

## I. AUTHORITY

- A. The *Academic Integrity Policy* is a formal process governing student conduct at PHCC. The *Academic Integrity Policy* governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving PHCC students whether on or off the campus. All alleged violations of the *Policy* must be resolved in accordance with this *Policy* and under the direct authority of a PHCC faculty member, PHCC Division Dean or the Vice President of Academic & Student Development as detailed in the *Policy*.
- B. Students agree that by taking courses at PHCC, all required papers may be subject to submission for textual similarity review to a plagiarism detection program such as safe assign or turnitin, at the discretion of the instructor, for the detection of plagiarism. All submitted papers will be included as source documents in the plagiarism detection software's reference database solely for the purpose of detecting plagiarism of such papers.

## II. VIOLATIONS

- A. The PHCC community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; responsibility. All violations of the *Policy* are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the *Policy*. Both the academic experience and the classification of the student should be considered in the assignment of sanctions. To aid in the assignment of appropriate sanctions for various violations negotiated between the faculty and student, the following examples are provided for first violations. Faculty have discretion in assigning any grade-related sanction. When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty-Student Conference, or through the review process, the faculty member makes the final decision about any grade related sanctions. Additional sanctions, including suspension or expulsion, may only be assigned by the Vice President of Academic & Student Development.
  1. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating includes but is not limited to unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.
    - a. **"Spontaneous" cheating** Includes such violations as copying from another student's work
    - b. **"Non-Spontaneous" cheating** Includes the following as typical but not exclusive examples: Premeditated copying individually or in conspiracy to copy from another student's work, obtaining unauthorized copies of the examination to be administered prior to the time of examination, employing unauthorized materials during any academic exercise
  2. **Plagiarism:** Representing the words of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including Web sites, as one's own work. Faculty should take into account whether the student has had the opportunity to learn appropriate citation procedures based on previous course work successfully completed before formalizing Academic Integrity charges.
    - a. **Failure to cite references** Includes intentional or obvious failures to properly cite sources.
    - b. **Submitting, as one's own, work done by or copied from another** Includes work done by a fellow student, work done by a previous student, or work done by anyone other than the student responsible for the assignment.
  3. **Falsification:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research,

or reports so that either the process or the product is shown to be different from what actually occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for attendance or participation in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done, in whole or in part, to meet the requirements of another course. Exceptions to this provision must be given prior approval by the instructor to whom the work is to be submitted.

4. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the *Policy*.
- B. Both the academic experience and the classification of the student should be considered in the assignment of sanctions. When determining sanctions, faculty may use the Educational Resolution Program that is further described below. Faculty members may only mandate grade related sanctions. All violations must be reported by the faculty member using the Educational Resolution Program. Students who accept responsibility will agree to the sanctions handed out by the instructor, or may appeal them to the Division Dean.

#### **Charge**

##### *Suggested Range of Sanctions*

#### **Spontaneous cheating**

From redoing an assignment/retaking a test to F on the assignment/test

#### **Non-spontaneous cheating**

From F on assignment/test to a F in the course

#### **Failure to cite references**

From requiring the student to re-do the paper to a zero on the paper

#### **Submitting, as one's own, work done by or copied from another**

From F on assignment to a F in the course

#### **Falsification by a student**

From requiring the experience to be re-done to an F on the assignment

#### **Facilitating academic dishonesty**

From F on assignment/test to a F in the course

### **III. PROCEDURES FOR HANDLING ACADEMIC INTEGRITY**

- A. **Faculty-Student Conference** In the event of a suspected violation of academic integrity, the instructor will schedule a conference with the student. The following statements outline the proper sequence of events for such a conference:
1. The faculty member contacts the student in writing via hard copy or email to inform him/her that an allegation has been made and a faculty-student conference needs to be held to discuss this matter.
  2. No Faculty-Student conference will be required in the event that the instance is a single infraction on an individual assignment that is communicated to the student during or directly after the event occurs in class, if the student does not dispute the allegation. The penalty for this situation can be no more than an F on the assignment without a Faculty-Student conference. The Academic Integrity Violation Report Form should still be completed, and signed by the student at the following scheduled class meeting.
  3. At the time of this notification, the instructor shall provide the student with the following statement of rights:
    - a. The student has the right to postpone the conference for at most two (2) business days if he/she desires.
    - b. The student should realize that he/she is under no pressure, either overt or implied, to admit responsibility. The student may postpone entering a plea for at most two (2) business days after the conference.

- c. Before the conference, the student should familiarize himself/herself with the entire *Academic Integrity Policy*. He/she is encouraged to consult the Division Dean and/or the Vice President of Academic & Student Development.
    4. The conference is held. The instructor is encouraged to invite a neutral observer to the conference. A full time faculty member is a suggestion of possible observers. The faculty member should introduce the observer as someone to help insure that the student understands his or her rights, and will witness the student initialing each of his or her rights on the "Academic Integrity Violation Report Form." During the conference, the instructor shall inform the student of the particulars of the suspected violation and the reason(s) for believing such has occurred (the faculty member is under no obligation at this time to reveal identities of third party individuals who may have reported the allegation). The student should explain his or her perception of the events.
    5. **One of four recourses will be pursued:**
      - a. If the instructor believes the alleged violation is not supported by the facts, it will be dismissed;
      - b. If the instructor still believes there has been a violation, and believes the situation warrants the use of the Educational Resolution Program, the instructor will explain this option to the student. The instructor will complete an "Academic Integrity Violation Report Form" concerning the violation. The instructor will select the educational experiences from the options and assign due dates. The instructor may also choose to use a grade related sanction. If the student successfully completes the Educational Resolution Program by the deadlines indicated, upon graduation, or one year after leaving the College, whichever comes sooner, the student's conduct record will not reflect an Academic Integrity violation. If the student does not successfully complete the educational experiences by the due dates, the Academic Integrity violation will become a permanent record kept by the Vice President of Academic & Student Development.
      - c. If the instructor still believes there has been a violation, and the situation warrants a permanent record of an Academic Integrity violation, he/she will indicate to the student his/her assignment of the appropriate sanction. The instructor will complete an "Academic Integrity Violation Report Form" concerning the violation.
      - d. If the student disagrees with the finding, the instructor will request a hearing by completing the "Academic Integrity Violation Report Form" and forwarding it to their Division Dean within five (5) business days. If the student accepts responsibility but disagrees with the sanction, the student may appeal the sanction to the Division Dean.
    6. All completed "Academic Integrity Violation Report Forms" are to be submitted to the Division Dean for appropriate action and/or recording within five (5) business days of completion.
    7. If an accused student fails to respond to faculty notification of the Faculty-Student Conference via PHCC email address within five (5) business days, the accused student will forfeit the options described above. In this case the accused student may be found responsible of the violation and any sanctions determined by the faculty member will go into effect. The student will be notified in writing of the outcome by the Division Dean.
    8. A student may not withdraw from a course to avoid an academic integrity allegation or assigned sanction resulting from a proven allegation.
    9. If the student admits to the violation and accepts the sanction, or is found responsible in the hearing process, and if this is his/her second violation, suspension or expulsion shall be mandatory. The Vice President of Academic & Student Development's Office shall then report the decision in writing to the student and the faculty member.
- B. Academic Integrity Hearings**
1. An academic integrity hearing will be held if the student does not admit to the violation.
    - a. A request for the hearing shall be made by the faculty member to the Division Dean on the "Academic Integrity Violation Report Form."
    - b. Within five (5) business days after the charge is received, the Division Dean's Office shall contact the accused and provide information concerning scheduling.
    - c. The Division Dean's Office shall proceed to select an ad hoc hearing panel as required, and except as otherwise directed under the Academic Integrity Policy, shall convene and conduct that panel. Any appeal from the decision of the

hearing panel will be directed to the Vice President of Academic & Student Development.

2. The authority of the hearing panel is limited to the work and/or course in which the violation has occurred and to a finding of “responsible” or “not responsible.” The faculty member retains final discretion in assigning the grade related sanction if the student is found “responsible,” unless the student alleges and proves that the faculty member’s decision was based upon personal malice or illegal motive.
  3. All decisions before academic integrity hearing panels must be decided according to whether it is “more likely than not” (preponderance of evidence) that the alleged violations have occurred. In finding responsibility under this standard of proof, a panelist must be convinced, based upon information presented in the course of the hearing that the conduct described is more likely than not to have occurred.
- C. **Peer Reported Violations** If a student suspects another student of a violation of the *Academic Integrity Policy*, he/she is urged to inform the instructor and/or the Division Dean of the alleged circumstance. In such cases, the instructor is urged to arrange a conference with the accused student as provided in the Faculty-Student Conference, above. If a student falsely accuses another student of a violation, he/she will be subject to disciplinary action.

#### **IV. ADMINISTRATION OF THE *ACADEMIC INTEGRITY POLICY***

- A. **An Administrative Coordinator for Academic Integrity** This person shall be the Vice President of Academic & Student Development or his/her designee. Duties shall include the following:
1. The Division Dean’s Office shall receive forms recording the agreement that an academic violation occurred and the sanction assigned for those violations handled by faculty member and student.
  2. All requests for hearings on cases of alleged academic violations shall be directed initially to the Vice President of Academic & Student Development’s Office, who shall then be responsible for drawing the ad hoc hearing panel, and notifying the student concerning the allegations and conduct of the hearing process.
  3. The Vice President of Academic & Student Development’s Office shall maintain all records of academic violations by students whether resolved by Faculty-Student Conference or by the judgment of a hearing panel. These files shall be permanently maintained in the Vice President of Academic & Student Development’s Office pursuant to PHCC’s Record Retention Schedule.
- B. **A Panel of Faculty and Staff** A Hearing Panel shall be selected for those cases in which hearings are requested.
1. Each Hearing Panel shall consist of three faculty and three students drawn from a pool of panelists identified and coordinated by the Vice President of Academic & Student Development’s Office. No panel member may be selected from the accused student’s current class schedule. Four panelists evenly divided between faculty and staff must be present for the duration of the hearing in order for the hearing to proceed.
  2. Attendance at the hearing shall be limited to the accused student(s) and one support person who may not interact in any way during the hearing, faculty member(s) making the allegation and Case Coordinator, members of the hearing panel and the Division Dean or his/her designee serving as hearing officer. The Hearing Officer may approve the presence of others as necessary due to the nature of the case or in the interest of training new panelists.

#### **Appendix A: Encouraging the Practice of Academic Integrity**

1. **Student Obligations**
  - a. Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the *Policy* or its application to a particular assignment are responsible for raising such questions with their faculty member. By enrolling in the College, each student agrees to abide by the *Academic Integrity Policy*. At the faculty member’s discretion, each student may be required to attest to abiding by or sign the Academic Integrity Pledge given below on all major work submitted to an instructor. A student’s work need not be graded until he/she has signed the statement. In signing the pledge, the student indicates his/her knowledge that the *Academic Integrity Policy* governs his/her academic activities at the College. Academic Integrity Pledge:

I HAVE ABIDED BY THE PHCC ACADEMIC INTEGRITY POLICY ON THIS ASSIGNMENT.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- b. During the orientation period for new students, students are asked to affirm their understanding and acceptance of the principles of the *Academic Integrity Policy* as follows :*Academic Integrity Policy: Statement of Personal Responsibility*

My words and actions will reflect Academic Integrity. I will not cheat or lie or steal in academic matters. I will promote integrity in the PHCC community.

2. **Faculty Obligations** Faculty members are expected to become familiar with the Academic Integrity Policy and to take the lead in discussing the meaning of academic integrity with all students. For example, faculty can and are encouraged to clarify their expectations on the course syllabus. Early in their courses, they shall state clearly course requirements and expectations including examination procedures and grading rationale as they relate to the Academic Integrity Policy. Faculty should inform students of any requirement to submit signed copies of the Academic Integrity Pledge for all major written assignments. Most importantly, faculty members must recognize their responsibility to exemplify the values of academic integrity in their own conduct and to convey by example as well as precept their expectation that the Policy shall be followed in all College activities in which they have a part.
3. **Guidelines for Academic Work and Examinations** Early in the course the instructor should make special efforts to explain to the class what constitutes plagiarism. Examples of acceptable and unacceptable style for acknowledging source material should be presented. Faculty should relate to students specific instances where the Policy may apply in a class assignment; for example, the prohibition against cheating as applied to out of class assignments or the place for group versus individual work. Such information is especially important to students early in their academic experience. Prior to examinations, the instructor should do whatever possible to arrange room conditions for examinations so as to reduce temptations to violate academic integrity. Such conditions may include arranging for as widely spaced seating as possible, preferably using alternate rows, and the use of "scrambled" versions of multiple choice type tests. The instructor should elect to remain in the classroom during the administration of an examination or provide for other qualified proctoring of the examination.