

## Academic Integrity Policy (approved 3.7.2023)

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work must be the result of an individual's own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades must be the result of a student's own understanding and effort. All members of the IUP community—including students, instructors/administrators, and staff—are responsible for maintaining academic integrity, which includes knowing what IUP's academic integrity policies are and being able to identify academic misconduct. Academic misconduct includes any action that improperly impacts the assessment or representation of a student's academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University.

### **A. Violations**

Academic integrity violations can take many forms. Violations of IUP's standards of academic integrity include, but are not limited to, the following broadly defined categories:

1. **Plagiarism:** Plagiarism is a type of fraud that involves using someone else's work. It includes, but is not limited to, using someone else's words, ideas, data, or creative works as if it were one's own work. Plagiarism applies to any type of source, whether published or unpublished, human or AI generated, and to any type of assignment, whether written, verbal, or otherwise. Plagiarism can be avoided simply by acknowledging that certain material is the work of another, and then providing a citation that gives a reader the information necessary to find the source of the work. Any assignment submitted by a student that includes the words, ideas, data, or creative works of another must include complete, accurate, and specific references. Any verbatim statements must also include quotation marks and appropriate citations.
2. **AI Generated Work:** AI generated work is not reflective of a student's own understanding and effort and, thus, is not acceptable, unless authorized specifically by the instructor/administrator.
3. **Fabrication:** Fabrication means making something up to deceive or mislead someone. This includes, but is not limited to, the use of fictitious data, research, citations, or any other kind of information. Fabrication also includes making false claims to influence testing or grading, or to gain academic credit.
4. **Cheating:** Cheating is an attempt to misrepresent one's mastery of information or skills being assessed. This includes, but is not limited to, using (or attempting to use) unauthorized materials, assistance, information, devices, or study aids in any academic exercise. Cheating also includes, among other things, using the same paper or work more than once without authorization of the instructor/administrator to whom the work is being submitted.
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PINs, etc.) for another user's computing accounts; sharing information resource access codes (usernames, passwords, PINs, etc.) with other individuals; attempting to disguise the identity of a computing account or other information resource; using or attempting to use university network resources to gain or attempt to gain unauthorized access to remote computers including, but not limited to, port scanning; violating the terms of intellectual property rights, in particular software license agreements and copyright laws; using information resources to monitor another user's data communications or to read, copy, change, or delete another user's files or software without permission of the owner; and using or installing or attempting to use or install software not properly licensed.

6. **Academic Dishonesty:** Academic dishonesty consists of any deceitful or unfair conduct relevant to a student's participation in a course or any other academic exercise or function. This includes, but is not limited to, tampering with grades, any action that unfairly

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3. All formal records pertaining to academic integrity will remain confidential to the greatest extent possible.
4. All references to days in this policy refer to calendar days.
5. Sequential processing of an alleged academic integrity violation through the following resolution processes is not required.

#### **D. Resolution by Documented Agreement with the Instructor/Administrator**

1. If the instructor/administrator does not believe that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter by Documented Agreement. (Note: If the instructor/administrator believes that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter directly through formal adjudication, such as Hearing by Department Chair or Hearing by Academic Integrity Board (AIB)).

The instructor/administrator will schedule a timely formal conference with the student to reach a mutually agreeable resolution. This conference should be requested within ten (10) days of the observation or discovery of the alleged violation absent unusual circumstances. Absent unusual circumstances, a conference should be held within ten (10) days of request, an agreement should be reached within ten (10) days of conference, and if no agreement is reached within ten (10) days of conference, the alleged violation will be resolved through formal adjudication. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the conference must involve a majority of the committee.

2. If an agreement is reached, a Documented Agreement Referral form available online through MYIUP and at <https://www.iup.edu/academicaffairs/for-faculty/academic-integrity/> must be completed and acknowledged in writing by all required parties within ten (10) days of the conference. Electronic copies of the form must be distributed to all signatories to the agreement and Office of the Provost. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the Documented Agreement Referral form must be agreed to by a majority of the committee and the student. In all other cases, the instructor/administrator and student must acknowledge the agreement.
3. By signing the Documented Agreement, the student waives any right to appeal the sanctions agreed upon and set forth in the Documented Agreement. If the student fails to fulfill the terms of the Documented Agreement, the instructor/administrator may file an academic integrity referral against the student for noncompliance within ten (10) days of discovery of said failure.
4. If the parties are unsuccessful at reaching a Documented Agreement, the instructor/administrator/student will pursue formal adjudication. The student will have input as to the path for formal adjudication (i.e., Hearing by Department Chair or Hearing by AIB).

#### **E. Resolution by Formal Adjudication**



instructor/administrator.

- e. The Department Chair will schedule a hearing within ten (10) days of receipt of the referral absent extenuating circumstances. The student accused must be given at least three (3) days advance written notice of the hearing to allow the student a reasonable time to prepare a defense. The student may waive this notice requirement.
- f. The student and the instructor/administrator must be given the opportunity to submit, and review written, physical, and testimonial evidence and to question witnesses at the hearing.
- g. The student and instructor/administrator have the right to bring an advisor to the hearing. Advisors may only consult privately with the instructor/administrator or student.
- h. Following the hearing, the Department Chair will render a determination based on the information presented at the hearing. Within ten (10) days of the hearing, absent extenuating circumstances, the Department Chair will send a written report of the hearing to the Office of the Provost with copies to the instructor/administrator and the student summarizing the outcome, the factual basis for the determination reached, and if a violation is found, recommending sanctions to be imposed and appeal procedures.
- i. If the recommended sanctions include suspension, expulsion, or rescission of a degree, the matter will be referred to either the Provost/designee or the President/designee depending on the sanction. Sanctions of expulsion and/or rescission of a degree can be recommended by the Department Chair but can only be imposed by the President/designee. A sanction of suspension can be recommended by the Department Chair but can only be imposed by the Provost/designee.
- j. The student has the right to appeal the Department Chair's decision and/or sanctions through the Office of the Provost as outlined in the appeal procedure.

## **2. Hearing by Academic Integrity Board**

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- a. **Single Grade Reduction:** Reduction of grade or failure on project, examination, quiz, or other academic exercise on which the student is alleged to have cheated.
- b. **Course Grade Reduction:** Reduction of course grade or failure in the course. If the violation involves a project spanning multiple courses (such as a dissertation or multiple semester internship), the grade reduction may apply to all courses involved.
- c. **Constructive or Educational Task:** A task that requires students to examine their dishonest behavior and that may benefit the student, campus, or community.
- d. **Letter of Reprimand:** A reprimand letter may be issued indicating that the student has been found in violation of an academic policy and that failure to comply with policies in the future may result in further disciplinary action to be handled as a subsequent offense. The letter of reprimand will remain

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