

Academic Integrity Policy for Undergraduate and Graduate Studies

Intent: A cornerstone of academia is a commitment to academic integrity. In a scholarly community, the importance of having respect for one's own work and the work of others is essential; building a sense of trust among members of such a community is crucial as individuals create, share, and apply scholarly work. The importance of academic integrity is heightened within a Christian community of scholars in that we are also accountable to God for any behaviors of a dishonest nature. In consultation with administrators, faculty and students, Eastern Nazarene College has set forth basic standards of academic integrity.

Background Information: Basic Standards of Academic Integrity:

While it is not prudent or practical to attempt to specify an exhaustive list of unacceptable behaviors related to academic integrity, examples of unacceptable behavior include, but are not limited to, the following:

- Cheating (e.g., using any unauthorized materials or devices during an examination, allowing other students to submit your work under their name, changing responses on an exam after it has been graded, etc.).
- Plagiarism, which is presenting the work of others as your own, either directly or by implication (e.g., not giving credit to the original source for any thoughts, ideas, quotations, charts, etc. included in one's own work, etc.).
- Falsifying information (e.g., reporting of undocumented data, fabricating a set of data, fabricating volunteer hours required for a course, etc.).
- Stealing and/or distributing exams which have not been authorized for release or otherwise taking advantage of dishonest behavior for the purpose of gaining an unfair academic advantage.

Policy:

1. At Eastern Nazarene College, integrity and honesty are expected and required in all activities associated in any way with academic course work.
2. The basic standards of academic integrity are to be presented during freshman orientation, included in syllabi, and discussed in individual classes at the beginning of each semester.
3. Faculty who identify serious instances of academic dishonesty are required to report them to the Registrar immediately, and no later than two weeks after the beginning of the next semester. (Serious instances are defined as cases where the faculty member concludes that the student's grade will be negatively impacted by their assessment of dishonesty.)
4. The Registrar will indicate to the faculty member if this is a first offense, which means that the consequence is in the hands of the professor and will not exceed an F in the course.
5. If this is not the first offense, the report will be evaluated by the Academic Standing Committee in conversation with the faculty member. Consequences can extend to expulsion from the College.
6. Students can appeal this decision in writing to the Vice President for Academic Affairs no later than two weeks after being informed of the consequences of the offense by the faculty member or Academic Standing Committee. The Vice President for Academic Affairs will make a final decision in consultation with the faculty member and/or Academic Standing Committee no later than two weeks after receiving the student's appeal.

Procedure:*Faculty Procedure*

1. Professors are required to report serious instances of academic dishonesty within two weeks of discovering the indiscretion (or by the day final grades are due for the class if at all possible). Following is the procedure for making such reports:
 - a. Hold a meeting with the student (no later than two weeks after reporting the offence), during which a clear explanation is given of why the incident is considered to be an act of academic dishonesty. If the student does not comply with the invitation to meet, the determination of consequences will continue in his/her absence.
 - i. The professor may invite a colleague (e.g., the Division/Department Chair) to this meeting; however, this invited colleague may not take part in the proceedings.
 - ii. The student may be accompanied by a person of his or her choice; however, this accompanying person may not take part in the proceedings.
 - b. The student's name, along with evidence of the misconduct and a description of the action taken by the professor, are to be submitted to the Registrar's Office and will be recorded accordingly as described below.
 - c. The student may appeal the decision of the professor as described below.
2. For situations that have been substantiated, the professor for the course may consider a range of consequences to be applied to the situation, either in whole or in part.
 - a. The professor may also ask for guidance in deciding what type of consequence is justified for a particular breach of academic integrity by contacting the Academic Standing Committee for advice. Even if advice is requested from the ASC, the final decision is made by the faculty member.
3. Depending upon the severity of the breach of academic integrity, suggested consequences include but are not limited to:
 - a. Allow the student to re-submit the assignment for full or partial credit.
 - b. Give "0" points for the assignment or another reasonable grade reduction which accurately reflects the level of academic dishonesty.
 - c. Fail the student for the course, even if the student has accumulated sufficient points for a passing grade; a voluntary withdrawal from the course is not acceptable.

Institutional Procedure

1. When the Registrar's Office receives a report of academic dishonesty it will be recorded and the student will be sent official notification on letterhead from the Vice President for Academic Affairs that the offense has been recorded.
 - a. At this time the student will also be invited to submit a statement describing the incidents in question.
 - b. This notification will also include a copy of the dishonesty policy to remind the student of the serious consequences that could occur should they continue dishonest practices.
2. After the first offense, if no further incident of academic dishonesty occurs for said student subsequently, the report of the first incident is to be expunged upon graduation. Otherwise, all offenses will remain recorded in the registrar's office.

3. In the event this offense is **not** the first in the student's academic career at ENC, the Registrar's Office will notify the chair of the Academic Standing Committee immediately. The ASC will address the situation in the following manner:
 - a. Prior to calling a meeting to discuss the situation, the ASC committee chair will review the evidence on file and request additional clarification from the professor(s) and/or student if necessary.
 - b. The committee will then meet and deliberate on the evidence gathered to make a consequent decision.
 - c. Within three working days of the meeting, a letter indicating the committee's action will be sent by the committee to the student via email and registered mail, with copies forwarded to the student's academic advisor, reporting professor(s) and to the Registrar's Office.
 - d. Within seven working days of the date on which said written communication was issued, the student may appeal the decision of the deliberating body via the appeals process described below.
4. The committee may consider the following range of consequences to be applied to the situation, either in whole or in part:
 - a. If the academic breach involved plagiarism, require student to work in CAS with a tutor on avoiding plagiarism and/or to attend a plagiarism workshop.
 - b. Implement some slightly more lenient punishment than off-campus suspension (ex. use of points system to be established by ASC).
 - c. Place student on academic probation for the following semester.
 - d. Immediately implement off-campus suspension of the student from the College for the remainder of the semester in which the incident of academic dishonesty took place
 - e. Immediately implement off-campus suspension of the student from the College for the remainder of the semester in which the incident of academic dishonesty took place and for the entire following semester.
 - f. Immediately expel the student, denying future admission to ENC.

Student Appeals Procedure

1. A student may appeal the decision of the professor or of the Academic Standing Committee by submitting a written appeal to the Vice President for Academic Affairs within seven working days of when written communication was sent.
2. If the student is appealing the decision of the professor, the Vice President for Academic Affairs, or his/her designee, is to schedule a meeting with the student, the professor, and the respective Department/Division Chair within 10 working days of receiving the written appeal from the student.
 - a. The student may be accompanied by a person of his or her choice.
 - b. If the accompanying person is an attorney, the student must give the VPAA at least 24 hours advance notice so that ENC may have legal representation present. However, this accompanying person may not take part in the proceedings.
3. If the student is appealing the decision of the Academic Standing Committee, the Vice President for Academic Affairs, or his/her designee, is to schedule a meeting with the

student, and two representatives of the ASC within 10 working days of receiving the written appeal from the student.

- a. The student may be accompanied by a person of his or her choice.
 - b. If the accompanying person is an attorney, the student must give the VPAA at least 24 hours advance notice so that ENC may have legal representation present. However, this accompanying person may not take part in the proceedings.
4. For all appeals, the Vice President for Academic Affairs, or his/her designee, is to issue a written decision to the student within 3 business days of the appeal meeting, with copies forwarded to the professor/ASC, the student's academic advisor and to the Registrar's Office.
 5. The appeal decision is at the discretion of the Vice President for Academic Affairs, or his/her designee, and is final.

History:

1. Approved by APC in updated format on 2-8-10
2. Approved by Faculty on 5-6-10