These modifications may be more severe than the initial sanctions or remedies and could include a recommendation for suspension or dismissal from the University. The student or accuser may appeal to the dean of the school in which the department resides (i.e. GSPP or CLAST) if he or she disagrees with the decision of the Academic Integrity Committee.

#### *Appeals to the Dean*

The dean will review letters of appeal and any additional documentation [e.g., letters to student from faculty member, program director (if appropriate), department chair, and the Academic Integrity Committee]. The dean may affirm the Academic Integrity Committee decision or the dean may modify sanctions and remedies based on review of the appeal. These modifications may be more severe than the initial sanctions or remedies and could include suspension or dismissal from the University. The dean's decision is final.

The dean will communicate the decisions in writing to all parties involved within ten academic days by hand-delivered letters to all parties involved or letters sent through the campus post office where the recipient must sign to receive the letter.

## **Appendix A**

### **Academic Integrity Committee**

#### **Composition**

The committee will consist of five faculty members and three professional staff who are directly involved with the Undergraduate programs of the University and three undergraduate students. The five faculty members and three professional staff may serve two consecutive three-year terms; student committee members may serve two years. The 11-member Academic Integrity Committee will elect a Chair. The Chair will be a faculty member from this group.

#### **Function of the Committee**

The committee will meet and act under one of the following circumstances:

- Appeals: An individual has exhausted established departmental appeals regarding an academic integrity infraction [e.g., faculty member, program director (if applicable), and department chair]. The Academic Integrity Committee will review letters of appeal and any additional documentation (e.g., letters to student from faculty member, program director (if appropriate), and department chair). The committee may decide: (1) to refuse the appeal, in which case the recommendation made by the department chair or unit head will stand, or (2) to accept the appeal, and conduct a hearing to address the appeal. All committee decisions will be communicated in writing to the student within ten academic days. The Academic Integrity Committee chair hand delivers a letter to the student or sends the letter through the campus post office where the student must sign to receive the letter. The Academic Integrity Committee is empowered to modify sanctions and remedies based on their review. These modifications may be more severe than the initial sanctions or remedies and could include a recommendation for suspension or dismissal from the University.
- A student requests a removal of the XF grade from their transcript (see Appendix B).

- A department chair recommends suspension or dismissal from the University as a consequence for academic integrity violations.
- The academic dean informs the committee chair of two or more incidents of academic integrity violations by a student. The committee reviews letters documenting infractions provided by the academic dean. One of two actions may take place: (1) The committee may decide that the infractions were handled appropriately and no further action is required; or (2) The committee may decide there is reason to be concerned about recurring offenses of academic integrity and conduct a hearing, which may result in additional sanctions, including suspension or dismissal from the university.

### **Conduct of Meeting of the Committee**

- A regular time is reserved for meetings of the Academic Integrity Committee, as agreed by committee members; however, the committee members will convene to perform their functions (above) or to engage in training and preparation.
- All meetings are held in the strictest confidence. Records of the meetings are kept in the office of the academic deans. The decision/outcome of the meeting will be communicated to the department chair, program director (if applicable), advisor, and faculty member following the hearing described in number eight below. Reports to CUE are of general nature, for example, types of incidents and how they were resolved.
- At least three members (two faculty and one student) must be present to conduct a hearing.
- The Academic Integrity Committee chair presides over all meetings. The dean of CLAST provides clerical support to keep records and assist with documentation and letters following each meeting.
- Meetings must be held within ten academic days upon receiving an action item.
- During the Academic Integrity Committee hearing, the student and the instructor will present their case. The student has the right to bring witnesses and an advocate to the hearing. The advisor, program director and department chair may be included if pertinent.

- The Academic Integrity Committee's decision will be communicated by letter to all parties. The letter will be hand delivered or sent to the campus post office where the student must sign to receive the letter. Copies will be sent to the instructor, department chair or program director, the Registrar and the Dean of the college from which the action originated.
- Qualifications and role of the advocate: The advocate's primary role is one of moral support for the accused. The advocate must be a member of the Gallaudet staff, faculty, or student body. During any meetings, the advocate is only allowed to address the accused and may not directly address any other members of the meeting or hearing.

## Appendix B

### **XF Transcript Course Grade Notation for Violations of Academic Integrity**

An instructor who determines that the appropriate sanction for a student who has violated academic integrity is a failing grade for the course may record a grade of "XF." For purposes of grade point average calculation, an XF will be treated in the same way as an "F." The XF grade shall be recorded on the student's transcript with the notation "Failure Due to Violation of the University's Academic Integrity Policy". XF grades must be reported to the instructor's department chair. No student who has a grade of XF shall be allowed to participate in any university-sponsored extracurricular activity or organization until the XF is removed. GSPP or CLAST Dean will notify the Registrar, the student's academic advisor(s), all relevant program directors, coaches, and faculty/staff advisors of student organizations regarding a student's XF grade and their ineligibility to participate in extracurricular activities until further notice. The student can appeal the XF grade by following the same procedures described in the Post-Department Student Appeals Process above. After an XF grade has appeared on the student's transcript for twelve months, the student may request to have the XF grade removed. A request to remove the XF grade from the transcript will only be considered by the Academic Integrity Committee if the student has not been found responsible for any other action of academic dishonesty or similar disciplinary offense at Gallaudet University or any other institution. The student's request should include a written explanation of the reason(s) the XF should be removed.

The Academic Integrity Committee is not obligated to approve the student's request. In this instance, the XF grade remains on the student's transcript. If the student repeats the course, and the XF has not been removed by the previous process, both the new grade and XF will appear on the transcript.

If the course has not been repeated with a passing grade and the appeal to remove the XF grade is approved, the student's XF course grade converts to an "F" grade. If the student repeats the course, and the XF has been removed, the new course grade replaces the XF.

