

A Snapshot of Academic Integrity Procedures at Penn State

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What Impacts Academic Integrity?

1. Institutional policies
2. Faculty attitudes & actions
3. Basic preventive measures
4. Student peer attitudes & actions



Faculty Senate Academic Integrity Policy 49-20

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that *all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.*



Academic Integrity Policy & Procedures

- Enhance the role of faculty
- Provide due process for students
- Take advantage of 'teachable moments'
- Establish fair and consistent procedures and sanctions
- Increase consequences for repeat offenders
- ACUE G-9 Academic Integrity Procedure



Academic Dishonesty

- 10.01 Copying
- 10.02 Plagiarizing
- 10.03 Unauthorized test possession, purchase, supplying
- 10.04 Ghosting
- 10.05 Altering Tests
- 10.06 Computer (program theft or use of other's time)
- 10.07 Fabrication of information or citations
- 10.08 Facilitating academic dishonesty by others
- 10.09 Submitting work previously used without permission
- 10.11 Unauthorized collaboration
- 10.12 Unauthorized use of study aids
- 10.99 Other




Brief History

- Prior to 2000-01 academic year, cases managed solely by Judicial Affairs
- Total cases for three years prior (1997-2000) - 27
- New procedures established to increase participation of Faculty and Colleges - began Fall 2000
- 2000-01 cases = 51, 2001-02 cases = 268




Unique Management

- Faculty have been assigned as designees of the Office of Judicial Affairs. Because Academic Integrity Violations are code of conduct violations certain procedures must be in place in order to change a student's grade as result of a violation.



THE PROCESS In a Nut Shell

- 1) Questionable behavior occurs
- 2) Faculty member discusses allegation with student
- 3) Faculty member determines if violation has occurred
- 4a) If a violation has not occurred, no case is created
- 4b) If faculty member believes violation did occur, Academic Integrity form is completed by the faculty member and provided to the student
- 5) Student returns form to Faculty member with decision to accept or contest
- 6) The completed form is submitted to the College Dean's office



Academic Integrity Form

TO BE READ AND COMPLETED BY THE INSTRUCTOR:

Use the [Faculty Instructions for Handling Cases of Academic Dishonesty](#) with this form. Please print.

Section:	You may not prepare a grade unless the student has received notification of the charges and sanctions. You may not prepare a grade until after the student has accepted or contested the charges and sanctions. You may not prepare a grade until after the student has accepted or contested the charges and sanctions.
Student:	
Charge(s):	
Date of incident:	

Brief description of the charge(s); attach additional page if necessary:

Recommended academic sanctions:

Recommended disciplinary sanction (if N/A, include duration on homework):

I have discussed the charge(s) and the sanction(s) with the student:

Instructor signature: _____ **Date:** _____

Student signature: _____ **Date:** _____

TO BE READ AND COMPLETED BY THE STUDENT CHARGED WITH ACADEMIC MISCONDUCT:

Print your contact information below:

PSU email:	Street address:	PSU ID#:
Phone:	City:	State:
		Zip code:

Read and initial below:

I am a student at Penn State University. I have read the University's Academic Integrity Policy and I understand the consequences of academic dishonesty. I have read the charges and sanctions assigned to me and I understand the consequences of the charges and sanctions assigned to me. I have read the charges and sanctions assigned to me and I understand the consequences of the charges and sanctions assigned to me.

You have the right to:

1. accept the charge(s) and sanction(s), or
2. contest the charge(s) and sanction(s) and request a review by the College of the Liberal Arts' Academic Integrity Committee.

Sign one of the following:

I DO NOT CONTEST the charge(s) stated above. I request that a review of my case by the College of the Liberal Arts' Academic Integrity Committee be suspended. I understand that this case may be reopened if a new sanction assigned if I have a prior academic integrity violation.


I CONTEST the charge(s) stated above and request a review of my case by the College of the Liberal Arts' Academic Integrity Committee.

Student signature: _____ **Date:** _____

Instructor signature: _____ **Date:** _____


URL: http://www.liberalarts.psu.edu/CLAA-Academic_Integrity/ACIAForm7007.pdf

7. When the form is received from the faculty member, Dean's office staff will contact Judicial Affairs to see if the student has academic dishonesty priors.
8. When the student has no academic dishonesty priors and has accepted the academic charge and sanction assigned by the faculty member, the case is considered completed and closed and sent to Judicial Affairs for recordkeeping.



- 8) When the student has academic dishonesty priors and has accepted the charge and sanction assigned by the faculty member, the file would be reviewed by the AI Committee to determine if the sanction should be modified.


If the sanction is to remain as originally assigned, the form and any supportive documentation will be sent to Judicial Affairs for record keeping. If the sanction is to be modified a new form is created.



When A Student Contests

If the student chooses to contest, the Academic Integrity committee will provide a review of the case. If the AI committee, through the process find the student responsible, they may assign the academic sanction that they determine is appropriate.

An AI committee that is responding to a case where the student contested at the initial stage will not be made aware of a student's prior academic misconduct until they have determined responsibility in the pending case.



Discipline Sanctions

- When a faculty member wishes for a disciplinary sanction to be assigned, this request would need to be reviewed by the AI committee. It is only with the AI committee's support that a Disciplinary sanction be requested.
- The AI Committee will determine the level of disciplinary sanction appropriate and then send the documentation along with the request to Judicial Affairs. Common disciplinary sanctions used are Disciplinary Warning, Disciplinary Probation and XF.

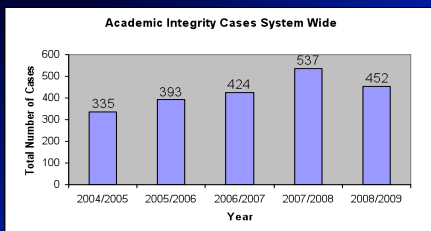


Important Points of Utilizing Discipline Sanctions

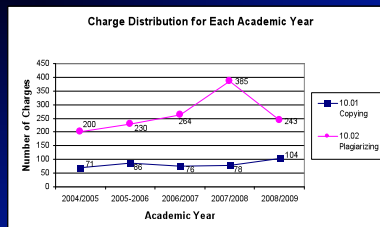
- Only when a student receives Disciplinary sanctions will an AI case be reported out as a part of a student's disciplinary record,
- A student will have the right to request a sanction review for the disciplinary sanction only - all academic sanctions stand as assigned by the faculty or AI Committee.



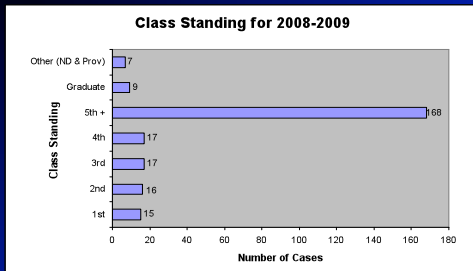
Academic Integrity Cases (all campuses)



Most Common Types of Violations



Class Standing and Academic Dishonesty



May a student drop a course if there is an allegation of academic dishonesty?

- Once the process begins, the only way a student may drop the course is if in the end they are found not-responsible.
- A student who is known to have dropped the course on their own, may have the course re-instated.
- EXCEPTION-Trauma Drop of semester when violation occurred



When Behaviors Go Beyond Academic Integrity

- On occasion a student's actions will involve behaviors that are also other violations of the code of conduct. A conversation with the Judicial Affairs' staff or Designee could assist in determining the best action.



Some Additional Considerations and Issues Still Under Discussion

- Would there be a benefit to one form used system wide by faculty?
- Could there be further University discussion regarding the interpretation of behaviors?
- Should all AI committees be trained in a consistent fashion?
- AI committees assigning a grade
- Withdrawal from class following a violation
- Reporting to external agencies



Questions about the Process?

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