



# POLICY AND PROCEDURE

<b>TITLE:</b>	<b>Academic Integrity</b>
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## POLICY STATEMENT:

### Academic Integrity

At Goodwin University, academic integrity is a cornerstone of our learning environment. We expect all students to commit to honesty, trust, fairness, respect, responsibility, and courage in their academic efforts<sup>1</sup>. We expect work submitted for academic credit to be a student's original work and that students will acknowledge any ideas or information from external sources they use in their work. We also expect that the work submitted will not be something already submitted for another class.

All Goodwin University students are accountable to this Academic Integrity Policy.

Any action taken under this policy does not preclude action under other Goodwin University policies nor preclude Goodwin University from taking legal action.

### Academic Misconduct

Academic misconduct is dishonest or unethical academic behavior in which students attempt to mislead or gain an unfair advantage in academic work. Students who display academic misconduct will be sanctioned accordingly. Specific examples of academic misconduct include but are not limited to:

- Cheating: Copying answers; using unauthorized materials, devices, or applications during exams; collaborating unethically on exams or assignments
- Collusion: Working together on an individual assignment without permission
- Complicity: Helping or attempting to help another commit an act of academic dishonesty
- Contract Cheating: Paying someone else to do your work
- Fabrication: Falsifying data or information
- Misrepresentation: Submitting someone else's work as your own
- Multiple Submissions/Self-Plagiarism: Submitting the same work for credit in more than one course or when repeating a course
- Plagiarism: Using someone else's work (e.g., ideas, words, data, images) without proper citation, including directly copying text or paraphrasing poorly
- Tampering: Altering grades, records, or testing materials.

<sup>1</sup> International Center for Academic Integrity [ICAI]. (2021). *The Fundamental Values of Academic Integrity*. (3rd ed.). [www.academicintegrity.org/the-fundamental-values-of-academic-integrity](http://www.academicintegrity.org/the-fundamental-values-of-academic-integrity)

- Unauthorized Collaboration: Working with unauthorized individuals or exceeding allowed collaboration on assignments.

### Consequences for Policy Violations

Students who violate the Goodwin University Academic Integrity Policy are subject to sanctions. Violations are cumulative and tracked within and across courses, regardless of student status changes (e.g., inactive, dropping, leave of absence, or withdrawing and returning).

- First violation: Students receive counseling and written warning.
- Second violation: Students receive counseling, an “F” grade or a failure for the assignment or assessment, and a written warning.
- Third violation: Students receive counseling, an “F” grade in the course, and a written warning.
- Fourth violation: Students are dismissed from the university and receive an “F” grade in the course.

## **PROCEDURE DETAILS:**

The procedures for violations of the Academic Integrity Policy are as follows.

### **Section One: Reporting Violations and Counseling**

1. Faculty, staff, or administrators assess incidents to determine whether they violate the Goodwin University Academic Integrity Policy. Assessing an incident should include communicating concerns to students.
2. Upon determining whether they believe a violation has occurred, faculty, staff, or administrators report the incident to the Office of Student Conduct via the designated [online form](#).
  - a. Students wishing to file a complaint about Academic Integrity should contact their faculty member, who will submit a report.
3. Following submission of a report, faculty, staff, or administrators notify the student(s) via email that an incident report has been filed. A template for the email can be found in Appendix A.
4. The Office of Student Conduct sends the student(s) a notice for face-to-face (i.e., on-campus or virtual) meeting to discuss violations.
5. Students meet with the Office of Student Conduct and receive counseling on preventing future academic misconduct.
6. The student, faculty member, and program director receive a decision letter from the Office of Student Conduct with the outcome and sanction (See Section 2: Sanctions). The student may appeal the decision (See Section 3: Appeals).
7. All violations are tracked; they are cumulative.

### **Section Two: Sanctions**

Students are subject to sanctions for academic misconduct as follows: Violations are cumulative and tracked across all coursework, regardless of student status changes (e.g., changing status to inactive, dropping, LOA, or withdrawing and returning).

#### First Violation: Counseling and written warning

Students with no prior incidents of academic dishonesty are counseled as follows:

- The offense is identified, and supportive evidence is provided.
- The student is referred to the complete policy for review and receives counseling on how to prevent future cases of academic misconduct.
- The student is given a copy of the Incident Report, which is placed in the student’s academic file.
- The student is issued a sanction letter indicating they received a written warning.

Submissions are graded as follows:

- Once the Office of Student Conduct confirms that the incident is, in fact, a first violation, faculty may choose to allow the student to resubmit the assignment or retake the assessment.

#### Second Violation: Counseling and zero or a failure for the assignment or assessment

Students are counseled as follows:

- The offense is identified, and supportive evidence is provided.
- The student is referred to the complete policy for review and receives counseling on how to prevent future cases of academic misconduct.
- The student is given a copy of the Incident Report, which is placed in the student's academic file.
- The student is issued a sanction letter indicating they received an "F" grade or a failure on the assignment or assessment.

Submissions are graded as follows:

- The instructor of record grades the assignment or assessment with a zero or failure.
- The student may not exercise the option of dropping that grade if that course policy permits the deletion of one assignment or test grade.
- Where the incident involves an assignment so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will include a zero or failure for the voided assignment.

#### Third Violation: Counseling and failed course

Students are counseled as follows:

- The offense is identified, and supportive evidence is provided.
- The student is referred to the complete policy for review and receives counseling on how to prevent future cases of academic misconduct.
- The student is given a copy of the Incident Report, which is placed in the student's academic file.
- The student is issued a sanction letter indicating they received an "F" grade in the course.

Submissions are graded as follows:

- The instructor of record records an "F" grade for the course.
  - Subsequent withdrawal from the class will not alter the failing grade

#### Fourth and Final Violation: Dismissal from the university

Students are counseled as follows:

- The offense is identified, and supportive evidence is provided.
- The student is given a copy of the Incident Report, which is placed in the student's academic file.
- The student is issued a sanction letter indicating they received an "F" grade in the course.

Submissions are graded as follows:

- The instructor of record records an "F" grade for the course.
- The student is permanently dismissed from Goodwin University.

### **Section Three: Appeals**

A student sanctioned for violating the Academic Integrity Policy may appeal the decision by completing the [Academic Integrity Violation Appeal Form](#) within five (5) days of receipt of the decision letter or the date it was emailed to the student, whichever is less.

An appeals board will review all appeals. Decisions will be rendered in writing in approximately two (2) weeks.

If a hearing is required for additional clarification, the following guidelines shall be enforced:

1. The student can have a support person of the student's choice at the 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. The student must present any case made.
2. Digital recording of the hearing by parties prosecuting or defending an appeal is prohibited. The appeals board, in its sole discretion, may record any proceedings.

If the appeals board finds the student not responsible for the violation, the faculty and student will be 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 issue a grade based on their standard grading practices. If the appeals board finds the student responsible for the violation, the faculty and student will be informed, and the sanction will remain.

#### **Section Four: Violations Reported after Voluntary Withdrawal or Academic Separation**

If 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 their case heard in absentia. If the student is found responsible for a violation, sanctions can be imposed.

#### **Section Five: Violations Reported After Graduation**

If a suspected violation is reported after graduation, the provost will determine the feasibility of investigation and adjudication. If a student is found responsible for a breach and the sanction imposed makes the student ineligible to earn their degree, the degree may be revoked.

#### **PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☒ STUDENT HANDBOOK

#### **DEFINITIONS:**

Unique terms that by being defined, add to the reader's understanding of the policy. Do not leave this field blank. If there are no definitions, then enter in 'NA'.

#### **EXCLUSIONS:**

N/A

#### **OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Office of Student Conduct, Program Directors, Deans, and Provost

#### **HISTORY:**

Created September 2005

Revised November 2007

Revised September 2008

Revised October 2009

Revised September 2015

Reviewed, Revised, and Re-formatted February 2017

Revised May 2019

Reviewed and Revised November 2019

Updated logo and University January 2020

<b>EFFECTIVE DATE:</b>	Monday, September 9, 2024
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Office of the Provost
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**

Appendix A – Faculty Email AIV Template

**Appendix A – Faculty Email AIV Template**

Dear [Student Name],

I regret to inform you that your recent work for [Course Name] has been identified as violating the Goodwin University Academic Integrity Policy. Specifically, your [list the assignment/assessment and explain which form of academic dishonesty was evident].

An incident report has been filed, and the Office of Student Conduct will review it impartially. Their review process will be thorough, and they will treat this incident in a fair and balanced way.

A separate email sent to your Goodwin University email address contains further details regarding the next steps and how to access information about the Academic Integrity Policy.

It is crucial that you check your university email regularly for further instructions and updates regarding this matter.

Sincerely,

[Name of faculty, staff, or administrator]