

College of Arts and Sciences **Academic Integrity Procedures**

Academic dishonesty is prohibited at the University of Louisville (UofL). As noted in the Code of Student Rights and Responsibilities (“CSRR”) (Section 5:3): Academic Dishonesty “diminishes the quality of scholarship, prohibits independent thought that is essential to intellectual growth and development, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty.”

In keeping with university policy, charges of academic dishonesty are handled through each academic unit (CSRR, Section 6:4). The following describes how the process and procedures are handled in the College of Arts and Sciences (“College”).

Definitions:

At UofL, the term ‘academic dishonesty’ is defined as “obtaining or seeking to obtain an unfair academic advantage for oneself or for any other student” and is “prohibited”. It includes, but is not limited to, “lying, cheating, stealing, or engaging in otherwise dishonest conduct in the course of or related to any academic exercise” (CSRR, Section 2:1). The following sections are either directly quoted from or based on the CSRR.

A. Cheating (CSRR, Section 5A:3)

- 1.** Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization by the instructor.
- 2.** Copying or attempting to copy from another person’s paper, report, laboratory work, computer program, or other work material in any academic exercise.
- 3.** Procuring or using tests or examinations, or any other information regarding the content of a test or examination, before the scheduled exercise without prior authorization by the instructor.
- 4.** Unauthorized communication during any academic exercise. Except when otherwise explicitly stated by the instructor, examination questions shall become public after they have been given. This includes sharing of assignments, exams, or forums with other students, writing a paper for another student, working in a group effort or consulting other students or receiving/giving outside help without prior written faculty consent.
- 5.** Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations if the instructor has forbidden such discussion.
- 6.** Sending a substitute to take one’s examination, test, or quiz, or to perform one’s field or laboratory work; acting as a substitute for another student for any examination, test or quiz, or at a field or laboratory work assignment.
- 7.** Conducting research or preparing work for another student, or allowing others to conduct one’s work, without prior authorization by the instructor. This includes ‘translation plagiarism’, which refers to the use of a paper written in

one language and then submitting a translation of it and presenting the translation as original work.

8. Using materials from a third-party website that sells coursework. This includes disseminating materials associated with a course for profit.

B. Fabrication (CSRR, Section 5B:3)

1. Inventing or making up data, research results, information, or procedures, including a record of activities associated with a capstone, practice or integrative experience.

C. Falsification (CSRR, Section 5C:3-4)

1. Changing grade reports or other academic records.
2. Altering the record of experimental procedures, data, or results.
3. Altering the record of or reporting false information about a capstone, practice or integrative experience. This includes the altering of any information on forms or emails before or after the original has been submitted.
4. Forging someone's signature or identification on an academic record.
5. Altering a returned examination paper in order to claim that the examination was graded erroneously.
6. Falsely citing a source of information or citing a source with fake bibliographical information.

D. Multiple Submission (CSRR, Section 5D:4)

1. The submission of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the instructors involved. This includes submitting a paper, assignment, quiz or exam (or portion thereof) that was submitted in a previous or concurrent class without requesting and receiving, in writing, prior permission from the instructor. This applies regardless of whether course credit was received or not received due to withdrawal, failure, etc.

E. Plagiarism (CSRR, Section 5E:4)

The most frequently observed form of academic dishonesty is plagiarism. Plagiarism is the use of words, ideas or materials of any form without citing the original source. In other words, it means that one has taken the work from another person or source and then presents it as if it were his or her own. This can refer to writings, tables, figures, recordings, etc. Therefore, in order to avoid plagiarism one should always cite the sources that are used when writing an essay, research paper, or other course product in accordance with the style manual or format required in the course. When in doubt, footnotes or references should be used. Actions that are defined as plagiarism include:

1. Submitting as one's own, a paper, assignment, exam, or other material written or completed by another person or by a commercial 'ghost writing' service. This includes selling or purchasing papers, assignments, or exams, etc. from any website that buys or sells them, even if only partially used for a submission.

2. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference. This includes copying an image, audio, video, spreadsheet, PowerPoint presentation, etc., without proper citation and reference.
3. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
4. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference. Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are 'common knowledge'. Students should check with their instructors regarding what can be viewed as 'common knowledge' within a specific field or assignment, but often the student will have to make the final judgment. When in doubt, footnotes or references should be used. Definitions or other facts that a student interprets as basic or commonly known may still require a citation. It is always best to cite a source rather than assume that it is common knowledge.

The UofL Writing Center provides information on editing, how to cite, when to cite, and how to avoid plagiarism (Resources for Students, <https://louisville.edu/writingcenter/for-students-1>) as well as other information under 'Writing -Frequently Asked Questions';

F. Complicity in Academic Dishonesty (CSRR, Section 5F:4)

1. Helping or attempting to commit an academically dishonest act.

Procedures:

The Associate Dean of Undergraduate Education ("Associate Dean") in the College provides oversight to ensure that all procedures are followed appropriately. They work with all involved parties to ensure due process is followed and that disciplinary actions are applied uniformly and equitably across the school commensurate with the type and circumstances of the violation. The Associate Dean may consult with the Dean of Students Office, as needed, throughout the academic dishonesty process.

When a suspected violation of academic dishonesty is identified in the College, the following steps should be taken:

A. Description & Documentation of Academic Dishonesty Violation

The course instructor should describe and document the suspected academic dishonesty violation and include all relevant materials.

B. Instructor and Student Meeting

The course instructor should schedule a meeting to discuss the suspected violation of academic dishonesty with the student(s). This meeting should take place, if possible, within five (5) working days after identifying the suspected

violation of academic dishonesty. The instructor shall email the student a brief description of the allegations and the reason for the meeting request. Meetings with students should be held separately, if more than one student is involved. If, after the meeting, the instructor no longer suspects academic dishonesty occurred the issue is resolved, and no further action is required.

C. Disciplinary Action

If, after meeting with the student (or if the student chooses not to meet or fails to respond after receiving the email invitation to meet), the instructor determines that the student violated the policy, the instructor has the authority to determine the appropriate penalty/sanction. This action should be commensurate with the seriousness and circumstances surrounding the violation of academic dishonesty. Any disciplinary action other than Suspension or Expulsion is effective immediately.

Assigned grades are the instructor's prerogative and are not subject to change by anyone other than the instructor. This is also the case should an instructor impose a grade penalty for violating the Student Academic Dishonesty Policy. In keeping with UofL policy, *"The authority for the determination of grades in any course shall rest with the faculty of the academic unit offering the course. Each student shall have the right to discuss any grade with the appropriate faculty member or academic dean in accordance with the procedure of the academic unit."* (Redbook, Section 6.6.2: Course Grading)

However, *"Any student who believes they have been treated unfairly, discriminated against, or have had their rights abridged may initiate a complaint or grievance within one year from the event. The student will first seek to have the matter resolved through informal discussion and through administrative channels."* (Redbook, Section 6.8.1: Individual Recourse).

D. Instructor Completion of 'Violation of Academic Dishonesty Report'

After the student meeting and instructor determination of student responsibility for violating the Student Academic Dishonesty Policy, the instructor completes a report through the university's centralized system (Unit Wide Academic Dishonesty Reporting Database). This report provides a detailed description of the suspected violation of the Student Academic Dishonesty Policy, copies of supportive material, and the disciplinary action taken by the instructor. This report is immediately digitally forwarded to the Associate Dean.

E. Associate Dean Response upon Receipt of ‘Violation of Academic Dishonesty Report’

The Associate Dean screens the case to determine if it is a repeat offense. If it is a repeat offense, the case will be referred to the A&S Integrity Committee. If the instructor recommends suspension or expulsion, the case will be referred to the A&S Integrity Committee.

If the course instructor recommends a disciplinary action other than suspension or expulsion and the case is not a repeat offense, the following will occur:

1. The Associate Dean will review the Violation of Academic Dishonesty Report to ensure due process is being followed and that the imposed disciplinary action is unbiased, commensurate with the seriousness of the violation and equitable across the college. If necessary, the Associate Dean will meet to discuss the report with the Instructor, Department Chair and/or Program Director, as appropriate. Should the Associate Dean find that the imposed action was not equitable, the case will be referred to the A&S Academic Integrity Committee for review.
2. The Associate Dean will then send a copy of the report along with a letter to the student, the instructor, and the Department Chair/Program Director within five (5) working days summarizing the allegations, the outcome of their evaluation, and the disciplinary action. If the involved student is not in a College of Arts and Sciences degree program, copies will be sent to the Program Director of the student’s degree program and the appropriate Associate Dean for Academic Affairs and Office of Student Services. The letter to the student shall include a copy of this procedure. All records and documents obtained, prepared or related to the investigation and disposition of a suspected violation of academic dishonesty will be maintained in the student’s file located in the database maintained by UofL.

F. Student Challenge to Faculty Imposed Disciplinary Action

The student has the right to appeal the penalty associated with academic dishonesty if they believe it has been unfairly imposed or is inaccurate. The steps of the appeal process are as follows.

1. The student will submit a written appeal to the Academic Integrity Committee no later than ten (10) working days after receiving the report from the Associate Dean. The student is expected to copy the instructor and the Chair of the department on the request for appeal.
2. The Academic Integrity Committee then meets within 21 days to review the case and issue their recommendation to the Dean of the College.
3. The Dean then has 10 days to accept the recommendation or modify the recommendation. The Dean’s decision is the final decision.

4. A student may file a complaint with the Student Grievance Committee in accordance with Redbook Section 6.8.

G. Recommendation of Suspension or Expulsion:

1. If the instructor's recommended disciplinary action is a suspension or expulsion, the Associate Dean will refer the matter to the Academic Integrity Committee within five (5) days of receipt.
2. The Associate Dean will notify the parties that the matter has been referred to Academic Integrity Committee and the committee will contact the parties with next steps.
3. The Academic Integrity Committee then meets within 21 days to review the case and issue their recommendation to the Dean of the College.
4. The Dean then has 10 days to accept the recommendation or modify the recommendation. The Dean's decision is the final decision.
5. A student may file a complaint with the Student Grievance Committee in accordance with Redbook Section 6.8.