



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Academic Integrity
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POLICY 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.

*Excerpt from the student handbook section on **Campus/Academic Policies and Procedures:***

"At Goodwin College, we value integrity as an essential component in our interactions with each other. We believe that one of the purposes of a college education is for students to learn to think critically and to express their own opinions using their own ideas. Academic honesty in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin College are obligated to uphold high standards of academic honesty in their scholarship and learning. As an institution, it is expected that students take a personal responsibility for their work and to acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose ideas and work they are utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism."

All students will be held accountable for following the Academic Integrity Policy in all of their coursework at Goodwin College. If a student fails to comply with the Academic Integrity Policy, the sanctions outlined below will be applied.

PROCEDURE DETAILS:

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. Initial offense

- A student with no prior incidents of academic dishonesty, whose offense is not deemed egregious enough to merit a formal violation charge. This is typically reserved for students who may have inadvertently committed a violation of the policy (i.e. Student submits the same paper for two courses without instructor permission). The student will receive a courtesy conversation as follows:
 - i. The offense shall be identified and brought to the student's attention
 - ii. The student shall receive a copy of the violation form, which shall be recorded in the student's academic file
 - iii. The student will be referred to the complete policy for review and is expected to ask for clarification on any area that is not clear to them
 - iv. Note: this step may be skipped per faculty discretion

2. First official violation:

- 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:
 - i. Identification of the offense
 - ii. Instruction on what consists of compliance with the Goodwin College Academic Integrity Policy and how to avoid a future violation of said policy
 - iii. Documentation on a Violation of Academic Integrity form signed by the faculty member
 1. The student shall sign the document indicating receipt of the same
 2. The document shall include a notification of the student's right to appeal
 3. The student shall be given a copy of the Goodwin College Academic Integrity Policy

- iv. A copy of the document shall be provided to the student
- v. The faculty member shall record the official violation by entering a notation of the same in the Goodwin College database Notes section

3. Second official violation:

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

4. Third official violation:

- Student is permanently dismissed from Goodwin College

Note: Each violation of the Academic Integrity Policy is cumulative, regardless as to where and when the violation occurred. It is possible for a student to have multiple violations occur over more than one class.

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 Goodwin College Appeals Board (GCAB) within five (5) days of receipt of the academic integrity violation 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. The GCAB will also require all relevant documents to be submitted and a summary of findings issued by the faculty member as part of their review. In the event that a hearing is required for additional clarification, the following guidelines shall be enforced:

1. The student is allowed to 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. Any case made must be presented by the student.
2. 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.

If the GCAB 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. If the GCAB finds the student responsible for the violation, the faculty and student shall be so informed and the sanction will remain.

All appeals should be sent to the GCAB to the attention of Ann Clark, Executive Vice President/Provost and Chair of the Appeals Board. Decisions will be rendered in writing in approximately two (2) weeks. More information on Appeals can be found in the Goodwin College catalog.

Section 4: 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.

The 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.

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

- COLLEGE CATALOG
 FACULTY HANDBOOK

- STAFF HANDBOOK
 STUDENT HANDBOOK

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.

Fabrication – Falsification of any data, information, or citation.

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.

Complicity – Facilitating, assisting or attempting to assist another to commit an act of academic dishonesty. Complicity may include publishing course material online for compensation as a means for future students to potentially commit acts of academic dishonesty.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

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

HISTORY:

Created September 2005
Revised November 2007
Revised September 2008
Revised October 2009
Revised September 2015
Reformatted February 2017
Revised and Reviewed December 2017

EFFECTIVE DATE:	November 12, 2009
RESPONSIBLE OFFICE (ONLY ONE):	Academics
REVIEW DATE:	Reviewed and Revised December 2017

APPENDIX:

Violation for Academic Integrity Form