

Chatham University Academic Integrity Policy and Procedures

As an institution, Chatham University expects all members of its community to hold themselves to the highest standards of academic and personal integrity in living, working and studying together. As a member of this community, students agree to abide by the Honor Code, take responsibility for their actions and to be held accountable for the impact and consequences these actions have on themselves and others.

Academic misconduct is a serious and significant violation of the Honor Code which undermines its tenets of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity.

To uphold the tenets of the Honor Code it is necessary to establish standards around academic integrity to ensure that the pursuit of knowledge at the University adheres to the principles of academic honesty and provides guidance for evaluating the quality of student work in a fair manner.

The purpose of this policy is to outline the academic integrity process in place at Chatham University to identify, report, and adjudicate acts of academic misconduct by students within all academic pursuits at the University.

Academic Integrity and Academic Misconduct

Academic Integrity

Academic Integrity is defined as upholding the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity as they relate to all academic pursuits at the University.

Academic Misconduct

Academic misconduct is defined as failure to abide by the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity as they relate to academic pursuits at the University.

Acts of academic misconduct are distinguished by the nature of the act according to the reasonable belief of the instructor and fall into two broad categories – Technical and Substantiated.

Technical acts of academic misconduct are those reasonably believed by an instructor to be purely technical in nature without intent to achieve an academic advantage. Technical acts include, but are not limited to incorrectly citing, paraphrasing, and attributing sources within an academic course or exercise. Technical acts of academic misconduct do not present

egregious and blatant attempts to use sources in a manner consistent with substantiated acts of academic misconduct.

Substantiated acts of academic misconduct are those reasonably believed by an instructor to achieve an academic advantage and violate the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and well-being of others, honesty in all relationships, and personal integrity as they relate to academic pursuits at the University. Substantiated acts include, but are not limited to the following:

- **Alteration of University Documents:** Forgery of any signatures; submitting an altered transcript of grades to or from another institution or employer; putting one's name on another individual's work; or falsely altering a previously graded exam or assignment.
- **Cheating:** Cheating includes fraud, deceit, or dishonesty in an academic course or exercise in an attempt to meet academic requirements by gaining an unfair advantage and/or using or attempting to use unauthorized materials, information, or study aids on any academic course or exercise.

Examples of cheating include, but are not limited to using any electronic device to copy, transmit, or receive information during an exam; any form of contract cheating such as asking or paying someone to take a test, write a paper, or complete any assignment for you; obtaining a copy of an exam without instructor permission; and sharing copies of exams with students who have yet to take the exam.

- **Disturbance in the Classroom or Lab:** Disturbances in a traditional or online classroom or lab that serve to create an unfair academic advantage for oneself or a disadvantage for another member of the academic community.

Examples of disturbing a classroom or lab include, but are not limited to stealing or damaging lab equipment and/or experiments; pulling the fire alarm to avoid a course or exercise.

- **Facilitating Academic Misconduct:** When an individual helps or attempts to help another individual carry out an act of academic misconduct.

Examples of facilitating academic misconduct include, but are not

limited to collusion; any form of contract cheating such as willingly providing or selling a paper, notes, handouts, and/or any other materials in an unapproved manner that provide an academic advantage to another student; agreeing to take a test, write a paper, or complete an assignment for someone else; or falsifying information or forging signatures on course documents.

- **False Representation, Fabrication or Alteration of Information:** The unauthorized falsification or invention of any information or citation in any academic course or exercise.

Examples of false representation, fabrication, or alteration of information include, but are not limited to furnishing false information about oneself or a writer and/or speaker; fabricating or altering information and presenting it as legitimate; providing false or misleading information to an instructor or any other University official.

- **Plagiarism:** Plagiarism is when one represents the organizational design, ideas, phrases, sentences or larger units of discourse from another writer and/or speaker without proper acknowledgement in an academic course or exercise. Plagiarism occurs when one fails to document all the sources of text and ideas that derive from someone else's work.

Examples of plagiarism include, but are not limited to, failure to enclose text copied directly from a source in quotation marks and to identify the source; failure to identify a source of summarized or paraphrased material; failure to identify the source of an idea taken from someone else's work; cutting and pasting from electronic sources without citation; self-plagiarism of one's previous work in an unapproved manner; and failure to acknowledge sources from various formats or mediums, including web pages, television, films, artwork, digital or sound recordings, speeches, and traditional hard copy.

Reporting Acts of Academic Misconduct

Individual Responsibility as a Member of the Chatham University Community

Any member of the Chatham University community who has witnessed an apparent act of academic misconduct (technical or substantiated), or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility

to inform the Academic Integrity Officer or their designee as soon as possible at academicintegrity@chatham.edu to ensure adherence to the University's academic integrity policy and procedures.

Contacting the Academic Integrity Officer initiates notification of instructors, Chairs/Program Directors, and/or Deans to apparent acts of academic misconduct in order to comply with this policy and its procedures.

Procedures for Addressing Acts of Academic Misconduct

Identifying the Act of Academic Misconduct

1. The instructor identifies a technical or substantiated act of academic misconduct.
2. The instructor notifies the Academic Integrity Officer or their designee that they have identified a technical or substantiated act of academic misconduct.
3. The Academic Integrity Officer consults with the instructor about the Academic Integrity Policy and Procedures to begin the process to address the act of academic misconduct with a student and indicates whether or not this is the student's first offense.

If it is not the student's first offense of a technical or substantiated act of academic misconduct, the Academic Integrity Officer in consultation with the Dean of the appropriate school will determine how to proceed based on the procedures outlined in this policy. In addition, professionally accredited programs may have approved policies in place that students are also bound by and should reference in addition to those outlined here.

Previous acts of academic misconduct committed by a student in the same course, but not discovered and/or reported until the most recent act is identified, may be entered into the Academic Misconduct Form. However, these retroactive notifications will not impact the classification of the offense and/or the appropriate judicial response as outlined in this policy.

Technical and/or substantiated acts of academic misconduct identified after a grade has been submitted for a course or at any other point while the student is still actively enrolled should be reported and proceed through the appropriate disciplinary process. However, in accordance with University policy regarding the changing of grades, acts of academic misconduct reported and adjudicated for a course one year after a grade has been submitted will not result in a grade change, but may result in appropriate sanctions being given to the student.

In those instances where an act of academic misconduct occurs at the end of an academic semester/term before the appropriate disciplinary process can take place, a grade of Incomplete will be given to a student for the course until the case is reviewed, sanctions, if appropriate, are given and completed, and any potential appeals are made which could further determine the student's final grade.

A student subject to an academic action which requires the student to withdraw from the University before the appropriate disciplinary process has occurred will be notified that academic integrity proceedings must take place. The student will receive reasonable accommodations in order to participate in the process. If a student chooses not to respond to these notifications, the appropriate disciplinary process will proceed without the student present. The student will be notified of the outcome of the proceedings and is required to complete any sanctions related to the act of academic misconduct in addition to those requirements associated with the student's academic action in order to return to the University.

Students who commit an act of academic misconduct in their final academic semester/term and intend to graduate will not be permitted to do so until the case has proceeded through the appropriate disciplinary process.

Technical Acts of Academic Misconduct

1. If the act of academic misconduct is categorized as technical and is the student's first offense, the instructor should identify the appropriate course-based and institutional sanctions for the student in consultation with their Department Chair/Program Director or their designee and fill out an Academic Misconduct Form which should include a description and documentation of the technical act.
2. The instructor shall notify the student about a concern regarding academic misconduct and schedule a meeting with the student to discuss the act and review the Academic Misconduct Form.
3. The instructor, with or without the Department Chair/Program Director or their designee shall meet with the student to discuss the technical act of academic misconduct and review the Academic Misconduct Form. The form provides space for a student to sign to 1.) acknowledge they have met with the instructor to discuss the act of academic misconduct and 2.) acknowledge responsibility for the act of academic misconduct.

If an informal resolution is not reached, or the student or faculty member requests a hearing, the Academic Integrity Officer will notify the lead of the appropriate Academic Integrity Committee subcommittee to convene a hearing to review the case in a timely manner using the process outlined for adjudicating the substantiated acts of academic misconduct.

4. The Academic Misconduct Form, with or without signatures from a student, outlining appropriate course-based and institutional sanctions, including a description and supporting documentation of the technical act, is sent to the Academic Integrity Officer.

If the form is signed, the incident continues to follow the process outlined for technical acts of academic misconduct. If the form is not signed and/or a student refuses to acknowledge responsibility, the act is automatically elevated to a substantiated act of academic misconduct.

5. When the Academic Integrity Officer receives a copy of the Academic Misconduct Form for a technical act, the Dean of the appropriate school in which the student is enrolled is notified to review and determine the appropriateness of the sanctions put forth by the instructor. The Dean will confirm the applicability of such sanctions and may reject any finding adverse to the student, but may not make new findings adverse to the student or increase the severity of the sanctions. Prior technical or substantiated acts of academic misconduct may be considered only in recommending sanctions, not in determining guilt or innocence.
6. On behalf of the Dean, the Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/ Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions of the Dean's decision. The decision will be communicated in writing in a timely manner and must include the date by which a student must complete any sanctions.
7. A student must complete the required sanctions satisfactorily by the identified deadline and submit verification to the Academic Integrity Officer and any other appropriate individual identified. Failure to complete sanctions will result in additional repercussions.
8. The Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/Dean of Students, the Vice President for Academic Affairs, and any others who should be notified of the completion of sanctions.

9. The student has the right to file a written appeal with the Vice President for Academic Affairs within five (5) business days.

Substantiated Acts of Academic Misconduct

1. If the act of academic misconduct is categorized as substantiated and is the student's first offense, the instructor should identify the appropriate course-based and institutional sanctions for the student in consultation with their Department Chair/Program Director or their designee and fill out an Academic Misconduct Form which should include a description and supporting documentation of the substantiated act.
2. The instructor shall notify the student about a concern regarding academic misconduct and schedule a meeting with the student to discuss the act and review the Academic Misconduct Form.
3. The instructor, with or without the Department Chair/Program Director or their designee shall meet with the student to discuss the act of academic misconduct and review the Academic Misconduct Form. The form provides space for a student to sign to 1.) Acknowledge they have met with the instructor to discuss the act of academic misconduct and 2.) acknowledge responsibility for the act of academic misconduct.
4. The Academic Misconduct Form, with or without signatures from a student, outlining appropriate course-based and institutional sanctions, including a description and supporting documentation of the substantiated act, is sent to the Academic Integrity Officer.
5. The Academic Integrity Officer determines if the student who is accused of committing a substantiated act of academic misconduct is an undergraduate or graduate student and contacts the faculty lead of the appropriate subcommittee of the Academic Integrity Committee to convene a hearing to review the case at a time convenient for the accused student and the reporting instructor.
6. Hearings will be heard by the appropriate Academic Integrity Committee subcommittee and will be divided into four sections – the introduction delivered by the subcommittee lead, the presentation of the case by the student and the instructor, questioning by the subcommittee, and the subcommittee review and deliberation.
 - a. **Introduction:** The introduction is the opportunity for the subcommittee lead to outline the purpose on the hearing, elaborate

on their role as facilitator, and explain the structure of the hearing, and have all in the room introduce themselves.

- b. **Presentation of the Case:** The presentation of the case is the opportunity for the student and instructor to make statements explaining the circumstances surrounding the substantiated act of academic misconduct. The student will present their side of the case first, to be immediately followed by the instructor.

If a student accused of academic misconduct fails to attend the hearing after it has been organized, the hearing will proceed with the lead of the subcommittee or the Academic Integrity Officer providing the details and context as available of the student's side of the case. If an instructor is unable to be present, they may ask their Dean to appoint a representative to present the case on their behalf. This can be the lead of the subcommittee or the Academic Integrity Officer. If both the student and the instructor do not attend, the hearing will be rescheduled. Use of communication technology such as telephone and video conferencing are permissible.

A student or instructor may ask relevant witnesses to be present for questioning by the Academic Integrity Committee subcommittee.

All relevant evidence must be presented at the hearing and all witnesses must be present at the hearing.

If, after the hearing has been scheduled, one or more of the relevant parties or witnesses are unable to attend, they must inform the lead of the subcommittee and the Academic Integrity Officer at least three (3) business days before the hearing in order to reschedule. Hearings will be rescheduled for this reason only once.

Attorneys and other associates of the student or of the university are not permitted to attend or participate in this hearing.

- c. **Questioning by the Subcommittee:** The subcommittee questioning is the portion of the hearing when members of the subcommittee ask questions of the student and instructor. Student members of the subcommittee are encouraged to ask questions of the student and instructor prior to faculty members. This is not a time for subcommittee members to deliberate the case or discuss larger concerns about the process, student, or instructor. Instead, it is an opportunity to gain a better understanding of the circumstances that led to the act of academic misconduct by the student and its discovery by the instructor.

- d. **Subcommittee Review and Deliberation:** Once questioning has concluded, the student, instructor, and any witnesses are excused. The lead of the subcommittee then opens up the discussion among the subcommittee members present. If the Academic Integrity Officer is at the hearing they may only answer clarifying questions regarding the policy and procedures around academic integrity. The subcommittee reviews the proposed course-based and institutional sanctions and votes on them. The subcommittee members may make additional recommendations on sanctions that also go to a simple majority vote among the subcommittee and which are reviewed by the Dean of the appropriate School.
7. After the hearing, the lead of the Academic Integrity Committee subcommittee presents a written summary of the subcommittee's deliberations and recommendations to the appropriate Dean and the Academic Integrity Officer in a timely manner.
8. The Dean will confirm the applicability of such sanctions and may reject any finding adverse to the student, but may not make new findings adverse to the student or increase the severity of the sanctions. Prior technical or substantiated acts of academic misconduct may be considered only in recommending sanctions, not in determining guilt or innocence.
9. On behalf of the Dean, the Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/ Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions of the Dean's decision. The decision will be communicated in writing in a timely manner and must include the date by which a student must complete their sanctions.
10. A student must complete the required sanctions satisfactorily by the identified deadline and submit verification to the Academic Integrity Officer and any other appropriate individual identified. Failure to complete sanctions will result in additional repercussions.
11. The Academic Integrity Officer informs the instructor, department chair/program director, student, the student's advisor, the Vice President for Student Affairs/Dean of Students, the Vice President for Academic Affairs, and any others who should be notified concerning the sanctions that the sanctions.
12. The student has the right to file a written appeal with the Vice President for Academic Affairs (VPAA) within five (5) business days.

Multiple Acts of Academic Misconduct

If the student has committed two or more technical acts of academic misconduct, it is up to the Academic Integrity Officer in consultation with the Dean of the appropriate School to determine whether or not these additional acts constitute a substantiated act of academic misconduct. If the additional act is not considered substantiated, the student may be placed on academic probation and/or additional sanctions will be given.

If the student has committed a second substantiated act of academic misconduct, the case will go through the substantiated acts of academic misconduct process, but in addition to the review and recommendation of any course-based and institutional sanctions, the appropriate Academic Integrity Committee Subcommittee will also determine whether the student should be placed on academic integrity suspension or dismissed for acts of academic misconduct.

Consequences for Acts of Academic Misconduct

Appropriate sanctions for a technical act of academic misconduct may include, but are not limited to, requiring the student to resubmit the assignment or take a new exam; failing the student on the assignment or exam; lowering the student's grade in the course; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; requiring the student to participate in a workshop, seminar, or tutorial on ethics, academic integrity, or specific writing mechanics; or the appointment of a writing tutor to assist with writing skills.

Appropriate sanctions for a substantiated act of academic misconduct may include, but are not limited to requiring the student to participate in a workshop or seminar on ethics or academic integrity; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; participation in a credit bearing course on ethics or academic integrity; failure of the course; removal of graduate fellowship or assistantship support; removal of scholarships or honors; academic integrity probation; academic integrity suspension for one or more semesters/terms; or academic integrity dismissal from the University in addition to any course-based or institutional sanctions recommended by the instructor, academic integrity Committee subcommittee, and Dean of the appropriate school.

A student who chooses to withdraw from the University rather than participate in the judicial process will be classified as having been withdrawn for reasons of academic misconduct. A student who withdraws under these circumstances is not permitted to reenroll or participate in any class or program until the pending matter is resolved. A student cannot avoid consequences for violating the University's Academic Integrity Policy by withdrawing from the course in which the violation occurred.

If a student does not complete the sanctions associated with their act of academic misconduct by the determined deadline, the student will be placed on academic integrity probation and a hold may be placed on the student's account.

Extenuating circumstances which prevent a student from completing sanctions by the determined deadline must be documented and will be considered on a case by case basis.

Appeals to Decisions on Acts of Academic Misconduct

A student has the right to file a written appeal with the Vice President for Academic Affairs (VPAA) within five (5) business days of receiving the Dean's decision for the following reasons only: 1.) a procedural error unfairly and materially affected the outcome of the case 2.) evidence has been discovered that was not reasonably available at the time of the hearing or 3.) there was a clear abuse of discretion on the part of the Academic Integrity Committee subcommittee.

The appeal must identify and cite the issues or findings the student is challenging as well as documentation supporting their position.

The VPAA will contact the student who makes an appeal regarding the next steps in the review of the appeal.

The VPAA's decision will be final and communicated to the student in writing within ten (10) business days.

Further instructions on how to write an appeal will be provided to a student with the Dean's decision. Questions about the appeals process should be directed to the Academic Integrity Officer.

Retention of Information

Chatham University retains information regarding all acts of academic misconduct for internal institutional purposes. Third party release of this information only occurs when official requests are deemed necessary. If a student is suspended, withdraws from the University or dismissed for an act of academic misconduct, this information becomes a part of the student's transcript documentation.

Student records of technical and/or substantiated acts of academic misconduct are maintained by the Academic Integrity Officer and shared with the Dean's Office of each School, as well as the Vice President of Student Affairs/Dean of Students and the Vice President for Academic Affairs.

Definitions

Academic Integrity: Upholding the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and wellbeing of others,

honesty in all relationships, and personal integrity as they relate to all academic pursuits at the University.

Academic Integrity Committee: The Academic Integrity Committee is comprised of faculty, staff and students who review cases that involve acts of academic misconduct.

Two subcommittees of the Academic Integrity Committee are utilized – an undergraduate subcommittee made up of undergraduate faculty and students for the purpose of hearing cases involving undergraduate students and a graduate subcommittee made up of graduate faculty and students for the purpose of hearing cases involving graduate students.

One undergraduate faculty member and one graduate faculty member will be elected from among the faculty to serve as lead faculty for the appropriate subcommittee convened to hear cases involving acts of academic misconduct committed by either undergraduate or graduate students.

Academic Integrity Dismissal: A student may be dismissed for an act of academic misconduct only after a hearing of the appropriate Academic Integrity Committee subcommittee for a first or second substantiated act of academic misconduct or when a student commits an additional technical or substantiated act of academic misconduct while on academic integrity probation.

Academic integrity dismissal will remain on the student's transcript indicating that the student was dismissed for acts of academic misconduct.

Academic Integrity Officer: The University official who manages the academic integrity process at the institution and serves as a non-voting ex-officio member of the Academic Integrity Committee.

Academic Integrity Withdrawal: A student who withdraws from the University will be classified as having been withdrawn for acts of academic misconduct. Academic integrity withdrawal will remain on the student's transcript indicating that the student withdrew from the University for an act of academic misconduct. A student who withdraws from the University under these circumstances is not permitted to reenroll or participate in any class or program until the pending matter is resolved.

Academic Integrity Probation: A student may be placed on academic integrity probation upon failure to complete sanctions for their first technical or substantiated act of academic misconduct by the designated deadline.

A student placed on academic integrity probation may not be able to serve in leadership roles for University organizations and may be subject to the permanent removal of undergraduate or graduate fellowship or assistantship support and/or the permanent removal of scholarships or honors.

The student will remain on academic integrity probation for one full semester after completion of sanctions.

An additional technical or substantiated act of academic misconduct committed by a student while on academic integrity probation will be considered a substantiated act of academic misconduct. In these instances the appropriate Academic Integrity Committee subcommittee will consider a mandatory leave of absence for an act of academic misconduct or academic integrity dismissal as potential repercussions.

Academic Misconduct: Failure to abide by the tenets of the Chatham University Honor Code of intellectual independence, consideration for the rights and wellbeing of others, honesty in all relationships, and personal integrity as they relate to academic pursuits at the University. Examples of academic misconduct include, but are not limited to, alteration of University documents; cheating; disturbance in the classroom or lab; facilitating academic misconduct; false representation, fabrication or alteration of information; plagiarism; or a technical act.

Academic Integrity Suspension: A student may be placed on academic integrity suspension for an act of academic misconduct only after a hearing of the appropriate Academic Integrity Committee subcommittee occurs for a first or second substantiated act of academic misconduct or when a student commits an additional technical or substantiated act of academic misconduct while on academic integrity probation.

A student who is placed on a mandatory leave of absence for an act of academic misconduct will be required to separate from the University for one or more semesters/terms and will remain on academic integrity probation for the first semester/term upon their return.

Suspension for an act of Academic Misconduct will remain on the student's transcript indicating that the student was suspended for an act of Academic Misconduct.

Transcript: The official Chatham University record of student academic credit and grades.

Forms

- **Academic Misconduct Form** can be found on myChatham.edu in Documents & Forms under Academic Integrity.

Contacts

Questions regarding the interpretation of this policy should be directed to:

Academic Integrity Officer
Chatham University
One Woodland Rd.
Pittsburgh, PA 15232
academicintegrity@chatham.edu

The Vice President for Academic Affairs is the University official responsible for the administration and interpretation of this policy.