

# Academic Honesty & Integrity Policy

The Student Academic Honesty and Integrity Policy developed by the UAHT Faculty Senate is designed to educate students, to protect the rights of students accused of violating the UAHT Student Conduct Code, and to deter further violations through remediation. The Student Academic Honesty and Integrity Policy identifies three levels of academic dishonesty:

## Academic Dishonesty Levels:

Level 1 – Minor infraction (student lacks understanding). Examples include but are not limited to:

- Improper use of outside sources
- Collaborating inappropriately while completing outside coursework
- **Consequences:** This level of infraction is to be handled between the instructor and student. The instructor has the discretion of giving a zero for the assignment. The instructor will counsel the student on correct procedures, the consequences for future infractions, and on the Grade Appeals for Students. The instructor will document the infraction and counseling session through either Blackboard assignment comments or an email to the student.

Level 2 – Mid-level infraction. Examples include but are not limited to:

- Repeated infractions after counseling with student as outlined above
- Cheating on an exam
- Plagiarism
- Cutting/pasting or manually copying another's work without proper citation
- Receiving (or giving) answers from another student
- Copying a classmate's assignment and passing it off as one's own work (Ex. Minor assignments such as homework, quizzes, in-class work, etc.)
- **Violation in a professional program of study (as outlined in CNA, LPN, EMS, etc.). Allied Health students such as those in Nursing, CNA, EMT/Paramedic and Funeral Service are subject to their respective program guidelines and procedures regarding disciplinary actions involving honesty and integrity as listed in their program handbooks.**
- **Consequences:** This level of infraction is to be handled primarily between the instructor and student. The student will receive a written copy of the allegations, including any evidence. The student will have the opportunity to review the evidence and submit evidence on their behalf to the instructor. The student may receive a zero for the assignment based on evidence presented. The student will be counseled on the consequences for future infractions and on the Grade Appeals for Students. An Incident Form is to be completed by the instructor and a copy given to the student, academic dean, and Dean for Student Services.

Level 3 – High-level infraction (Above and beyond standard academic violations). Examples include but are not limited to:

- Further repeated infractions after counseling with student as outlined above
- Stealing and/or sharing exams or other work (Ex. Major assignments such as a presentation, research paper, essay, project, etc.)
- Buying or selling papers for purpose of cheating
- Passing off another person's work as your own, in its entirety, as your own (with or without permission)
- Impersonating another student
- **Violation in a professional program of study (as outlined in CNA, LPN, EMS, etc.). Allied Health students such as those in Nursing, CNA, EMT/Paramedic and Funeral Service are subject to their respective program guidelines and procedures regarding disciplinary actions involving honesty and integrity as listed in their program handbooks.**
- **Consequences:** This level of infraction is to be handled between the instructor, the academic dean and student (process outlined below). The instructor will submit the allegations and evidence of the infraction to the student and academic dean. The student will have the opportunity to review the evidence and submit evidence on their behalf to the academic dean. A meeting will follow between the instructor, academic dean, and student. Documentation of allegations and evidence must be provided to the student and academic dean

at least 3 days prior to the meeting. The instructor and student may each have one additional UAHT campus personnel present in the meeting to support their case. The academic dean will make the final decision as to whether the alleged infraction was committed. If evidence supports that the infraction did take place, the instructor and academic dean will consult as to whether the consequence will be withdrawal (W) or failure (F) of the course. An Incident Form is to be completed by the instructor and a copy given to the student, academic dean, and Dean for Student Services. After the decision is made about the course, the matter is referred to the Dean of Student Services to determine if the incident should also be adjudicated through the student conduct process which could result in additional sanctions including suspension or dismissal from the college.

- **NOTE:** In the event that the instructor is also the academic dean of the division, the case will be presented to and decision made by a dean of a different academic division.

**Appeal process:** If the student disagrees with the final decision, they may utilize the Grade Appeals for Students policy.

**Note:** Certain programs of study, such as nursing, may have more severe consequences than listed above for certain infractions, and this policy does not supersede those policies. Refer to program-specific policies for further information pertaining to Academic Honesty issues.