

GOODWIN COLLEGE

Policies and Procedures

TITLE:	Academic Integrity Policy
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INTRODUCTION STATEMENT: Goodwin College expects absolute integrity from every student in all academic undertakings. Students are expected to be honest with respect to the intellectual efforts of themselves and their peers. Submission of work for academic credit must be the student’s own work. All outside assistance must be acknowledged and documented in the required format.

REASON FOR POLICY: Goodwin College expects its students to assume full responsibility for the content and integrity of the coursework they submit. If a student fails to comply with the Academic Integrity Policy, the sanctions outlined below will be applied.

POLICY REQUIREMENTS: Students found not following the Academic Integrity Policy must follow the sanctions outlined in the policy.

POLICY REFERENCE NUMBERS: ACAD 2141

POLICY STATEMENT: All students will be held accountable for following the Academic Integrity Policy in all of their coursework at Goodwin College.

RELATED POLICY INFORMATION: The Academic Integrity Policy can be found in the Student Handbook and on the Goodwin Website.

EXCLUSIONS: None

CONTACTS: Department Chair/Program Director and/or Vice President for Academic Affairs

DEFINITIONS: Academic dishonesty means failing to give proper credit to others whose ideas and words a student is utilizing. Examples of academic dishonesty include, but are not limited to:

Cheating – the use or attempted use of unauthorized materials, information, or study aids in any academic pursuit; copying from another student’s examination; submitting work for an in-class examination that has been prepared in advance; representing material prepared by another as one’s own work; submitting the same work in more than one course without prior permission of both instructors; violating rules governing administration of examinations; falsifying problem solutions or laboratory reports; taking an examination or evaluation in the place of another person and/or allowing other persons to take an examination or evaluation in the student’s own place; misrepresenting oneself in online courses; using unauthorized sources, notes, or computer programs; violating any rules relating to academic conduct of a course or a program.

- a. **Fabrication** – falsification of any data, information, or citation.
- b. **Plagiarism** – representing the words, ideas, or sequence of ideas of another as one's own in any academic exercise, whether from any source, including, but not limited to a text, paper, book, journal, the internet or some other source; failure to attribute any of the following: quotations, paraphrases, or borrowed information.
- c. **Complicity** – facilitating, assisting or attempting to assist another to commit an act of academic dishonesty.

RESPONSIBILITIES: Students, faculty, department chairs, program directors, Academic Integrity Board, Vice President for Academic Affairs

PROCEDURES: The procedures for the Academic Integrity Policy are as follows:

Section 1:

1. Charges involving violations of the Goodwin College Academic Integrity Policy may be initiated by faculty, students, staff or administrators by referring the case to the faculty member or Program Director/Department Chair involved.
2. If a faculty member suspects that a student has violated academic integrity standards, the faculty member shall consult the Program Director/Department Chair about the appropriate course of action. In making such determination, the faculty member shall have the authority to interview any individuals deemed necessary.
3. If the faculty member in consultation with the Program Director/Department Chair determines that an instance of academic dishonesty has occurred, sanctions will be imposed according to Section 2 of this policy and a summary of the findings shall be placed in the student's academic file. The faculty member shall determine if a prior offense by the student exists by checking the Goodwin College student information system.
4. A student sanctioned for a violation of the Academic Integrity Policy may appeal the decision. See Section 4: Appeals.
5. If the faculty member, in consultation with the Program Director/Department Chair determines that there is insufficient evidence to charge the student with a violation, the matter will be dropped.
6. The Program Director/Department Chair may handle all aspects of an investigation if deemed appropriate by the Program Director/Department Chair using his/her discretion.

Section 2: Sanctions

A student's record of violations of academic integrity is carried forward, and violations are cumulative, regardless of changes in the student's status (i.e.: changes status to inactive, drop, LOA, or withdraws and returns). Although these steps usually follow a progressive pattern, please note that any step may be skipped depending on the seriousness of the situation and the individual's disciplinary history and/or other factors deemed relevant by the administration in its discretion at the recommendation of the Program Director/Department Chair. Any action taken under this policy does not preclude taking action under other Goodwin College policies. This policy does not preclude Goodwin College taking legal action.

1. First recorded offense
 - Student receives counseling and a zero grade* for the submission.
*Where the incident involves a graded assignment, the student may not exercise the option of dropping that grade if that course policy permits deletion of one assignment or test grade. Where the incident involves an assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will be based on the inclusion of the zero for the voided assignment.

Counseling shall include:

- a. Identification of the offence;
- b. Instruction on what consists of compliance with the Goodwin College Academic Integrity Policy and how to avoid a future violation of said policy.
- c. Documentation on a Violation of Academic Integrity form signed by the faculty member. The student shall sign document indicating receipt of same. The document shall include a notification of the

student's right to appeal. The student shall be given a copy of the Goodwin College Academic Integrity Policy;

- d. The Academic Integrity Violation Form shall become part of the student's file in the Academics Office; the faculty member shall retain a copy for his/her records;
- e. A copy of the document shall be provided to the student;
- f. The faculty member shall verify that counseling was carried out by entering a notation of same in the Goodwin College database Notes section.

Second recorded offense:

- a. Student receives a failing grade for the course; withdrawal from the class will not alter the failing grade.

Third recorded offense:

- a. Student is permanently dismissed from Goodwin College.

Section 3: Appeals

A student sanctioned for a violation of the Academic Integrity Policy may appeal the decision of the instructor or Program Director/Department Chair. The appeal must be submitted in writing to the instructor and the Vice President of Academic Affairs within 5 business days of receipt of the Violation of Academic Integrity Form. The written statement of appeal must include: the name of the person appealing, the basis of the appeal, and the remedy which the person appealing is requesting.

Section 4: Academic Integrity Board

1. Appeals to the AIB shall be submitted in writing to the Vice President for Academic Affairs (or designee).
2. The Vice President for Academic Affairs (or designee) shall convene the AIB as promptly as possible upon receipt of the appeal
3. The board shall be comprised of 2 student(s) (voting members) appointed by the Executive Committee of the Student Council to serve a one year term, 5 faculty members (voting members; a cross-representation of teaching disciplines) appointed by the Faculty Senate Chair to serve a one year term, and 1 administrator (non-voting member). The administrator will chair the board. All members of the board may question witnesses.
4. All relevant documents shall be submitted to the AIB chair and a summary of the findings issued by the faculty member in his/her investigation will be distributed to the AIB members in advance of the hearing.
5. At the hearing, instructor and student will present their case to the AIB for questions and review.
6. A decision will be rendered in writing within 10 business days or as soon thereafter as is possible under applicable circumstances; all votes shall be determined by majority.
7. The student will be given notification of his/her right to appeal to the Academic Review Committee. See Goodwin College 2009-2010 Catalog page 29 for Appeal Procedures under the heading "Suggestions and Grievances."
8. If the AIB finds the student not responsible for the violation, the faculty and student shall be so informed and the sanction will be revoked. The faculty member will be asked to evaluate the student's performance in the assignment in question and to issue a grade based on his/her normal grading practices.
9. If the AIB finds the student responsible for the violation, the faculty and student shall be so informed and the sanction will remain.
10. The student is allowed to have a support person of the student's choice at the AIB hearing. The support person's role is limited to providing advice to the student; the support person is not permitted to ask or answer any questions or make oral arguments. Any case made must be presented by the student.
11. Tape- or video- recording the hearing by parties prosecuting or defending an appeal is prohibited. The AIB, in its sole discretion, may record any proceedings.

Section 5: Violations reported after Voluntary Withdrawal or Academic Separation

In the event that a suspected violation is reported after a student voluntarily withdraws or is academically separated, the suspected allegation will be investigated and adjudicated. A student who withdraws or is academically separated during the investigation and adjudication of a suspected violation may be asked to appear at a hearing, or if the student fails to appear, have his/her case heard in absentia. If the student is found responsible for a violation, sanctions can be imposed.

Section 6: Violations reported after Graduation

In the event that a suspected violation is reported after graduation, the Vice President for Academic Affairs will make a determination as to the feasibility of investigation and adjudication. If a student is found responsible for a violation and the sanction imposed makes the student ineligible to earn his or her degree, the degree may be revoked.

Violation of Academic Integrity Form must be signed by the faculty member reporting the incident. The student must also sign the form to indicate the receipt of the form. The original form will be placed in the student's academic file, and a copy is given to the student. The faculty member must enter a notation in the Student Information System regarding the counseling and that the violation form was received by the student.

FORMS AND INSTRUCTIONS: Violation for Academic Integrity Form

APPENDICES: Violation for Academic Integrity Form

HISTORY: Created September 2005
Revised November 2007
Revised September 2008
Revised October 2009

EFFECTIVE DATE:	November 12, 2009
RESPONSIBLE COLLEGE OFFICER:	Vice President for Academic Affairs
RESPONSIBLE OFFICE:	Academics



Academic Integrity Violation Form

Faculty Name: _____ Date: _____

Student Name: _____

Details of Violation (include any supporting documents):

Date of incident _____

Time of Incident _____

Class and section of incident _____

Description of incident:

Is this the student's first violation? Attach notes section from Sonisweb on prior violations.

- First violation
- Second violation
- Third violation

Has the student been made aware of what the violation entailed?

- Yes
- No

Has the student been counseled on how to avoid further violations of the Goodwin College Academic Integrity Policy?

- Yes
- No

Student has the right to attach a written statement to this *Violation of Academic Integrity* form.

Student has the right to appeal this decision. See "Student Appeal Process" in the Goodwin College Academic Integrity Policy attached.

Faculty Instructions

- Faculty must meet with student and Department Chair/Program Director.
- Attach a copy of *Goodwin College Academic Integrity Policy*
- This original Academic Integrity Violation form goes into the student file in the Academic office;
- A copy is provided to the student.
- Faculty adds incident to Diamond D student notes section

Signature of Faculty _____ Date _____

Signature of DC/PD _____ Date _____

Signature of Student _____ Date _____

***The student's signature does not indicate agreement with this notice but only that (s)he has read it and received a copy.**