

## Academic Honesty Policy

- I. Philosophical Statement: Rockhurst University is a learning community. Consistent with the mission and purpose and the Judeo-Christian principles the University seeks to foster within its whole community, it is expected that academic honesty and integrity guide the actions of all its members. It is the responsibility of every person in the academic community – faculty members, students, and administrators – to ensure that academic dishonesty or misconduct is not tolerated.
- II. Definition: Academic honesty includes adherence to guidelines pertaining to integrity established for a given course as well as those established by the University for conducting academic, administrative, and research functions. All forms of academic dishonesty or misconduct are prohibited. The examples given are not intended to be all inclusive of the various kinds of academic dishonesty, cheating, plagiarism, or misappropriation which may occur. Examples include, but are not limited to, the following:
  - a. Cheating
    - i. Copying, or the offering, requesting, receiving or use of unauthorized assistance or information in examinations, textbooks, reports, computer programs, term papers or other assignments.
    - ii. Attempting to change answers after an exam has been submitted.
  - b. Plagiarism
    - i. The appropriation of ideas, language, or work of another without sufficient attribution or acknowledgment that the work is not one's own.
    - ii. Violations include but are not limited to:
      1. Submitting as one's own work material copied from a published source.
      2. Submitting as one's own work someone else's unpublished work.
      3. Submitting as one's own work a rewritten or paraphrased version of someone else's work.
      4. Allowing someone or paying someone to write a paper or other assignment to be submitted as one's own.
      5. Utilizing a purchased pre-written paper or other assignment.
  - c. Manipulation, alteration, or destruction of another student's academic work or faculty material
  - d. The unauthorized removal, mutilation or deliberate concealment of library or other resource material or collections.
  - e. Unauthorized use of University facilities, equipment or other property, including computer accounts and files.
  - f. Any other act which might give one an unearned advantage in evaluation or performance.
- III. Nurturing Academic Honesty: Faculty members, administration, staff, and students are responsible for modeling and nurturing academic honesty. Faculty members, especially, should strive to nurture academic honesty by citing sources in lecture and class material thereby modeling for their students and advisees the type of precautions to be taken to ensure academic honesty. It is further expected that faculty will take reasonable actions to

reduce opportunities for dishonesty through such practices as monitoring examinations or requiring sequences of an assignment to be submitted. It is further expected that each student will be informed of the definition of academic dishonesty and the processes the University will take in dealing with it.

IV. Academic Dishonesty: Procedure, Penalties, and Due Process

a. Level I – As much as possible, a member of the faculty, staff or administration (hereafter referred to as University representative) will deal individually with suspected violations of the Academic Dishonesty Policy. Level I constitutes the initial level of action, including resolution. The University representative who suspects that such a violation has occurred will confer with the student, present support, listen to and evaluate the student's explanation, and then, if the student is found to have violated the Academic Honesty Policy, impose a penalty based upon the findings. Penalties relate to specific violations and may include, but are not limited to:

- i. Warning the student
- ii. Lowering the grade of the assignment or examination
- iii. Requiring the student to repeat the assignment or examination
- iv. Assignment of a failing grade for the semester.

The university representative will provide the student with a written Level 1 decision within three working days of conferring with the student. This decision can be delivered in person, via email, or via the United States Postal Service (with a delivery receipt) using the students' last known local or permanent address on file with the University. A student who wishes to appeal the Level 1 decision must indicate, in writing, her/his intent to appeal within three working days following the delivery of the Level 1 decision to the student. This intent to appeal must be received by the dean of the college in which the alleged offense took place within three working days. If the student chooses not to appeal, then the violation and penalty will be reported to the Office of the Vice President of Academic Affairs using the "Academic Honesty Policy Violation Report."

b. Appeal Process for Level I Decisions:

The Academic Disciplinary Board:

For cases involving academic departments, the Academic Disciplinary Board will be composed of three individuals consisting of the department chair, a faculty member to be appointed by the dean of the college or school within which the student is enrolled or the violation arose, and either the division chair or academic dean, or his/her designee (who serves as chair). Should the department chair be the faculty member bringing the charge(s) the appropriate academic dean will appoint a faculty substitute. For cases involving units other than academic departments (i.e. Library, Registrar's Office, Computer Center, or other similar unit), the Academic Disciplinary Board will be composed of the director of that unit, a faculty member to be appointed by the Vice President for Academic Affairs and an appropriate member of the administration (generally a dean) who serves as chair and is also appointed by the Vice President for Academic Affairs. The composition of the Academic Disciplinary Board will avoid a conflict of interest. This may result in the Vice President for Academic Affairs appointing

other representatives in lieu of the aforementioned Board compositions. The Board may uphold, modify, or reverse Level I decisions.

In cases before it, the Academic Disciplinary Board will consider relevant supportive information presented by any side. Based on its evaluation of relevant supportive information before it, the Academic Disciplinary Board may impose any penalty thus far listed and, in addition, may recommend to the Vice President for Academic Affairs the suspension or dismissal of a student.

#### Procedures before the Academic Disciplinary Board Hearing

1. The Academic Disciplinary Board must be formed within three working days of the dean or VPAA receiving the student's written intent to appeal the Level 1 decision.
2. Within three working days of the filing of the written intent to appeal the Level I decision, the student must deliver to the academic dean or VPAA all supportive information relevant to the appeal, including any request for hearing.
3. Within three working days of receipt of the student's relevant supportive information, the Academic Disciplinary Board will notify the University representative. For cases involving academic departments, the Dean of the college or school in which the violation arose; for cases involving units other than academic departments, the Vice President for Academic Affairs shall notify the University representative for participation at this appeal and shall notify the Academic Disciplinary Board of the choice within three working days. Within three working days of notice of the University representative to the Academic Disciplinary Board, that University representative must deliver all relevant information in support of the Level 1 decision to the Academic Disciplinary Board, including any request for hearing.
4. The Academic Disciplinary Board may require a hearing and the decision to hear any case is in the discretion of the Academic Disciplinary Board.
5. At least five working days before the scheduled hearing, if any, the Chair of the Academic Disciplinary Board or his/her designee, will provide the student and the University representative written notice of:
  - a. The alleged violation(s) to be heard;
  - b. The time, date and place of the hearing;
  - c. A statement of the charge(s) and documents in support of and in opposition to the charge(s). In cases where there are multiple charges, the Academic Disciplinary Board may consolidate all charges into one hearing.

This notice can be delivered in person, via email, or via the United States Postal Service (with a delivery receipt) using the students' last known local or permanent address on file with the University.

6. The student may bring a faculty member of the University community with her/him as an advisor to any hearing and, if so, the student must notify the Academic Disciplinary Board of the name of the advisor within one working day of the hearing.

The students, however, is expected to present her/his own case in his/her own words.

7. The Academic Disciplinary Board will be responsible for creating a record, of the hearing, if a hearing should occur.
8. The decision of the Academic Disciplinary Board may be presented orally at the conclusion of the hearing or in writing via email or via the United States Postal Service (with a delivery receipt) using the students' last known local or permanent address on file with the University, and to the University representative (using the same methods) within five working days of any hearing and if there is no hearing, within ten working days of timely receipt of all relevant supportive information from the student and University representative.
9. Materials related to disposition of the charge(s) of the Academic Honesty Policy, including a summary record of any appeal process and decision(s), will be maintained in the office of the academic dean of the college or school in which the student is enrolled.
10. If the student is cleared of any wrongdoing, the incident is not reported to the Office of the Vice President for Academic Affairs.
11. If the student is found to be in violation of the Academic Honesty Policy, the findings of the Academic Disciplinary Board will be reported to the Office of the Vice President for Academic Affairs

#### Grounds for Appeal

Below are listed the only bases upon which a student or University representative may appeal the decision of the Academic Disciplinary Board:

1. A procedural error occurred.
2. The decision of the Academic Disciplinary Board was arbitrary.
3. New and significant evidence was not available or could not have been obtained prior to the Academic Disciplinary Board's ruling.

#### Appeal of the Decisions of the Academic Disciplinary Board

A student or the University representative may appeal the decision of the Academic Disciplinary Board by filing an "Intent to Appeal" with the Office of the Vice President for Academic Affairs within one working day of the decision of the Academic Disciplinary Board and the Vice President for Academic Affairs will notify the other within three working days of the filing of the Intent to Appeal. On notice of the filing of the Intent to Appeal from the Vice President, the Academic Disciplinary Board will forward all information related to the case to the Vice President for Academic Affairs. Absent extraordinary circumstances, neither the student nor University representative may present additional supportive information for consideration by the Vice President for Academic Affairs. Any request to present additional information must be made to the Vice President for Academic Affairs within three working days of filing of the Intent to Appeal and the request must include a substantive description of the additional supportive information. The Vice President may request additional information or a meeting with any individual regarding the charge(s). In general, the Vice President for Academic Affairs will present his/her decision to the student and University representative within five working days of receipt of information or meeting with the student or University representative. The decision of the Vice

President for Academic Affairs may be presented orally or in writing addressed to the student at the student's last known local or permanent address on file with the University and the University representative. The decision of the Vice President for Academic Affairs is final. Pending the decision of the Vice President for Academic Affairs, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or other members of the University community or for reasons involving the safety of property or the good of the University.

C. Level II – Centralized Reporting for Academic Honesty Policy Violations

Level I cases involving students found to be in violation of the academic honesty policy will be reported to the Office of the Vice President for Academic Affairs and reviewed on an ongoing basis. Upon the second reported violation for any one student, a formal review of those violations will occur. It is also possible for a first offense to be reviewed. This review will be conducted by members of the Dean's council which has representation from each college or school.

Upon review of the reported violation(s), the Dean's council may impose any of the following sanctions:

1. Issue a letter of warning to the student
2. Deem the student to be out of good standing in terms of the Academic Honesty Policy. To be out of good standing is a probationary status and may render the student ineligible for special privileges including divisional awards or scholarships, letters of recommendation, academic honors, etc.
3. Suspension
4. Dismissal

A student under Level II review will be notified by Rockhurst University email account and by mail addressed to the student's last known local or permanent address on file with the University in order to schedule a meeting between a representative from the Dean's Council and the student to discuss the reviewed violations and any sanction that might be imposed. The sanction(s) imposed will then be communicated to the student within three working days of the meeting addressed to the student's last known local or permanent address on file.

This information will be maintained in the Office of the Vice President for Academic Affairs. Access to this information for the purposes of the determination of awards, honors, letters of recommendation, etc. can be obtained using the FERPA release form available online or in the Registrar's office.

After three semesters, if a student placed on academic integrity violation probation has no further reported violations, the student will no longer be on probation. However, the previous violations will not be expunged. If the student is later found in violation of the academic honesty policy, all offenses will be considered for the determination of a sanction.

**Time**

For purposes of counting time, the day of the act will not be counted and the final day of the time period will be counted. Working day means any day the administration of the University is open and conducting business and is not as provided in the University's Academic Calendar.