

## Filing an Academic Integrity Faculty Report Form – Summary, Policy & Process

The Academic Integrity Faculty Report filing procedure is summarized in the steps below. The Academic Integrity Policy and the Academic Integrity Hearing Process appear after this summary and provide a comprehensive explanation of the policy and process. For additional information or questions, contact the Academic Integrity Officer (Brian Williams, [BrianWilliams@Kings.EDU](mailto:BrianWilliams@Kings.EDU) or King's College phone extension 5690).

1. **Complete the form.** Complete an Academic Integrity Faculty Report Form once it is believed an integrity violation has occurred. Contact the Academic Integrity Officer (AIO) should you need assistance completing the form.
2. **Inform the student.** Inform the student that you are filing an academic integrity form and explain the reason for filing the form and the associated sanction. This can be done either in person or by e-mail.
3. **Give the form and request a response.** Give the student a copy of the Academic Integrity Faculty Report form. This can be done in person or by e-mail. Also give the student a minimum of 3 days to respond to the accusation by completing the form or scheduling a meeting with the AIO. Requiring the student to respond within a deadline of 3 to 7 days is common. **Inform the student, in the e-mail, that if they elect not to respond by the deadline that they will forfeit the option to contest the accusation and the sanction.** If the form and response deadline were given to the student in person, it is recommended that you also e-mail the form and the response deadline to the student so that a record of this communication is established. It is common to CC the AIO on this e-mail. Instruct the student to return the completed form to the AIO or to the faculty member who will then forward it to the AIO.
4. **Save all evidence.** It is important to save all evidence and communications relating to the academic integrity violation since it may be needed if the student decides to contest the accusation and/or sanction.
5. **The student response – case closed.** If the student fails to respond by the deadline or decides not to contest the accusation or the sanction, the case is essentially closed, and the report form will be retained by the AIO in the student's folder.
6. **The student response – hearing requested.** If the student does not accept (i.e., contests) the accusation and/or sanction, then the AIO will arrange a meeting with the student to discuss the situation and obtain additional information. The AIO will also discuss the situation with the instructor and request additional information if needed. The AIO usually determines within a few days of learning the student's intent to contest if a hearing will occur and if the student would prefer an administrative or judicial hearing.
7. **Administrative hearing.** If the student requests an administrative hearing (most common), the AIO will ask the Associate Vice President for Academic Affairs to appoint an Administration Hearing Officer. The Administrative Hearing Officer will meet with the faculty member and student to become familiar with the case and render a decision to either retain or reject the accusation and/or sanction. The student can appeal this outcome. See the Academic Integrity Hearing Process for appeal procedures.
8. **Judicial hearing.** If the student requests a judicial hearing, an Academic Integrity Hearing Board comprised of two faculty and three students from with College Student Judiciary Panel will be assembled as soon as possible to hear the case. The Judiciary Panel will meet with faculty member and student to become familiar with the case and render a decision (majority vote) to either retain or reject the accusation and/or sanction. The student can appeal this outcome.
9. **Communicating results of the hearing.** The findings of the Administrative Hearing Officer or the Academic Integrity Hearing Board will be communicated by the AIO to the faculty member and student as soon as the outcome is known.

# KING'S COLLEGE ACADEMIC INTEGRITY POLICY

## PREAMBLE

Academic integrity, why does it matter?

Rules, if left unexplained, seem arbitrary. As a student, you might ask of the rules immediately following this preamble, "Why should I follow them?" An obvious answer is, "To avoid getting caught and punished." But saying that you should follow rules so that you don't get into trouble doesn't really justify why all of the dos and don'ts exist in the first place. Do these rules serve any significant purpose?

This preamble suggests that they do. There are good reasons for you, and for your fellow students, to care about the practice of academic integrity in our community, King's College.

### Why Have a Policy?

Students who are caught, say, copying text word for word off of a website commonly respond in one of two ways.

The first is "I didn't know that what I did counts as plagiarism." This plea is true—but only in some cases. Faculty should be charitable to students, recognizing that, at least in some instances, a student needs to be taught about plagiarism, not punished for committing it. In fact, the administration and the faculty at King's have a real and living responsibility to indicate, as clearly as possible, what expectations—for citation, for doing work independently—it places on its students. This explains in part why there is an Academic Integrity Policy. This policy states—in print, for all students to see—what the basic guidelines of academic integrity are, as well as what will happen if these guidelines are violated. King's College also expects faculty—in First Year Experience, CORE 110: Effective Writing, class syllabi, and classroom discussions—to define, in greater detail, with more precision, what it means for a student to live up to the standards of academic integrity.

All this said, faculty members are not under an expectation to be naïve. Pleading ignorance is, of course, the age-old tactic of the guilty, and in some cases the claim "I didn't know" simply isn't plausible: "Did you really think that your theology professor, who asked you to reflect upon the works of Saint Augustine, really only wanted to see whether you have enough computer expertise to Google 'Augustine', cut text from a website, and paste it into a Word document?" Not plausible. Faculty will be permitted to assume that a student who has taken First Year Experience and CORE 110: Effective Writing has at least basic knowledge about what plagiarism is and that his knowledge of the standards of academic integrity will increase during his career at King's College. This is to say that each student is expected to take responsibility for her own education, actively aiming to understand what it means to be a good student.

The second plea plagiarizing students frequently make is "I didn't realize that copying text is such a big deal." This preamble indicates not so much what academic integrity is than why King's College thinks it matters. What follows is a brief discussion of why cheating is "such a big deal."

### Is There Any Learning Going On?

The first word to say about academic integrity is this. The Academic Integrity Policy is intended to serve, first and foremost, the central goal of King's College: to provide liberal arts education in the Catholic Christian tradition. As a student at King's College, you have chosen to be a part of an academic community, a community with several commitments: first, to seek the truth, with each other, and with thinkers across the world and across human history; second, to help you, the student, become a thoughtful, well-informed person, a person who has the critical bearing and basic cultural information necessary to address difficult professional, scientific, moral, political, religious, and existential questions as they arise in the run of a normal human life; and third, to prepare you to make fruitful contributions to public life in a democratic society. To some

readers, these words will sound high-minded, but this is the well-publicized mission of the College you have chosen to be a part of.

The Policy, you might notice, attempts to discourage cheating. Please realize, though, that there is so much more to being a good student—a person with academic integrity—than not cheating. If you do not read what your instructors assign, if you do not reflect carefully upon these readings, if you do not edit, and re-edit, and re-edit, your written work, if you do not seek out challenging courses to take (as opposed to “easy A’s”), you are not going to become the well-informed and thoughtful person a liberal arts education is designed to produce.

The Policy emphasizes cheating because cheating undermines the goals of liberal learning in a particularly obvious and direct way. In cheating, little or no learning is accomplished. To engage in liberal learning is to be a part of a grand conversation over several years; a conversation that is messy, strange, difficult to sum up, and full of competing voices and ideas about so many topics. To say the very least, copying chunks of a paper off of a website—without citation, and without having gone through the admittedly arduous task of trying to organize the relevant material in a natural, flowing way, to stave off objections that might occur to a sensitive reader, to levy evidence for your central thesis—isn’t taking part in this conversation, it is merely pretending to do so.

Someone might argue that students would be less inclined to cut corners if their journey through a liberal arts education were less strenuous. To minimize cheating, King’s could make the road easier for students to traverse—more comforting, less challenging. The College could choose not to ask you to confront challenges to, and to defend, your most heartfelt beliefs and values. But that would be to give up far too much; it would be to give up on the high aspiration at the heart of liberal learning. Education would be less interesting, less transformative, and not worth the several years of labor and significant tuition you have decided to spend at King’s.

### **What Kind of Person Do You Want to Be?**

Cheating speaks to character. It’s dishonest: to cheat is to turn in work that is not yours under the pretense that it is. It also raises other questions about a person’s character. Does the cheat mean to say that she doesn’t care to learn? But that signals a lack of curiosity. Is it that she thinks she already knows everything worth knowing? But that signals a lack of humility. Is it that the cheat doesn’t think she is able to do the work; that she is not up to the task of learning? But that signals a lack of self-confidence. We take it that these kinds of considerations, some of them moral, will speak to many students. There are, of course, people who do value being honest, intellectually curious, and humble. Cheating, we suggest, isn’t for them—and so, maybe it isn’t for you.

### **Is It a Victimless Crime?**

Cheating is sometimes regarded as a victimless crime. But this simply isn’t true. Cheating gives the cheater unfair advantages. He saves time and energy. If the cheater hands in an assignment better than he would be able to produce by his own native ability and effort, he negatively affects the professor’s evaluation of the work of other students, for faculty often, if not inevitably, make comparative judgments about the work of students, and grade accordingly. The cheater’s better grade might give him future scholarship or employment advantages over other students. Furthermore, the student who cheats puts students who do not in a bad situation. When the student who does not cheat recognizes that others do, she naturally wonders whether her good behavior has serious practical costs: “Are the cheats getting better grades than I am? Are they going to have a higher GPA? Going to be offered the job I want? Is cheating something I need to do to keep up?” In this way, one cheat becomes the father of another. Cheating also erodes the academic reputation of our college; when the cheater, ill-prepared for his work environment, does poorly at his job, future King’s students lose out in the job market. Cheating is not a victimless crime; it has effects upon the entire College community of students, staff, and faculty.

## **Pride in Your Degree**

Cheating steals away future benefits from the cheater herself. Take the long view. If you get a college degree, you should take significant pride in it. It's a real accomplishment. Of course, even if you have cheated along the way, you might well receive a degree—"the piece of paper"—at the end of your academic career—cheating, after all, is not always caught. And the degree, even if it is not deserved, might well open up tangible career opportunities for you. But if you have cheated along the way, you will not be able to see yourself as having earned either the degree or the job it leads to. Cheating thus cheapens your degree and undermines the proper pride you might otherwise feel. Doing your own work in college, then, is a way to secure for your future self a well-founded feeling of self-esteem.

There are also, we think, some rather deep reasons why it is prudent for you to submit to the rigors and demands of a liberal arts education, even though it is not easy. Cheating undermines self-confidence. A person who has subjected her own beliefs and values to scrutiny and has discovered that they have stood up to the test of reflection will naturally and properly feel confident in those views. She is "her own person," with her own views, and with the self-possession that comes with having gone through the rigors of a liberal arts education. She really is ready for much of what the world will throw at her. If you have cheated, if you have not submitted to the discomfort of hard thinking, can you be so sure you will be?

## **A Final Word**

All this said, the Academic Integrity Policy establishes minimal expectations for behavior. Student cheating will not be tolerated. As mentioned, there is so much more to being a good student than simply not cheating. A good student wants to learn; works hard; expects faculty to challenge her; respects fellow students; has passionate convictions, but is open to thinking critically about them. Also, students are not the only group on campus expected to live up to the standards of academic integrity. The faculty and administration are under an obligation to take your education seriously, too. When it comes to academic integrity, we are a community; each of us has the opportunity to gain immensely from cooperation, mutual commitment, and a love of learning; and each of us has important standards—among them, standards of academic integrity—to live up to.

King's College cannot force you to care about liberal learning, and there are serious limits upon what faculty can do to inspire you to value it. King's College extends the invitation; it is yours to accept, or not. You are free, that is, not to scrutinize your most cherished beliefs, to put in a half-hearted effort, so long as you receive passing grades. You are not free, however, to violate this Academic Integrity Policy without suffering the consequences described below.

## **Part I. The Educative Process of the Student**

In order for the students to value academic integrity, understand its relation to ethical behavior, and learn the actions academic integrity demands of students, an educative process is required. The education in the value of academic integrity has begun with your reading of the preamble of this policy; actions required of people with high standards of academic integrity will be laid out in Part II of this policy.

In the courses First Year Experience (CORE 090) and CORE 110: Effective Writing this educative process is continued. You will be asked to reflect on and use rules of academic integrity when writing papers, completing online tutorials, and other activities. Early in your King's matriculation and after familiarizing yourself with the content of this Academic Integrity Policy, students will be invited to sign the Academic Integrity Pledge that indicates an understanding of academic integrity and a promise to maintain high academic standards. This pledge is only a promise to maintain high academic standards; all King's College students are bound by this Academic Integrity Policy regardless of signing the pledge. This pledge will be kept in a student's file in the office of the Associate Vice President for Student Affairs /Dean of the Students.

Students of King's College who have not taken nor are required to take either CORE 110 or FYE, transfer and graduate students for example, will be required to read, upon registration to the College, the Academic Integrity Policy and familiarize themselves with good practices of academic integrity. Once these students have done so, they will be invited to sign the Academic Integrity Pledge.

The educative process of the student does not end with understanding the College Academic Integrity Policy and signing the Academic Integrity Pledge early in their matriculation as King's College students; course syllabi and lessons taught by members of the King's College faculty will continue to further clarify and enhance the meaning of having high academic standards.

Finally, the students who need to be educated the most in the correct practice of academic integrity are those that behave in a way that calls their integrity into question. The bulk of this policy is written to deal with these specific students.

## **Part II. Positions and Responsibilities of King's College Academic Integrity Policy**

### *A. Student*

The student is responsible for being aware of and following the Academic Integrity Policy as stated in the student handbook; this includes completing the training in academic integrity in the First Year Experience (CORE 090).

In order for faculty members to accurately perform their duty of fostering and evaluating the individual academic progress of each of their students, they need to assume laboratory reports, examinations, essays, themes, term papers, and similar requirements submitted for credit as a part of a course or in fulfillment of a college requirement are the original works of the student. Put simply, a violation of academic integrity is an action where a student tries to violate this assumption of the faculty member.

The following guidelines are intended to help students be aware of and faculty make final decisions about levels of violation and penalty concerning Academic Integrity. Penalties are determined by the instructor, but may be appealed by the student according to the Academic Integrity Process.

**A low-level violation minimally affects a student's final grade, because the assignment value and/or penalty imposed (such as lowering of a student's grade on the work in question) consist of a small portion of the overall work required for the course.**

Examples of low level violations of academic integrity: A student

1. looks at another student's paper during a quiz.
2. looks at a unauthorized electronic device (e.g. cell phone, computer) for answers during an examination.
3. submits an assignment (e.g. lab report, essay, take-home exam) with some passages nearly identical to another student's.
4. omits necessary citations.
5. uses citations improperly.
6. uses exact wording from a source without quotation marks.
7. provides false information to seek special consideration or privilege (excused absences, postponement of an exam or due date of papers or project, etc.).

**A mid-level violation substantially affects a student's final grade, because the assignment value and/or penalty imposed (such as giving the student no credit for the work in question) consist of a considerable portion of the overall work required for the course.**

Examples of mid-level violations of academic integrity: A student

1. copies from another student during an exam.
2. submits the same work for one course that has already been submitted in another without the permission of all involved instructors.
3. submits an assignment in which a several sources have not been properly cited.
4. submits an assignment in which several passages are similar to another student's assignment.
5. provides false information about attending a cultural event.
6. receives or attempts to receive assistance not authorized in the preparation of any work.
7. fabricates data on experiments or sources for research.

**A high-level violation results in a student receiving a grade of F in the course; possible further sanctions may be determined by the Academic Integrity Officer.**

Examples of high level violations of academic integrity: A student

1. uses unauthorized copies of tests, answer sheets, books, notes, calculators, computers, "cheat sheets" or similar means during a quiz or exam.
2. provides false information (including forging signatures on relevant documentation) about completing field hours and/or internships.
3. submits another student's assignment as their own.
4. submits an assignment (e.g. lab report, essay, take-home exam) with a high degree of similarity to another student's assignment.
5. submits an assignment (e.g. lab report, essay, take-home exam) in which significant portions of work have been plagiarized or fabricated.
6. obtains, without authorization of the instructor, answers from another student's assignment (e.g. exam, quiz, computer or paper).
7. takes or attempts to take, steal or otherwise procure in an unauthorized manner any material pertaining to the conduct of a class, including tests, examinations, grade change forms, grade reports, roll books, reports, etc.
8. attempts to or actually sells, gives, lends, or otherwise furnishes to another student unauthorized assistance in preparation of any work or questions or answers to any examination scheduled to be given at some subsequent date or time offered by the College.

Repeat offenses in any category of violation as monitored by the Academic Integrity Officer may also result in further sanctions.

#### *B. Faculty Member*

A crucial member of the academic integrity process is the individual faculty member. The faculty member is responsible for handling low and mid level violations of academic integrity as informally as possible, yet in accordance with the procedures in this policy. Faculty members should make every effort to resolve the situation individually with the student. Faculty should match the punishment to the offense and are encouraged to emphasize the instructional value of such situations over the punitive. If the faculty member believes a student committed a high level violation of the Academic Integrity Policy the faculty member should give the student an F for the course.

To fulfill their role of upholding academic integrity at King's College, faculty members of the College shall:

1. Be as clear as possible in outlining what constitutes unauthorized outside assistance in a particular class or discipline. Instructors can rely on the methods described in Part I of this policy to delineate unauthorized usage that spans many, if not all, disciplines.

2. Be as clear as possible in describing what citation and referencing practices are to be used for submitted work.
3. Honestly judge the level of the academic integrity violations that occur in their classes into **low-, mid- or high-levels as described above in Part II, A.**
4. Use good judgment when assigning sanctions to academic integrity violations.
5. Make a reasonable attempt to discuss with a violating student both the sanction given and the reason the student violated the rule.
6. Submit an Academic Integrity Report to the Academic Integrity Officer (see Part III of this policy) in all but the most minor cases of academic dishonesty indicating the violation, the sanction, the level of the infraction, and reason(s) for assigning the level in order to respect the adherence of the rest of the student body to the Academic Integrity Policy.
7. Keep all evidence regarding student infractions in a place that will maintain the confidentiality of the student.
8. Engage in practices that minimize the opportunities for students to engage in practices that violate the Academic Integrity Policy. An example would be to proctor online exams.

C. *Academic Integrity Officer (AIO)*

The AIO will be a tenured professor or promoted professional specialist faculty member appointed for a period of two years. A faculty member will be nominated for this position by the Faculty, and this nominee will be confirmed by the Associate Vice President for Academic Affairs/Dean of the Faculty with input from the Vice President for Academic Affairs.

The AIO's responsibilities include:

1. Making sure the Academic Integrity Pledge signed by every King's College student is filed with the Associate Vice President for Student Affairs/Dean of the Students.
2. Filing and monitoring all academic infractions and requesting a meeting with any student who receives a compilation of infractions. The infractions that necessitate a meeting between the student and AIO include:
  - Any three low-level violations throughout a student's career at King's College
  - Any two mid-level violations throughout a student's career at King's College
  - Any high-level violation
3. Serving as advisor and consultant for faculty on issues of academic integrity. The AIO will maintain examples of academic integrity violations and different levels of sanctions given that may be used by faculty when considering sanctions. These examples are to be used for reference and clarification. The faculty consulting role of the AIO may involve asking a faculty or staff member for clarification of a submitted Academic Integrity Report, or a clarification regarding a failure to submit an Academic Integrity Report
4. Placing students whose actions imply a blatant disregard for the College's Academic Integrity Policy into the College Judicial System. These actions may be either 1) a single high-level violation of the Academic Integrity Policy or 2) a compilation of many violations of the Academic Integrity Policy. If a student is placed into the College Judicial System due to a compilation of many non-major violations, the AIO must compile the relevant individual violations into a single high-level violation. For the details of the workings of the College Judicial System, please see that policy. In brief, the AIO can find a student in violation or not in violation of a high-level violation of the Academic Integrity policy and, if found in violation, be subjected to one of the following sanctions:

- Academic integrity probation
- Suspension from the College
- Dismissal from the College

The student can appeal this verdict with a hearing and decide if the hearing and possible re-sanctioning will be conducted solely by an Administrative Hearing or by the Judicial Hearing Board. In either case, the student can be found in violation or not in violation and, if found in violation the sanction cannot be more severe than the original sanction. The verdict of either the administrative or judicial disposition can be appealed to the Vice President for Academic Affairs.

5. Investigating claims of students regarding another student violating the Academic Integrity Policy of the College.
6. Placing a copy of all Academic Integrity Reports in a student's official file in the office of the Associate Vice President for Student Affairs/Dean of Students.
7. Conferring with the Associate Vice President for Student Affairs/Dean of Students about students who violate both the Academic Integrity Policy and Student Conduct Code of King's College.
8. In the event that the faculty member accusing a student of violating an academic integrity rule is the AIO:

The Associate Vice President for Academic Affairs/Dean of the Faculty will appoint a designee to meet with the student (see AIO responsibility #2).

The Associate Vice President for Academic Affairs/Dean of the Faculty will appoint him/herself or a designee to serve as AIO if the student is referred to the College Judicial System by the AIO designee.

#### *D. Academic Integrity Hearing Board*

See College Judicial Process. This is the board made up of three students and two faculty members that hears serious cases of violations of academic integrity if the student decides on Judiciary Disposition of his or her case. Student and faculty members will be appointed to the Academic Integrity Hearing Board on a rotating order from the Student Judiciary and Faculty Judiciary, respectively (see College Judicial Process) provided there is no conflict of interest.

#### *E. Associate Vice President for Academic Affairs/Dean of the Faculty (AVPAA)*

The AVPAA confirms the Faculty AIO nominee, with input from the VPAA.

#### *F. Vice President for Academic Affairs (VPAA)*

The VPAA is responsible for giving the AVPAA input in confirming the AIO. The VPAA also provides for the highest level of appeal in the Academic Integrity Process regarding sanctions for high-level violations of the Academic Integrity Policy. The VPAA may interview any person who might have a bearing on the case. The decision of the VPAA will be sent to the AIO, the faculty member, and the student. The Vice President for Academic Affairs also selects members of the Faculty Judiciary. Finally, the VPAA is responsible for providing resources to train the AIO in the completion of his or her duties.

#### *G. Official Student Advisor*

Once a student enters into the Academic Integrity Process, he or she may choose a member of the faculty or staff to act as his or her official advisor (typically the Associate Vice President for Enrollment and Academic Services). Students can, of course, informally seek advice from any faculty or staff member for dealing with the Academic Integrity Officer, Administrative Hearing Officer, Judicial Board, or a sanctioning staff or faculty member.



### **Part III. Filing and Monitoring of Student Violations**

1. Faculty should submit an Academic Integrity Report to the AIO in all but the most minor cases of academic dishonesty. On the form, the instructor describes the violation, the sanction, the level of the infraction, and reason(s) for assigning the level. A place on this form is reserved for a student to agree or disagree with the information, but a student's signature is not required for submission.
2. These forms are kept in a secure file in the office of the AIO. The AIO will set up a meeting with the student to discuss his or her infractions. Failure to meet with the AIO can be interpreted as reason for further sanctions by the AIO. The AIO will also place a copy of all Academic Integrity Reports in a student's file in the office of the Associate Vice President for Student Affairs/Dean of Students; a student's file in the office of AVPSA will serve as the official repository for non-registrar student records to be reported out for official requests.
3. If the AIO believes enough violations are in the student's record to imply a blatant disregard for the College's Academic Integrity Policy, the AIO will meet with the student to discuss the imposition of sanctions described in Part II, section C, #4. During this meeting, the student has officially entered the College Judicial System. The results of this meeting (or any hearing requested for appeal) are placed into a student's Registrar file.
4. The Academic Integrity Reports of an individual student will be expunged 4 years after graduation or 4 years after separation from the College, which is same destruction protocol followed for the student's record in the office of the Associate Vice President for Student Affairs & Dean of Students.

## **THE ACADEMIC INTEGRITY HEARING PROCESS**

As a student of King's College, you are a member of several communities. Among them, are the City of Wilkes-Barre, Township of Wilkes-Barre, Luzerne County, the Commonwealth of Pennsylvania, the United States of America, and the College because of your membership, you are subject to the conduct codes of each of these communities. The Academic Integrity Policy is the minimum acceptable level of conduct expected of you as a Student of the College. The College expects you to maintain the standard of behavior expressed in our mission statement.

Each Student, by voluntarily becoming and remaining part of the College community, accepts the responsibility to adhere to Academic Integrity Policy. Students must be aware that the College has the right to create and enforce the Academic Integrity Policy, conduct hearings, and issue sanctions. Alleged violations of the Academic Integrity Policy are reviewed by the College pursuant the Academic Integrity Process. The Academic Integrity Officer interprets the Academic Integrity Policy.

### **A. Authority**

The Vice President for Academic Affairs assists in the appointing of the Academic Integrity Officer (see Academic Integrity Policy), and represents the highest level of appeal for violations of the Academic Integrity Policy. The Academic Integrity Officer has the responsibility for the administration of the review of an alleged violation of the Academic Integrity Policy. The Associate Vice President for Academic Affairs and Dean of the Faculty will appoint members to the Faculty Judiciary. The Associate Vice President for Academic Affairs and Dean of the Faculty will also appoint members of the Faculty Judiciary to the Hearing Board for an individual case of alleged violation of the Academic Integrity Policy.

The College retains the right and ability to adjust any conduct review process described herein as it deems appropriate and necessary, in its discretion, given the facts and circumstances.

### **B. Terms**

**Academic Integrity Officer:** an Employee appointed by the Vice President for Academic Affairs who oversees the Academic Integrity Policy and Procedures. The Academic Integrity Officer advises Students and Faculty on the Academic Integrity Policy.

**Accused Student:** A Student who is alleged to have violated the Academic Integrity Policy.

**Administrative Hearing Officer:** a Staff member designated to coordinate the disciplinary process and may determine if a Student has violated the Student Code of Conduct.

**Advisor:** an Employee or Student at the College who provides support and/or advice to the Accused Student or Complainant in a Hearing. The Advisor may not actively participate in the hearing process. The Advisor may not be an Attorney except in certain circumstances.

**Appeal:** a written request by a Student found in violation of the Academic Integrity Policy or other College policy for the review of the finding of violation or sanction by a designated administrator.

**Attorney:** a person who earned a law degree or is a member of the bar in any state or commonwealth.

**College:** King's College, a legal entity recognized by the Commonwealth of Pennsylvania.

**Community Service:** a sanction of work completed on Campus or in the local community at a nonprofit agency approved by the Administrative Hearing Officer.

**Complainant:** the person or the entity who files a report alleging a violation of the Academic Integrity Policy this person may be an Employee or Student of the College, or a person outside of the College community.

**Employee:** any person who is recognized by the Human Resources Department as a College employee, Faculty, Staff, student aid, resident assistant, resident counselor, or coach.

**Faculty:** an Employee hired by the College to conduct classroom or teaching activities on a full or part time basis, or otherwise designated by the College.

**FERPA:** Family Education Rights and Privacy Act of 1974, also known as the Buckley Amendment, which requires educational institutions to establish and follow policies governing student records.

**Guest:** a person who is not an Employee or Student at the College. Guests are non-student individuals visiting or accompanying a student on campus, or at a King's-sponsored or King's-organized event, whether that event is held on or off campus. A guest is a non-student who is, explicated.

**Hearing:** a meeting, at which the Complainant and Accused Student are requested to attend along with other persons with related information conducted by an Administrative Hearing Officer or Academic Integrity Hearing Board to determine if the Accused Student is either in violation or not in violation of the, Academic Integrity Policy.

**Academic Integrity Hearing Board:**

**Policy:** a document that establishes procedures or requirements for behavior.

**Preponderance of Evidence:** the level of information for a Student to be found in violation. It is defined as the offense more likely than not occurred.

**Prior record:** documentation that a Student has violated the Academic Integrity Policy, which is part of the Student's record in the Student Affairs Office. Incidents where the Student has been found not in violation are not part of the prior record but may be in the student record.

**Sanction:** a requirement a Student must abide by or complete when found in violation of the Academic integrity Policy.

**Staff:** individuals, who develop, maintain, implement, and oversee various program, functions, and activities of the College.

**Student:** an individual who is matriculated for undergraduate or graduate courses on a full or part time basis at the College, persons in non-degree or certificate programs at the College or is registered for class for the current or future semesters at the College, inclusive of times during college breaks, vacation periods, athletic pre-camp, new student orientation, and senior/graduation week.

**Student Record:** official record of the Student held in several offices of the College including, but not limited to, Student Affairs, Residence Life, Registrar, Career Planning, Student Health Center, Counseling Center and other offices.

**Witness:** a person who has information concerning an alleged violation of the Academic Integrity Policy.

### C. Rights of the Accused Student

The Accused Student has the right to:

1. Be informed of the specific alleged violations of the Academic Integrity Policy.
2. Be informed of the identity of the Complainant.
3. Have a Hearing.
4. Be notified in writing, at least three days prior to the Hearing, of the alleged violations and the date, time, and place of the Hearing.
5. Select an Advisor, providing the Advisor is a regular member of the Faculty, Staff, or student body of the College.
6. An appeal. The accused student forfeits their right to appeal if they fail to meet with the Academic Integrity Officer, or fail to attend a Hearing.

### D. Initiation of Complaint

Any member of the College community (e.g., Student, Staff, Faculty, Employee, or member of the public) may initiate a complaint by contacting the Academic Integrity Officer. The Academic Integrity Process addresses cases of alleged violation of the Academic Integrity Policy that have taken place within twelve months of the alleged offense or within twelve months from the time the Complainant or victim identifies the Accused Student.

Only Students committing high-level violations of the Academic Integrity Policy merit placement in the Academic Integrity Process. An appeal of a mid or low-level violation of the Academic Integrity Policy will also be handled within the Academic Integrity Process.

### E. Preliminary Investigation

The Academic Integrity Officer will conduct a preliminary investigation of the complaint. The preliminary investigation will consist of reviewing the complaint, gathering additional information, and may include interviewing Witnesses.

### F. Notification of Accused Student

The Complainant or Academic Integrity Officer will send a notification letter to the Accused Student setting forth the alleged violations and referring the student to the Student Handbook and Academic Integrity

Policy for information concerning the College discipline process. The Accused Student is allotted at least three days to schedule an appointment with Academic Integrity Officer. If an Accused Student fails to meet with the Academic Integrity Officer within the deadline set forth in the notification letter or email, the Academic Integrity Officer will issue a decision in the Student's absence and the Student will forfeit their right of appeal. Notification letters and decisions will be sent to the Student's College mailbox and/or College email account for full-time students. Notification letters and decisions for part-time students, or when the College is not in session for full-time students, will be sent to the home address on their College record and/or College email account.

#### G. Meeting with the Academic Integrity Officer

1. The Academic Integrity Officer will discuss the alleged violation of the Academic Integrity Policy, when it is deemed a high-level violation of the Academic Integrity Policy, or if the Accused Student wishes to appeal the violation or sanction. The College will inform the Accused Student of his or her rights for disciplinary proceedings. The Academic Integrity Officer may dismiss the complaint due to lack of evidence.
2. If the Academic Integrity Officer does not dismiss the complaint, the Accused Student may:
  - (a) Accept the decision of the Academic Integrity Officer based on the preliminary investigation
  - (b) Request an administrative disposition of the case (see section H)
  - (c) Request a judiciary disposition of the case (See section I)
3. In some instances, a Student chooses judicial disposition for their case during times when a judicial board is not available, or may not be able to deliberate quickly enough. This may happen during break periods, final examinations, when grade sanctions could prevent a student from graduating from the College at the end of a semester, or during the summer sessions. In this event, the appropriate Associate Vice President, or designee, may decide that the Student must wait until the following full semester to have their case heard by the Academic Integrity Hearing Board, and the Student must accept any consequences of the delayed ruling. Similarly, Students enrolled in graduate or professional courses may opt for judicial disposition of their case during times when a judicial board is not available, or may not be able to deliberate quickly enough. In this event, the Vice President for Academic Affairs, or designee (in concert with the Academic Integrity Officer, or designee, if it is a violation of the Academic Integrity Policy), will choose a judiciary made up of available faculty members and/or graduate students.
4. The Accused Student, at his or her request, will receive from the Academic Integrity Officer:
  - (a) A copy of the written referral or complaint to read, and
  - (b) A statement of rights of the accused for the Academic Integrity Hearing Process.
  - (c) If the Student does not return the Student Rights Form to the Academic Integrity Officer within one business day of the meeting or does not meet with the Academic Integrity Officer, the case will be determined through the administrative disposition process.

#### H. Administrative Hearing

The purpose of the administrative disposition process is to provide a non-adversarial atmosphere for adjudicating alleged violations of the Academic Integrity Policy or sanctions. When a Student meets with the Administrative Hearing Officer during the administrative disposition process, the following actions shall take place.

1. A description of the alleged incident and alleged violations of the Academic Integrity Policy will be provided by the Academic Integrity Officer.
2. The Accused Student shall be permitted to provide evidence including his or her own testimony and the testimony of Witnesses. Witnesses may be heard individually, or in groups, as determined by the Academic Integrity Officer.

3. The Administrative Hearing Officer will determine if the Accused Student is in violation or not in violation and if the sanctions are proportionate and appropriate. If the determination is that the Accused Student is in violation, the Academic Integrity Officer will issue a sanction.
4. The determination of a violation must be based on a preponderance of evidence defined as more likely than not to have occurred.
5. The Accused Student may accept or reject the finding of the Administrative Hearing Officer. This determination must be made within three administrative working days of the decision being issued.
  - (a) If the accused does not specify their acceptance/rejection, the decision will be imposed as issued.
  - (b) If the student rejects the decision, the case may be forwarded to the Vice President or his or her designee for appeal.
6. The following procedural guidelines will be used in administrative disposition of a complaint:
  - (a) If the Accused Student fails to respond to the notification from Academic Integrity Officer, the case will be reviewed and a decision will be issued without the Accused Student present. The Accused Student forfeits their right to appeal if they fail to meet with the Administrative Hearing Officer.
  - (b) The Academic Integrity Officer will use the Accused Student's prior record in determining the Student's sanction, but not in determining whether a violation has occurred or not.

#### I. Academic Integrity Board Hearing

The purpose of the judiciary disposition process is to provide a non-adversarial atmosphere for adjudicating alleged violations of the Academic Integrity Policy or sanctions.

1. The Academic Integrity Hearing Board will determine if an Accused Student is in violation or not in violation of the Academic Integrity Policy, and if the sanctions are proportionate and appropriate.
2. The Academic Integrity Hearing Board will be comprised of two faculty and three students selected from the College Student Judiciary Panel (CSJP) by the Associate Vice President for Academic Affairs and Dean of the Faculty. One Faculty member must be from the academic division in which the alleged violation occurred. Each Academic Integrity Hearing Board member will have one vote in deciding the case. The Academic Integrity Hearing Board will make its recommendation to the Associate Vice President for Academic Affairs.
3. The Accused Student must be notified of the time and place of the hearing and of alleged violations. The Accused Student must be notified no less than three school days prior to the Hearing.
4. The Hearing will be conducted in the order and process designated below.
  - a. The Complainant will present the alleged violations to the board. An Advisor from the College community may assist the Complainant. They may call Witnesses to substantiate allegations.
  - b. The Accused Student shall then present evidence. They may be assisted by an Advisor from the College community. The Accused Student may call Witnesses on his or her behalf to testify to the alleged violations and character.
  - c. Witnesses will be present only for their own testimony.
  - d. Summaries of the testimony can be presented by both sides.
  - e. Academic Integrity Hearing Board members may question all participants in the Hearing.
  - f. The Academic Integrity Hearing Board will determine if a violation occurred, and recommend appropriate sanctions. A determination by a majority of the Judiciary Hearing Board is required for a Student to be found in violation, and for sanction to be issued. This determination will be a recommendation to the appropriate Associate Vice President.

- g. The Hearing Chairperson will appoint a member of the Hearing Board to write the Board's opinion of the case. The opinion will include:
    1. Alleged violation(s) of the Academic Integrity Policy
    2. Summary of evidence
    3. Determination of violation
    4. Recommendation of sanctions, if appropriate
  - h. The Associate Vice President will affirm, reverse, or modify the decision of the Judiciary Hearing Board.
5. Hearings will be closed to persons not directly presenting testimony. The Advisor to the Hearing Board may permit other Hearing Officers to be present for training purposes or other persons the advisor to the hearing board believes required for the conduct of the Hearing.
  6. Students who provide false information in connection with a Hearing may be charged with Contempt (Regulation XXII).
  7. All Hearings will be audio taped. The audiotape will be available to the Associate Vice President and the appropriate Vice President. The audiotape will be kept ten (10) days past the appeal date and then erased or destroyed.
  8. Academic Integrity Hearing Board decisions and sanctions will be considered as recommendations to the Associate Vice President. Decisions will not be effective until approved by the Associate Vice President. Decisions issued after approval by the Associate Vice President may be appealed to the appropriate Vice President by the Accused Student (see section J).

## J. Appeals

Regarding appeal deadlines, the Student is required to file, within three business days, an Appeal of the decision from the Administrative Hearing Officer or Academic Integrity Hearing Board, as stated in the decision letter or notification. It is the Student's obligation to obtain mail from his or her campus mailbox and read College email each day. Failure to retrieve mail from a Campus mailbox or read College email will not be considered grounds for extending the appeal deadline or for filing a late Appeal. If the letter is sent to the Student's home address via return receipt, and the letter is not accepted or picked up from the post office and is returned to the College, that will constitute avoiding notification of the decision on the part of the Student, and an extension will not be issued.

If a Student fails to meet with the Academic Integrity Officer within the deadline identified in the notification letter or email, a decision will be issued in the Student's absence and the Student will forfeit their right of appeal.

Appeals will not be accepted if submitted after the deadline stated in the decision notice or letter.

Appeals submitted in person must be made by the Accused Student in person to the appropriate Vice President's Office during normal College business hours (Monday through Friday, 8:30 a.m. to noon, and 1:00 p.m. to 4:30 p.m.; offices are closed on weekends and College holidays) For violations of the Academic Integrity Policy, the appropriate Vice President is the Vice President of Academic Affairs. Appeals sent by mail must be sent to the office of the vice president or designate appeal officer as stated in the decision letter Return Receipt Requested, and be postmarked prior to the deadline date stated in the decision letter.

## Appeal Deadline Extensions

Extensions for deadlines will only be considered in specific circumstances.

1. Conflict with academic requirements, preparing for a test, presentation, or similar assignment or event may extend an appeal deadline. The Student must request the extension of the Associate Vice

President for Academic Affairs and Dean of the Faculty during normal business hours prior to the deadline date. The extension will be for no more than three business days.

2. An appeal deadline may be extended when it conflicts with a College holiday or break when the Appeal must be sent by mail. The Student must request the extension prior to the original deadline. The extension will be for no more than three business days.
3. Other circumstances that arise may be cause for an extension only if requested prior to the original appeal deadline.
4. If an extension is granted, the Appeal must be submitted by the extended deadline date and time in the same manner as indicated above. Appeals will not be considered if the Student fails to attend a meeting with the Academic Integrity Officer, or fails to obtain mail from his or her campus mailbox, among other reasons.

### Filing an Appeal

Students must file Appeals following the guidelines below.

1. The Student must submit a typed letter to the appropriate Vice President's office by the deadline stated in the decision letter. At the time of submitting the Appeal, the Student will schedule an appointment with the Vice President or his or her designee. Appeals must be submitted in writing (email, voicemail, verbal will not be accepted) and submitted during normal college business hours, Monday through Friday, 8:30 am to noon and 1 pm to 4 pm, excluding college holidays, weekends, days the college is closed for weather or other emergencies.
2. The letter must specify one of the four reasons for appealing stated below in the Circumstances and Process. A rationale for the Appeal must be included with this letter.
3. The Student must state the desired outcome they are seeking by filing an Appeal.
4. The Student must state their contact information in the letter, specifically, telephone number and mailing address.

### Circumstances and Process

The basic premise of an Appeal is to insure that both the Accused Student's and Complainant's rights to a fair and just outcome are reached. The Appeal is not a rehearing of the original case.

When processing Appeals, the Vice President or designee will review the written appeal material. The Vice President or designee will adhere to the following process in deciding the Appeal.

1. In the opinion of the Vice President or designee, if the written appeal materials do not demonstrate significant cause for further consideration, the Appeal will be rejected and the Student will be notified in writing.
2. The Appeal must be based on one of the following circumstances.
  - a. Denied due process: If the Appeal is based on the Student being denied due process, the Vice President or designee will meet with the Student and the Administrative Hearing Officer or advisor to the Academic Integrity Hearing Board to determine if the Student's rights were violated.
  - b. Erroneously found in violation of a regulation: On occasion, a Student may disagree that they were actually in violation of a regulation. In such cases, the Vice President will meet with the Student, the Complainant, and (if necessary) other Witnesses.
  - c. An overly harsh sanction: If the Appeal is based on the Student's belief they received an overly harsh sanction, the Vice President or designee will meet with the Student and the Academic Integrity Officer or Advisor to the Board. In reaching the decision on the sanction, the Vice President or designee will consider the minimum sanction requirements, the Student's prior record, and special circumstances, if any.



- d. New evidence: If the Appeal is based on new evidence, the appropriate Vice President or designee will meet with the Student. New evidence is information that was not known at the time of the original Hearing. The following do not constitute new evidence:
  1. A Witness who was known to the Student, but who did not testify at the Hearing.
  2. The Student did not ask someone to testify.
  3. The Student did not disclose information at the Hearing that was known at the time of the Hearing. A Student may not appeal based on new evidence if they did not appear at the Hearing or meeting with the Academic Integrity Officer. If the appropriate Vice President or designee decides that the Student indeed has new evidence, the Student may then choose an administrative or judicial dispensation for the case including the new evidence.
- e. The Vice President or designee may meet with the Accused Student, the Complainants, Academic Integrity Officer, Administrative Hearing Officer, Hearing Board, or Witnesses, either in person or by telephone.
- f. The Vice President or designee may reverse, modify, or uphold the original decision issued by the Administrative Hearing Officer, or Academic Integrity Hearing Board, except as noted above. The decision reached on the Appeal may not be more severe than the original decision of the Administrative Hearing Officer, or Academic Integrity Hearing Board. The Vice President or designee will notify the appealing Student and the Complainant of the outcome of the Appeal.
- g. The decision of the Vice President or designee is final.

#### K. General Rules of Procedure

1. Advisors at Hearings may only assist the Accused Student in presenting his or her case at the Hearing.
2. A preponderance of evidence is required to find a Student in violation of the Academic Integrity Policy.
3. Complainant may be a Student, Staff, member of the public, or Faculty member in the College. In some situations, it is necessary to protect the community, but the Complainant refuses to file a complaint. In such instances, the College will serve as the Complainant, and a Staff member will represent the College.
4. Administrative Hearing Officer or Academic Integrity Hearing Board decisions and sanctions, if any, will be recommendations to the Associate Vice President. Decisions and sanctions will not be effective until approved by the Associate Vice President. Students may appeal decisions and sanctions to the appropriate Vice President (see section J).
5. Information presented during a proceeding may be physical evidence, oral testimony, or written testimony. Hearsay testimony is evidence presented of which the Witness has no first-hand knowledge. Written statements presented at a Hearing where the author of the statement is not present is hearsay evidence. Hearsay evidence may be used to support first-hand evidence, but shall not be used as the primary evidence in determining a violation.
6. Prior record: In cases involving alleged violations of the Academic Integrity Policy, the prior record will be a summary of the Student's academic integrity violation filings that are not presented in the original case against the Student and will be prepared by the Academic Integrity Officer. The prior record shall not be used during a hearing to determine if a violation of the Academic Integrity Policy has been violated. The prior record will only be given to the Administrative Hearing Officer or Academic Integrity Hearing Board if the Student is found in violation of the Academic Integrity Policy. The prior record should be used only to determine the appropriate sanction for the Student found in violation.
7. The results of all Students' hearing process cases are confidential and shall not to be released to any unauthorized persons. In all cases, authorized persons are required not to divulge the outcome of a case to any other person. Failure to adhere to this policy will result in discipline and/or employment action, and exclusion from receiving outcomes of future disciplinary cases. In accordance with federal statute, all survivors of violent crimes and sexual assault, upon request to the Associate Vice President, may

receive the outcome of his or her case. At the discretion of the Associate Vice President, the Complainant in the case and College officials with a need to know may be informed of the outcome of the case. With the permission of the Student, disciplinary record information may be supplied to third parties for the purpose of reference or records checks. The College will provide disclosure after being served an order by a court for student records.

8. If a Student accused of an offense of the Academic Integrity Policy withdraws from the College, or is suspended or dismissed from the College, the Hearing Process for pending cases will proceed at the discretion of the Associate Vice President.
9. The Complainant and Accused Student in cases heard by the Academic Integrity Hearing Board may challenge the composition of the Hearing Board for cause. Cause must include specific reasons why a member hearing the case may be biased. Challenges for cause must be made to the Associate Vice President advisor to the Academic Integrity Hearing Board prior to the beginning of the hearing.
10. The Academic Integrity Policy may be updated and altered as deemed appropriate by the College.

#### L. Sanctions for Violation of the Academic Integrity Policy

Most sanctions for violations of the Academic Integrity Policy are those imposed by faculty members.

These include:

1. Reduction in grade for assignment
2. Failure for assignment
3. Reduction in course grade
4. Failure in course

Serious violations or an accumulation of violations of the Academic Integrity Policy may result in the additional sanctions by the Academic Integrity Officer such as:

5. Probation
6. Suspension
7. Dismissal