

# ACADEMIC INTEGRITY POLICY

Quinnipiac University emphasizes integrity as one of its guiding principles.

This policy, overseen and administered by the Office of Academic Innovation and Effectiveness, is part of the larger educational effort at Quinnipiac University in which community members learn and practice ethical behavior. All members of the Quinnipiac University community are expected to commit themselves to personal and academic integrity. Read the full Academic Integrity Policy (<http://catalog.qu.edu/university-policies/academic-integrity-policy/>).

## Introduction

In its Mission Statement, Quinnipiac University emphasizes its commitment to be an academic community. As an academic community, our students, faculty and staff work together to acquire and extend knowledge, develop skills and competencies and serve the greater good of our nation and local communities. Our individual and collective inquiry and pursuit of knowledge are only possible when each of us in the community is aware of and strives to maintain a code of ethical practice and integrity. All communities, though diverse in their individual members, are based on a shared set of beliefs and values that serve as their foundation. **At Quinnipiac, our community has chosen integrity as one of its guiding principles.**

### A. Integrity: The Foundation of Quinnipiac University <sup>1</sup>

Integrity means upholding a code or standard of values. In its most general sense integrity also means being complete. As an academic community, the completeness that we seek includes asking each individual to see life as a whole, and to understand how their actions affect self, others and the community. Individual actions also impact the community of higher education as a whole. In keeping with this commitment to the Quinnipiac community and the larger community of higher learning, Quinnipiac is a member of the Center for Academic Integrity (CAI), a consortium of institutions of higher education committed to the principle of integrity. Our Academic Integrity Policy is based on the six fundamental values outlined by the CAI: honesty, trust, responsibility, fairness, respect and courage.

Quinnipiac expects all members of our community, students, faculty and staff to uphold these six standards of integrity and to contribute to our larger culture of integrity.

#### Honesty

Honesty is the bedrock upon which integrity is based. Academic and professional honesty require that each individual conduct themselves openly and in keeping with the truth. Even more importantly, honesty requires actively searching for and upholding the truth. Honesty is critical for the production and exchange of knowledge and ideas that are the hallmark of an institution of higher learning.

#### Trust

Trust is essential for an academic community. Academic work almost always builds upon or extends from the work of others and all members of the community must respect the work of others. Each individual must trust that community members undertake their work in such a way that we build our knowledge, while freely and openly admitting our dependence upon the work of others. Community members also must endeavor to be worthy of the trust others have placed in us. This foundation of trust is vital to our community of inquiry and learning.

#### Responsibility

An academic or professional community provides its members with support, fellowship and intellectual stimulation. The price of these benefits is responsibility to the community. Therefore, all members of the university community must not only be committed to ethical practices themselves, but also must bear the responsibility of helping to encourage integrity among all community members.

#### Fairness

True communities celebrate the differences among their members while upholding the general principle that each individual should be treated equally. This basic principle of fairness to all is an aspect of integrity that guarantees each of us freedom to express our own individuality. This standard of fairness also carries the burden, however, of fair sanctions to those who violate the standards of the community.

#### Respect

The university is a gathering place where students and faculty come to learn about different ideas, cultures and ways of thinking—even those with which we may strongly disagree. This learning environment can be maintained only with mutual respect. This respect must be present in the classroom, in our everyday encounters with each another, and in our individual work. Respect means listening to others, evaluating and criticizing their ideas fairly, and properly acknowledging all sources of material that are not originally ours.

#### Courage

Possessing courage is a show of character that demonstrates an undeniable commitment to values over negative repercussion. Students exhibiting courage establish and maintain high standards of academic integrity for themselves and others in their community. Faculty members demonstrate courage as they establish and enforce high standards for students, colleagues and themselves. Upholding academic integrity in any academic community requires courage of those who chose not to violate the shared standards and those who remain steadfast that accountability is ensured for those who in fact violate those standards.

### B. Expectations for Integrity at Quinnipiac University

This policy is part of the larger educational effort at Quinnipiac University in which community members learn and practice ethical behavior. All members of the Quinnipiac University community are expected to commit themselves to personal and academic integrity and to the six fundamental values by:

- Being honest in what they say, don't say, do and don't do
- Trusting others and being worthy of trust
- Acting responsibly and expecting responsible behavior from others
- Treating other members of the community fairly, and expecting fair consequences when mistakes are made
- Treating other members of the community and the educational process with respect, and expecting respect for oneself, one's views and one's abilities.

In keeping with these values, Quinnipiac University expects its community members to comply with the usual expectations for honest academic work. In general, community members:

- May not cheat on any work
- Must properly cite sources in all academic work
- May not provide or procure unauthorized assistance on any assignment or test
- May not falsify or alter university documents, tests or assignments

- May not impede the coursework of any other student
- May not do any other thing that violates or allows another person to violate the accepted standards of academic integrity.

Students, faculty and staff also should promote integrity by:

- Educating each other
- Discussing integrity in their classes
- Reporting violations when they occur.

Quinnipiac recognizes that reporting violations is difficult; however, reporting is necessary to maintain fairness as well as standards of integrity on campus. Reporting is part of each individual's responsibility as a member of the community.

This policy is overseen and administered by the Office of Academic Innovation & Effectiveness.

## C. Resources

In its effort to uphold these standards of academic integrity, the university provides numerous educational and support resources to reduce academic integrity violations. These resources may be found on the Academic Integrity MyQ site (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>).

# Preserving Academic Integrity

## A. Community Responsibilities

### 1. Academic Integrity Policy

Every member of the community is expected to comply with Quinnipiac's Academic Integrity Policy. Each student must read the university's Academic Integrity Policy.

### 2. Promotion and Support of Integrity

Members of the community should support the general culture of integrity at Quinnipiac by maintaining an atmosphere of honesty and integrity on campus, and by talking about the value of integrity to one's educational experience and individual development.

Faculty members have a unique opportunity to promote the policy. They are encouraged to do so by:

- Describing in writing the objectives and requirements of the course at the beginning of the semester.
- Including a description of the Academic Integrity Policy and other materials promoting academic integrity on each course syllabus.
- Discussing and reviewing the importance of academic honesty and integrity with students, and reminding students that they must do their own work.
- Providing to students in writing the requirements and expectations for each academic assignment, including what practices and resources are authorized, to help students avoid inadvertent academic integrity violations.

Staff also can promote academic integrity by:

- Discussing the Academic Integrity Policy and the importance of integrity in interactions with students, student organizations and faculty.
- Emphasizing the importance of academic honesty and integrity with students and faculty and encouraging students to do their own work.

## 3. Proper Acknowledgment

Students, faculty and staff should understand the meaning of plagiarism and misrepresentation, understand how to properly acknowledge another's work, and apply these principles in all written, oral and electronic work.

## 4. Support of Policy

Each member of the community is expected to adhere to the Academic Integrity Policy personally and to support it generally. In keeping with their responsibility to the community, students, faculty and staff who are aware of inappropriate behavior and conduct with regard to the policy must report this information to the Academic Integrity Board.

## 5. Upholding Integrity

The community is expected to comply with the "spirit," not just the "letter," of this policy.

## 6. Mutual Respect

Treat all colleagues in the community (staff, faculty and students) with respect, fairness and honesty.

## 7. Confidentiality

Community members should ensure that all alleged incidents of academic dishonesty are kept confidential in accordance with FERPA.

## 8. Special Assignments

Faculty members often require students to pursue their academic work according to explicit guidelines or with specific equipment. In these cases, faculty members are obligated to make the special conditions of the assignment clear and to avoid arbitrary changes. Students are obligated to be sure they understand the conditions and should question the instructor if they do not understand.

## B. Syllabus Statement

Faculty members are responsible for including a statement consistent with this policy and the academic integrity expectations of the Quinnipiac community in the syllabus of every course they facilitate. An example of such a statement is provided here as default for all university courses:

*QU is committed to integrity and honesty in the educational process. As a member of the campus community and a student enrolled in this course, you agree to know and observe the university's Academic Integrity (AI) Policy. Academic misconduct includes, but is not limited to, cheating, facilitation, fabrication, unauthorized collaboration and plagiarism. You must produce original work and know what constitutes plagiarism. You must also know what constitutes cheating. If you are not certain what sources you can rely on when completing an assignment or exam, including any online assessment, you should contact me for clarification. All assignments you submit in this class must be original work completed by you for this specific course. A failure to abide by the AI Policy could lead to a grade penalty on the assessment, failure in the course, an "FAI" notation on your transcript, AI probation, suspension or any other sanction outlined in the university's AI Policy. If you have questions about what constitutes academic misconduct, please contact the course instructor or the Office of Academic Integrity.*

## C. Academic Integrity Board

### 1. Responsibilities

The Academic Integrity Board is responsible for investigating and adjudicating alleged violations of the Academic Integrity Policy and educating the university community about academic integrity issues. The Academic Integrity Board works closely with the director of academic integrity and the coordinators of academic integrity initiatives.

## 2. Composition

The Academic Integrity Board consists of full-time faculty members from each of the university's schools and colleges, full-time university staff members, and full-time undergraduate and graduate students. Temporary board members may be appointed on an as-needed basis by the director of academic integrity.

## 3. Selection and Tenure

Positions on the Academic Integrity Board are open to all students, full-time faculty and administrative staff.

- Faculty board members are appointed by the individual schools and colleges in accordance with school/college-based processes and approved by the director of academic integrity. At least one board member from each school is required; schools with 25 or more faculty members should have one additional board member for every 25 full-time faculty members.
- Staff board members are selected by the director of academic integrity. Individuals selected to serve can originate from any university department and should maintain both a personal and professional interest in the academic integrity of the institution and its students.
- Student board members are selected by the director of academic integrity. Student members must have and maintain a minimum 2.50 GPA and cannot be under any type of academic or disciplinary sanctions.

Faculty members elected to the board will serve the duration of their elected term but may remain on the board with the permission of the individual college or school and the director of academic integrity. Staff appointed to the board will serve indefinitely at the discretion of the director of academic integrity. Students appointed to the board will serve while enrolled at the university at the discretion of the director of academic integrity.

If a member of the Academic Integrity Board is unable to or fails to perform their duties for a prolonged period of time, the director of academic integrity will remove the member and appoint a permanent replacement.

## D. Office of Academic Integrity

The Office of Academic Integrity serves as the central office for all academic integrity administration in all Quinnipiac University colleges and schools except for the School of Law and School of Medicine.

### 1. Purpose

The purpose of the Office of Academic Integrity is to provide consistent advocacy, education and preservation of the academic community present at Quinnipiac.

### 2. Composition

The Office of Academic Integrity is comprised of the director of academic integrity and the Academic Integrity Board. The director of academic integrity is the chief administrator charged with organizing academic integrity efforts in the Quinnipiac community including the intake, processing and management of all reports and the subsequent cases. The Academic Integrity Board is the chief adjudicator of all academic integrity violations.

### 3. Record Keeping

- All records regarding alleged violations and academic judicial procedures are confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

- Records will be maintained by the Office of Academic Integrity and will be destroyed seven years after the case is concluded unless the sanction included dismissal or expulsion. These records will be maintained permanently by the Office of Academic Integrity.
- Records of multiple offenses will be maintained by the Office of Academic Integrity and will be made available to the relevant Academic Integrity Board members in the sanctions phase of a hearing or case review.

## Academic Judicial Procedures for Student Violations

Students, faculty and staff must report any violation, including minor unintentional violations, directly to the director of academic integrity on the report form (see the Academic Integrity MyQ site (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). Once a report of an alleged academic integrity violation has been filed, the case will be considered according to the procedures set forth in this Academic Integrity Policy. All members of the university community are expected to follow this policy and to use its procedures.

Should it be necessary to invoke the academic judicial procedures during the January term, a Summer session or when circumstances require operation via a distance learning platform, every effort will be made to assemble the necessary committees from the academic integrity board from the preceding academic year. Should that prove impossible due to absences from campus, however, a designee of or the vice president of academic innovation & effectiveness and a designee of or the director of academic integrity have joint authority to assemble the necessary committees. They should make every attempt to maintain the same ratio of faculty, staff and student representation described in this policy.

## A. Parties

### 1. Reporter

The reporter is the community member who learns of, witnesses or otherwise becomes aware of a potential violation of the Academic Integrity Policy and files a formal report with the Office of Academic Integrity. This person may be any member of the Quinnipiac University community or a person outside of the community with specific knowledge relevant to the behavior of an individual or individuals within the community. Unless this person is the faculty member for the course in which the Academic Integrity Policy was potentially violated, this person may not receive updates about the report that was filed.

### 2. Student

The student is the person within the Quinnipiac University community who has potentially violated the Academic Integrity Policy by conduct and therefore has been specifically named in a formal report filed with the Office of Academic Integrity. This person will be updated progressively through the process outlined in this policy.

### 3. Faculty Member

The faculty member is the instructor on record for the course in which the potential academic integrity violation was identified in the formal report with the Office of Academic Integrity. This person is expected to participate fully in all parts of the process outlined in this policy—except Joint Resolution (see below)—including compliance with the final sanctions. This person will be updated continually throughout the process outlined in this policy.

#### 4. Witness

The witness is any person specifically identified in the formal report or any other person identified during the course of Academic Integrity Board investigation who may have knowledge of the conduct that violated the Academic Integrity Policy. In order to be considered a witness to a matter, this person must be willing to participate in a live interview with members of the Academic Integrity Board acting to resolve the matter involving the student. The witness's willingness to participate in an interview will be ascertained by the director of academic integrity prior to Academic Integrity Board contact. Witnesses, especially if Quinnipiac University students, cannot be compelled to appear in front of the student.

#### 5. Adviser

The adviser is a member of the Quinnipiac University community—other than students or faculty from the Quinnipiac University School of Law—available to assist the student in preparing for the Academic Integrity Policy process. The student is not permitted to have legal representation, parents or family members to serve as an adviser or to be present in process interviews or meetings. An adviser may assist the student in preparing for the interview or meetings and may attend the interviews or meetings but may not speak during the interview process. The adviser is not permitted to provide guidance to the student on how to proceed. It is the responsibility of the student to notify the adviser of the date and time of the interview. A student may make a written request to have an adviser assigned by the director of academic integrity. If a student requests an assigned adviser and then refuses this adviser, no further advisers will be assigned.

### B. Violations

Students, faculty and staff must report any violation, including minor unintentional violations, directly to the director of academic integrity on the report form (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)).

Academic integrity violations encompass any act committed by a Quinnipiac student that compromises or subverts the integrity of the educational or research processes. Violations may fall under one or more category or violation. These offenses include, but are not limited to:

#### 1. Plagiarism, Misrepresentation and Fabrication

##### Plagiarism

- Definition: Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise, whether intentional or not. It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all written, oral and electronic submissions.
- Examples include, but are not limited to:
  - Word for word copying from a source, without using quotation marks and/or giving proper acknowledgment/citation.
  - Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are presented in such a way as to lead the reader to believe that these ideas originated with the writer.
  - Presenting as one's own any work (or portion thereof) that has been prepared in whole or in part by someone other than oneself. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources and other sources.

- Reproducing (without proper citation) any other form of work of another person, such as a graphic element, a musical phrase, a proof, experimental data, experimental results, data or laboratory reports, in full or in part. This includes turning in work of another student as one's own work.

##### Misrepresentation

- Definition: Misrepresentation refers to any action in which the student acts to defraud or otherwise mislead the academic authority about some important aspect of the academic process to the extent that it provides an advantage for the student.
- Examples include, but are not limited to:
  - Arranging for another person to substitute for oneself in class, during an examination or in the completion of any coursework.
  - Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
  - "Double Dipping" (multiple uses of the same work) or presenting the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course, without the express prior written permission of the instructor(s) involved.
  - If a student does wish to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit in writing an explanation of the unique educational benefits of the new project.
  - Falsifying one's GPA, dean's list status or academic achievement to secure or improve a letter of recommendation, referral, committee letter, internship or approval to participate in an academic exercise/program or experiential opportunity.

##### Fabrication

- Definition: Fabrication refers to falsifying or misusing data in any academic exercise.
- Examples include, but are not limited to:
  - Falsifying or presenting falsified data collected or material cited for any academic, course, degree, or publication (papers, manuscripts, books or other documents) purpose.
  - Making up a source for use or citing a source one did not use in any assignment.
  - Attempting to deceive any instructor or supervisor relative to participation or work done in any class, internship or clinical setting.
  - Falsifying any information on any document relating to any course, internship or co-curricular activity (including signatures, hours, etc.).

#### 2. Cheating and Stealing

##### Cheating

- Definition: Cheating refers to acting dishonestly or unfairly in order to create an advantage, especially in an exercise or examination.
- Examples include, but are not limited to:
  - Violating test and assignment procedures and restrictions established by the instructor to gain an unfair advantage on the test or assignment. If a student is uncertain or unaware of the instructor's expectations/procedures, the student must consult with the instructor beforehand.
  - Communicating or attempting to communicate answers, hints or suggestions during an examination.
  - Collaborating (without instructor permission) in the preparation and presentation of course assignments such as copying or



giving aid or otherwise failing to abide by the university's or instructor's rules governing the exercise or examination to gain an unfair advantage on the exercise or examination.

- Signing an attendance sheet for another student or having another student sign an attendance sheet on your behalf when attendance is part of the course grade.
- The unauthorized sale, purchase, posting, dissemination or use of course materials including, but not limited to, lectures, computer software, exams, assignments, notes, problem sets, homework, papers/essays, research for papers/essays, and/or any other instructional materials.

### Stealing

- Definition: Stealing refers to using (or attempting to use) unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers or impeding the fair process of an examination in any way.
- Examples include, but are not limited to:
  - Copying from someone else's exam, paper or assignment.
  - Looking at someone else's exam before or during an examination.
  - Using another person's answers for an assignment.
  - Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form—oral, written or electronic.
  - Stealing or attempting to steal an examination or answer key.
  - Sharing answers for or collaborating on a take-home assignment or examination without explicit permission from the instructor.

### 3. Possession or Use of Unauthorized Device or Materials

- Definition: Possession or use of unauthorized device or materials refers to a student's improper access to items that would provide an academic advantage to the student if utilized. This violation does not require that the student utilizes the items nor that the student receives the advantage; it requires only that access was available at a time that it would provide the unfair advantage.
- Examples include, but are not limited to:
  - Unauthorized use or possession of notes, supplemental notes, access passwords or any unauthorized materials during an examination, quiz or other assignment or evaluation.
  - Possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer or calculator inappropriately).
  - Using unauthorized materials (e.g., notes, textbooks, calculators, computers or other online sources) or the assistance of an unauthorized person in the preparation of a test or assignment.
  - Recording any portion of a classroom lecture or other instructional activity, or any conversation related to academics or the academic integrity process, without the express consent of the instructor, adviser or administrator.

### 4. Impeding Fair and Equal Access to the Educational and Research Process

- Definition: Impeding fair and equal access to the educational and research process refers to student conduct that disrupts any academic exercise in such a way that the student and/or other students are deprived of the learning, knowledge or educational value of the exercise as intended by the instructor.

- Examples of this violation include, but are not limited to:
  - Altering or changing an examination or comparable document so as to mislead other users or the reader.
  - Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources, including tampering with or damaging any library materials or comparable academic resources.
  - Attempting to prevent access by other users to the university's computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent.
  - Intentionally disrupting the educational process in any manner.

### 5. Misrepresenting or Misusing One's Relationship with the University

- Definition: Misrepresenting or misusing one's relationship with the university refers to any action in which the student attempts to gain an advantage or consideration as a result of an improperly portrayed affiliation with or information from the university.
- Examples of this violation include, but are not limited to:
  - Falsifying, misusing, omitting or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation or statements of purpose, to gain initial or continued access to the university's programs or facilities.
  - Altering, changing, forging or misusing academic records or any official university form regarding oneself or others.
  - Misrepresenting one's status or affiliation with the university.
  - Misrepresenting one's own or another's identity for academic purposes or in an academic setting.
  - Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
  - Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
  - Reporting an academic integrity violation known to be false.
  - Offering bribes (e.g., monetary remuneration, gifts or favors) to any university representative in exchange for special consideration or waiver of procedures.

### 6. Facilitation and Collusion

- Definition: Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Collusion refers to assisting another student in an act of academic misconduct. Collusion differs from collaboration in that collaboration may be permitted in various courses. It is the responsibility of the student to know whether and to what extent collaborative activity is permitted.
- Examples of this violation include, but are not limited to:
  - Giving another student one's assignment or paper (or a portion thereof), for any reason, unless such sharing is specifically authorized by the instructor for whom the assignment was created.
  - Allowing another student access to questions, answers or other assignment information before and during a test or assignment.
  - Collecting, sharing or posting any academic work or information anywhere - including communal and electronic sites - with

the intent of providing unauthorized help to current or future students.

## 7. Retaliation

- Definition: Retaliation refers to providing adverse assessment, scoring or reflection upon or otherwise acting or inducing adverse action toward anyone who reports an academic integrity violation, serves as a witness in an academic integrity case or participates in the investigation and resolution of an academic integrity case.
- Examples of this violation include, but are not limited to:
  - Submitting an inaccurately or unfairly poor peer review of someone's performance or work.
  - Intentionally losing, miscounting or otherwise failing to give full and due credit for the contributions made by another person.
  - Coercing or convincing others to adopt a poor outlook on the participation, presence or person of another.

## C. Process

When a potential violation of the Academic Integrity Policy occurs, any Quinnipiac University community member who is aware of it should engage in this process as a means of addressing it. The process will be conducted using electronic written (i.e. Quinnipiac email), in-person and live video communication and includes seven stages:

1. Pre-Report
2. Report
3. Notice
4. Response
5. Adjudication
6. Resolution
7. Appeal

### 1. Pre-Report

All members of the university community are encouraged to discuss alleged violations with the director of academic integrity prior to filing a report to clarify and confirm procedures.

When a member of the university community suspects that a student has committed an academic integrity violation, that member must submit an academic integrity report. Reports must be submitted to the Office of Academic Integrity in all instances so that the university can monitor types of violations and take appropriate steps to remediate the cause(s).

Before reporting the allegation to the Office of Academic Integrity, the following steps should be taken.

### Investigate the Claim

- When a course instructor suspects an academic integrity violation has occurred, the instructor:
  - Should notify the student suspected of violating the policy to discuss the suspicions.
  - Should gather information in support of the claim (i.e., papers and assignments).
  - Should speak with witnesses who may have information about the incident.
  - If after investigation, there is reasonable suspicion that an academic integrity violation has occurred, the instructor must file a report.
- When a member of the university community (other than the course instructor) suspects a violation of the Academic Integrity Policy, they must:

- First discuss the matter with the course instructor. This is especially true when the allegation is based solely upon a student's account of what happened.
- This discussion will not only notify the faculty member of the suspicions but also prompt a preliminary investigation. The preliminary investigation should include gathering information to support the claim and speaking with potential witnesses.
- If after investigation, there is reason to believe a violation has occurred, the report may be filed by any member of the university community.

## 2. Report

1. Students, faculty and staff must submit all reasonable suspicion of violations in writing to the Office of Academic Integrity via the Academic Integrity Report Form on the university's MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>).
2. The written report must be submitted in accordance with the following guidelines:
  - a. The report must provide the name of the student(s), the date(s) and a description of the alleged violation(s), detailed facts surrounding the alleged violation(s), the names of any witnesses and detailed factual information or documentation useful in determining the truth of the charge(s) made. Each instance of academic dishonesty involving a student must be reported separately unless the claims arise out of the same set of circumstances.
  - b. All reports must be substantiated by information that directly relates to proving the claim.
  - c. The report must not contain private or confidential information unrelated to the claim, extraneous prejudicial information, or information that cannot be verified by the academic integrity process. Examples of inadmissible information are:
    - i. Prejudicial information about the accused student's academic integrity history.
    - ii. Hearsay information (i.e., when one witness says another witness told them that the accused student cheated on an exam).
    - iii. Testimony of an anonymous or unidentifiable witness.
    - iv. Private or confidential information that is not related to the claim and for which there is no "need to know."
  - d. A report that is rejected for any reason may be revised and resubmitted.
3. All academic integrity reports must be submitted within 20 days of the date of the alleged incident or within 20 days of discovery of the alleged violation, whichever is later.
4. Incidents involving multiple students may be reported on the same form but individual student cases will be adjudicated separately and case materials may be redacted in order to preserve each student's confidentiality.

## 3. Notice

1. Once the report and supporting documents meet the appropriate standards, the Office of Academic Integrity will notify the student accused of the potential academic integrity violation. The notice sent to the student will:
  - a. Specify the alleged violation(s) of this Policy
  - b. Outline the academic judicial procedures of this Policy
  - c. Explain that within 48 hours/two business days of such notice, the student is obligated to respond on the Academic

Integrity Response Form (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)).

- The faculty member will receive a copy of the notice to confirm that the academic integrity process has been initiated.
- All involved parties are responsible for checking their Quinnipiac email account at all times, including during examination and vacation periods. Failure to check one's email account or a specific mailbox is not an excusable reason for missing a deadline in this process.

#### 4. Response

The student must complete the Academic Integrity Response Form within two business days (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). Among other information, the form requires the student to submit the following:

- Perceived responsibility for the incident – Here the student will indicate whether they accept or deny responsibility for the violation; this will determine how the case proceeds. If a student accepts responsibility, they are admitting to having committed the academic integrity violation(s) reported.
- Desire to communicate with the faculty member – Here the student can indicate whether they would be interested in resolving the case through direct communication with the faculty member; this Joint Resolution process is only available to students with no prior violations of this policy.
- Additional information about the incident – Here the student should provide a personal attestation to the facts of the situation, evidence (including documentation) that supports their facts and the names of any relevant witnesses that they wish to be interviewed for the case. Any information about the course or faculty member that is not specifically related to the reported incident should be omitted from this form and reported to the appropriate campus resource (i.e. College/School administration, Title IX).

#### 5. Adjudication

All academic integrity matters will be adjudicated using one of the three processes below based on the student's acceptance or denial of the violation, the student's desire to communicate with the faculty member and the student's prior history of violating this policy.

Student Responsibility & Prior History	Joint Resolution (JR)	Case Review (CR)	Hearing
Admits Responsibility & No Prior Violations	X If student elects & faculty agrees Faculty participation not required	X If student elects or if faculty denies JR request	Unavailable
Denies Responsibility & No Prior Violations	Unavailable	X	Unavailable
Accepts Responsibility & Has Prior Violations	Unavailable	X	X If student elects

Denies Responsibility & Has Prior Violations	Unavailable	Unavailable	X
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#### 5a. Joint Resolution

Joint Resolution is appropriate and feasible for resolving the matter if:

- The report identifies the student's first violation, and
  - The student accepts responsibility for the violation, and
  - The student elects to communicate with the faculty member to resolve the violation
- After receiving the student's Academic Integrity Response Form and verifying eligibility for Joint Resolution, the Office of Academic Integrity will notify the student of its approval for the student to pursue the joint resolution process.
  - After receiving joint resolution approval, the student may submit a request to the faculty member to participate in the joint resolution.
    - If the faculty member accepts the student's invitation to participate in joint resolution, it is anticipated and encouraged that a joint resolution will be worked out in a private meeting between the faculty member and the student(s) involved in a case. However, either the student or the faculty member can request that the director of academic integrity assign a member of the Academic Integrity Board to attend a joint resolution meeting as a neutral third party.
    - If the faculty member rejects the student's invitation to participate in joint resolution, the case will proceed to Case Review. Faculty members are not required to participate in joint resolution.
  - If the faculty member and student can agree on an outcome, they must submit an Academic Integrity Joint Resolution Proposal (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)) reflecting the terms of their agreement to the Office of Academic Integrity. On this form they will specify the violation(s) and the jointly agreed sanction(s).
    - If the faculty member and the student cannot agree on an outcome, the case will proceed on to case review.
  - The Academic Integrity Joint Resolution Proposal will be forwarded to the director of academic integrity for final approval. If a conflict of interest occurs, the director can request Academic Integrity Board approval of joint resolutions. The director can reject a joint resolution when further investigation of the incident is warranted.
  - A student who did not initially accept responsibility and has not been found responsible for a prior academic integrity violation may, at any time before a final board decision, change their response to accept responsibility in order to participate in the joint resolution process.

#### 5b. Case Review

Case Review is appropriate for resolving the matter if:

- A student with no prior academic integrity violation declares they are not responsible for the alleged violation, or
- The student has been found responsible for a prior violation of the policy and accepts responsibility for the current violation, unless the student requests a hearing.

- After receiving the student's Academic Integrity Response Form and verifying eligibility for Case Review, the Office of Academic Integrity will act expeditiously to select, from the Academic Integrity Board, a case review team consisting of one student and one faculty

or staff board member, and will provide written notification to the student(s), staff and faculty member(s) involved indicating that a case review team has been assigned. Any member of the Academic Integrity Board who has a conflict of interest in the case must make that conflict known to the director of academic integrity.

2. Acting with all reasonable dispatch, the case review team will contact, schedule and separately interview the student(s), the faculty member(s) and any witnesses involved in the case as part of their investigation. The case review team will also collect and review all evidence relevant to the case.
  - a. If a student fails to respond to or comply with a letter/notification from the Academic Integrity Office or case review team, the rights and options presented herein are forfeited by the student. After sending notice of this default, the Office of Academic Integrity may authorize the case review to proceed without the student or faculty member present and a decision will be rendered.
3. Upon completing the review, the case review team will meet as soon as reasonably possible to determine whether sufficient evidence of a violation exists.
  - a. If insufficient evidence of the alleged violation(s) is determined, the student will be found not responsible for any violation. The director of academic integrity will inform the student(s) and other involved parties of this decision.
  - b. If the case review team finds by clear and convincing evidence that the student committed an academic integrity violation, the student will be found not responsible for a violation. In this instance, the case review team shall then be informed of the student's prior record so that the student's entire history of academic integrity violation can be considered in issuing sanctions. In order to meet the clear and convincing evidence standard, the board must find it highly probable that the student committed the violation(s).
  - c. The case review team's determination shall be the final resolution in the case subject only to appeal by the student as specified in this policy.
  - d. The case review team will submit a written report of findings to the director of academic integrity.

### 5c. Hearing

Hearing is appropriate for resolving the matter if:

- The student has been found responsible for a previous violation of the policy and denies responsibility for the current potential violation, or
- The student has been found responsible for multiple previous violations.

1. After receiving the student's academic integrity response form and verifying eligibility for hearing, the office of academic integrity will act expeditiously to select a hearing board of three students and two faculty/staff members from the Academic Integrity Board. The director of academic integrity or a designated member of the Academic Integrity Board will chair each hearing. Any member of the Academic Integrity Board who has a conflict of interest in the case must make that conflict known to the chair of the Academic Integrity Hearing Board and the director of academic integrity.
2. The director of academic integrity will notify the student(s) and faculty that are involved, in writing, of the academic judicial hearing logistics and procedures. The student may choose to meet with the director of academic integrity to be sure the student fully understands the procedures that will be followed during the hearing.

- a. Notice of the time, date and place of the meeting will be sent to the parties involved via email at least 48 hours/two business days prior to the meeting. The hearing board will meet as soon as reasonably possible but be scheduled at a time that neither the student nor faculty member involved in the case has a class conflict.
- b. The hearing may occur in person or virtually via Zoom depending on applicable health and safety protocols to be determined by the university. If not prohibited by health and safety protocols, a party may be granted the opportunity to submit and/or review physical evidence when a virtual hearing is conducted.
- c. The hearing notice will also inform that:
  - i. Notice that the student has the right to an adviser, who can be any member of the Quinnipiac University community other than a student or faculty member from the Quinnipiac University School of Law. A student may request, in writing, to have an adviser assigned by the director of academic integrity. If a student requests an assigned adviser and then refuses this adviser, no further advisers will be assigned. It is the responsibility of the student to notify the adviser of the date and time of the hearing.
  - ii. The student appearing before the hearing board will not be permitted to have legal representation, parents, family members or students or faculty from the Quinnipiac University School of Law at the hearing.
  - iii. A single request for postponement of up to five additional business days for an academic integrity hearing can be made to the director of academic integrity. The request must be for good cause and is subject to the availability of the hearing board and other parties involved in the case. Excuses for not checking the mailbox or email account or delays in mail delivery are not acceptable reasons for postponement.
  - iv. Academic integrity cases are heard as scheduled with or without the student present. All communications will be sent to the student's Quinnipiac email. If the student's Quinnipiac email has been disabled for any reason it is the responsibility of the student to notify the Office of Academic Integrity.
3. The procedure for the hearing will be as follows:
  - a. Each party will present a statement. The hearing board will ask questions of each party, examine evidence and interview witnesses if necessary.
  - b. Upon conclusion of this discussion, each party will be asked if there is any additional information, discrepancies or questions that need to be presented or addressed.
  - c. All parties will be asked to leave the room while the hearing board deliberates. After its discussion, the board will decide if there is clear and convincing evidence that indicates that the student is responsible for violation(s) of the Academic Integrity Policy by way of a simple majority vote. In order to meet the clear and convincing evidence standard, the board must find it highly probable that the student committed the violation(s).
  - d. If the student is found to be responsible, the hearing board shall then be informed of the student's prior record so that the student's entire history of academic violation can be considered in issuing sanctions.
  - e. If the student is found responsible for the violation(s), the hearing board has full and unique authority to determine the sanction(s).
4. Once the hearing board has reached a decision, the results of the deliberation will be presented to the parties by the director



of academic integrity in writing via electronic mail following the hearing.

- a. If insufficient evidence of the alleged violation(s) is determined, the student will be found not responsible for a violation.
- b. If sufficient evidence of the alleged violation(s) is determined, the student will be found responsible for a violation. In this case, the notice will explain the sanctions imposed by the hearing board and the appeal process.

## 6. Resolution

Once responsibility has been determined, an appropriate sanction determined and both communicated to the office of academic integrity, the director of academic integrity will notify the parties, in writing, of the final determination, the sanctions imposed and the appeal process.

### Guidelines for Determining Sanctions

All violations of the Quinnipiac University Academic Integrity Policy are understood to be infractions against the community. For that reason, all violations are to be reported, adjudicated through the process and maintained as part of a student's record. However, within the consideration of the Academic Integrity Board, faculty member and student for the purposes of sanctioning can be the relative severity of the violation reported.

#### • Severity of Violation

##### • Major vs. Minor:

A minor violation is one in which the faculty member or Academic Integrity Board finds a lesser offense with the actions of the student. This may be relative to how or where the violation occurred, the relatively small weight of the assignment on which the violation occurred, or other factors important to the faculty member and/or Academic Integrity Board.

A major violation is one in which the faculty member or Academic Integrity Board finds a more severe impact by the actions of the student. This may be determined relative to the manner in which the violation was carried out, the significant weight of the assignment on which the violation occurred, or other factors important to the faculty member and/or the Academic Integrity Board.

#### • Intentional vs. Unintentional:

An intentional violation is one in which the student knowingly acted or likely should have known that specific actions were in violation of Academic Integrity Policy. Intentional violations come with a presumption that the student was attempting to gain an academic advantage through the action.

An unintentional violation is one where the student did not know or likely would not have known that specific conduct was in violation of the Academic Integrity Policy. Unintentional violations do not have a presumption that the student acted in order to gain an academic advantage.

Below are guidelines for the Academic Integrity Board to consider when deciding which sanctions are appropriate in a case review determination or hearing board decision. However, the Academic Integrity Board may deem alternate sanctions appropriate in individual cases.

1. First offenses may result in a grade penalty on the exam/assignment, a zero on the exam/assignment and/or failure of the course, but could lead to immediate academic integrity probation, suspension, dismissal or expulsion. Probation is a pre-suspension sanction.
2. Repeat and subsequent offenses will result in increasingly severe sanctions, including suspension, dismissal and expulsion. When a student on probation is found responsible for a subsequent academic integrity violation during the probationary period, the subsequent violation will automatically result in a one-semester suspension.
3. If the student is sanctioned with failure of the course, a grade of FAI may be imposed to indicate that the failure was a result of an academic integrity sanction.
4. In addition to above, the hearing board has the right to require the student to complete academic integrity projects, write letters of apology or any alternate educational sanction deemed appropriate for any violation, in addition to the automatic educational requirement implemented by the Office of Academic Integrity for every student found to be responsible for a violation of the Academic Integrity Policy.
5. The hearing board has the authority to convert the W grade to an FAI or WAI upon finding the student responsible for an academic integrity violation.
6. Any sanction resulting in a grade of WAI or FAI or in a suspension, dismissal or expulsion automatically will appear on a student's transcript. Students may submit to the vice president of academic innovation & effectiveness a petition to have this academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations, or the student completes the requirements for graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity in order to have the notation removed.

## 7. Appeal

1. An individual who has been found responsible for a violation of the Academic Integrity Policy may appeal the decision of the case review team or hearing board. Appeals must be made directly to a designee of or the vice president of academic innovation & effectiveness. During this appeal process, the original sanction is held in abeyance until an appeal decision has been made.
2. A detailed formal letter of appeal must be submitted within 48 hours/ two business days of the student's receipt of written notification of the decision and must explain one or more of the following specific grounds for the appeal:
  - a. Improper academic judicial procedures that impacted the effective presentation of the student's case.
  - b. Additional or new relevant information has been discovered.
  - c. The sanction was not consistent or appropriate with the nature of the violation.
3. A designee of or the vice president of academic innovation & effectiveness may meet with the individual involved and with any witnesses. A designee of or the vice president of academic innovation & effectiveness then will decide to:
  - a. Uphold the original decision on responsibility and the sanction imposed.
  - b. Uphold the original decision on responsibility and modify the sanction imposed.

- c. Determine that improper procedures impacted the effective presentation of the student's case and order a new hearing to be held using proper procedures.
  - d. Overturn the decision on responsibility.
4. A designee of or the vice president of academic innovation & effectiveness will notify all appropriate individuals involved in the case, the director of academic integrity and any appropriate Quinnipiac University personnel (dean, registrar, One Stop, etc.) of the outcome of the appeal.

## D. Guidelines

### 1. Consolidation

If multiple reports arising out of similar or the same set of circumstances are filed against a student, the separate reports may be investigated as one case.

### 2. Course Completion

If grades are awarded while the case is in progress, the faculty member must assign a temporary grade of "incomplete" to the student pending the outcome of the academic integrity hearing board review process. A faculty member should not automatically assign a grade (other than an "I") when a student is suspected of a violation of this policy. When an incomplete grade is assigned in a prerequisite course, a student may be permitted to enroll in the subsequent course pending the outcome of the academic integrity case. If upon resolution of the academic integrity case, the student's grade does not meet the prerequisite requirements, the student will be withdrawn from the subsequent course.

### 3. Course Withdrawal

If a student withdraws from a class prior to the resolution of an academic integrity violation report, the withdrawal shall not impact the process of the academic integrity case. If the student is found responsible for an academic integrity violation, a grade of WAI will be imposed to indicate that the withdrawal was undertaken after a violation of the university's Academic Integrity Policy. The Academic Integrity Board has full and unique authority to determine FAI and WAI sanctions as part of a case review investigation or academic integrity hearing and may convert the WAI to an FAI grade.

1. The grade of WAI or FAI will automatically appear on a student's transcript.
2. Students may submit to the vice president of academic innovation & effectiveness a petition to have the WAI or FAI academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations or the student completes the requirements for graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity to have the notation removed.

### 4. Concurrent Reports

If a second report is filed against the student before there has been a resolution in the first case, whether the second report arises from the same or another course, resolution of the second case will be postponed until there has been a resolution in the first case.

### 5. Failure to Respond

If a student fails to respond to or comply with a letter/notification from the Academic Integrity Office or hearing board; attend a scheduled meeting with any academic integrity officer, hearing board or case review team member or faculty member; attend an academic judicial hearing; or abide by any of the procedures here noted in this policy, the rights

and options presented herein are forfeited by the student. The case may proceed without the student or faculty member(s) present and a decision will be rendered. If a hearing takes place without the student present, the student will be notified in writing via certified and electronic mail of the outcome of the hearing.

## 6. Non-Compliance

- Students who fail to comply with the sanctions determined in a joint resolution will have their case proceed to a hearing where the academic integrity board will determine sanctions.
- Students who fail to comply with the sanctions determined by a case review team or hearing board will be subject to a one-semester suspension.
- Procedure:
  - Any student who appears to be in non-compliance with a joint resolution or a case review or a hearing board sanction will be notified by the director of academic integrity via email of the apparent noncompliance. The student will be informed of the non-compliance issues/facts and will be instructed to reply within 48 hours/two business days. The student also will be informed that an extension for compliance can be requested, in writing, to the director. No more than one extension will be granted by the director. If the student requests an extension for compliance, the director will notify the student of the extension's approval/denial and the reasons for such.
  - If the student does not reply within 48 hours/two business days of the notification of non-compliance, the student will be deemed to be non-compliant and the case will proceed to a hearing (joint resolution) or the student will be subject to a one-semester suspension (case review or hearing).
  - Appeal of the suspension will occur in the same manner as all other suspensions (see Appeal section of the Academic Integrity Policy).

## 7. Curative

The Office of Academic Integrity can perform simple amendments and revisions to academic integrity reports for the purpose of correcting pertinent information (i.e., class, faculty or student information) and/or concealing information that could be used to identify persons who have an individual right to confidentiality (i.e., redacting other student names).

## 8. Post-Course Adjudication

If a student earns a final course grade and later is found responsible for academic integrity violation(s) in that same class, the academic integrity sanctions will take precedence over the initial grade and stand as a matter of course.

## 9. Separation

The Office of Academic Integrity maintains the ability to separate and initiate cases for multiple potential violations of academic integrity from a single report. The cases can be focused on different students (i.e., one report can initiate academic integrity cases on more than one student) and/or focused on different assignments for one student (i.e., one report can initiate an academic integrity case for the midterm examination and an academic integrity case for the final examination). Multiple cases extracted from a single academic integrity report must be confirmed with the faculty member for the class in which the potential violations took place prior to initiation.

## 10. Violations Outside of a Course

If a student with no prior academic integrity violation accepts responsibility for an action which violates the Academic Integrity Policy

but is not related to a particular class, the joint resolution may be completed with the director of academic integrity. An example of this would be giving a fellow student a paper from a class taken in a previous semester. Joint resolutions completed with the director of academic integrity will be approved by the Academic Integrity Board.

## E. Student Procedural Rights

A student who has been charged with a violation of the Academic Integrity Policy shall be granted the following procedural rights:

1. **Confidentiality:** In accordance with FERPA and the Student Records Policy (<http://catalog.qu.edu/university-policies/student-records-policy/>), the right to have all records, files and proceedings kept confidential and shared with a Quinnipiac University official only when the official has a legitimate need to know.
2. **Notice:** The right to be informed in writing of the specific violation(s) and inappropriate behavior in which the student is suspected of being involved.
3. **Procedures:** The right to be informed orally and/or in writing of the academic integrity procedures.
4. **Hearing:** The right to be notified in writing of the date, time and place of their hearing.
5. **Evidence and Witnesses:** The right to know the nature of and review the evidence against them (within confidentiality, health and safety protocols) and the opportunity to present relevant evidence and witnesses on their behalf.
6. **Adviser:** The right to have a member of the university community, other than a Quinnipiac University School of Law student or faculty member, act as an adviser and attend the case review interview and/or hearing. If the student so requests, the Office of Academic Integrity will appoint an adviser for the student. The adviser may attend the case review interview and the AI hearing, but may not attend the joint resolution discussion.
7. **Written Decision:** The right to have written notice of the results of any case review or hearing.
8. **Appeal:** The right to appeal a decision of a case review team or hearing board within 48 hours/two business days of receiving written notification of the final decision.
9. **Defense:** The right to present a case against all alleged violation(s) and inappropriate behavior. This right maintains the option of remaining silent at any point without that silence being used against the student.

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This policy, and its emphasis on six principles of integrity, relies heavily upon the “The Fundamental Values of Academic Integrity,” Third Edition, published by the International Center for Academic Integrity in 2021.