ACADEMIC INTEGRITY POLICY AND PROTOCOL

(approved 3/10/2016)

Academic Integrity

As an academic community dedicated to the application, dissemination, and creation of knowledge, CIIS is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's mission. Violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy is designed to guide students as they prepare assignments, take examinations, write papers and perform the work necessary to complete their degree requirements.

The principles of academic integrity require that a student:

- Properly acknowledge and cite all use of the ideas, results, or words of others.
- Properly acknowledge all contributors to a given piece of work.
- Make sure that all work submitted as the student's own work in a course or other academic activity is produced by the student without the aid of unsanctioned collaboration.
- Obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions or fabricating sources, citations, or data.
- Not submit essentially the same material in more than one course without prior authorization by the faculty member.
- Treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- Uphold the canons of the ethical or professional code of the profession for which the student is preparing.

Failure to uphold these principles of academic integrity threatens both the reputation of CIIS and the value of the degrees awarded to its students. Every member of the community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Faculty Members' Responsibility

The faculty holds responsibility for educating students about the importance and principles of academic integrity. Faculty members are expected to inform students of how assignments will

contribute to the final grade in a course and of particular requirements regarding academic integrity within specific courses and programs. Faculty members are expected to make reasonable efforts to minimize academic dishonesty, and to respond appropriately to violations of academic integrity. Faculty members are strongly encouraged to provide a statement concerning academic integrity and a link to the Academic Integrity Policy on their course syllabi and in program handbooks.

Student's Responsibility

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at CIIS.

Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Procedures for the Resolution of Violations of Academic Integrity

Step 1: When a faculty member has reason to believe that a student has violated the policy on academic integrity, the faculty member should:

- Make an academic assessment of the work, including the evidence that an academic
 integrity violation has occurred, and assign an appropriate grade. The faculty member
 notifies the student of the sanction and the reason for it. The faculty member decides
 on the severity of the violation and of the sanction to be applied (e.g., failing grade for
 the exercise, remedial work, another exercise, failing grade for the course).
- The faculty member submits the relevant information (a written statement of the incident with supporting evidence) to the program chair. All alleged cases of academic dishonesty must be reported.

Step 2: The program chair should conduct an informal hearing, contacting the student and asking that the student make an appointment with the chair within five days. The student has the right to bring a support person whose only role is to accompany the student to the hearing. At the appointment, the student should be informed of rights and options, of the charge and of the evidence from the faculty member. The chair shall encourage the student to provide a full explanation of the situation to ensure due process. The chair, in consultation with the program committee, considers the seriousness of the case and previous charges of academic dishonesty, if any.

Step 3: The chair makes a recommendation regarding action to the Academic Vice President, including a written statement of the incident with supporting evidence. The action may be academic or administrative and will vary depending upon the severity of the case, any

previously recorded offenses, and any mitigating circumstances. Academic sanctions range from adjusting the grade given for the course to requiring a rewritten paper or assigning additional work. Administrative sanctions range from administrative probation to dismissal from CIIS, If the decision is to put the student on administrative probation or to suspend or dismiss the student from CIIS, the Academic Vice President sends a letter to the student within 10 days of receiving and reviewing the recommendation from the chair. The student is granted another 10 days to appeal the decision and to provide the Academic Vice President with mitigating information.

ADDENDUM: Examples of Violations of Academic Integrity

This section describes various ways in which the principles of academic integrity can be violated. Examples of each type of violation are given but neither the types of violations nor the lists of examples are exhaustive. The list has benefitted from those prepared by many other universities.

Plagiarism: Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution, whether in a paper or in an online class posting.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, or other non-textual material from other sources without proper attribution.

Cheating: Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others. Some common examples are:

- Receiving research, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a paper or examination.
- Using or possessing books, notes, calculators, cell phones, or other prohibited devices or materials during an examination.

- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Acquiring a copy of an examination from an unauthorized source prior to the examination.
- Having a substitute take an examination for one.
- Having someone else prepare a term paper or other assignment for one

Fabrication: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.

Facilitation of Dishonesty: Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who intentionally facilitates a violation of academic integrity can be considered to be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to work on a quiz or examination or assisting others to do so.
- Distributing an examination from an unauthorized source prior to the examination.
- Distributing or selling a paper to other students.
- Taking an examination for another student.

Academic Sabotage: Academic sabotage is deliberately impeding the academic progress of others.

Some examples are:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or University materials.
- Removing posted or reserve material or otherwise preventing other students' access to it.

Violation of Research or Professional Ethics: Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:

 Violating a canon of the ethical or professional code of the profession for which a student is preparing.

- Using unethical or improper means of acquiring, analyzing, or reporting data in a project, a master's or doctoral research project, or research submitted for publication.
- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant.
- Conducting research without appropriate Human Subjects review.

Violations Involving Potentially Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of ill-gotten materials committed as part of an act of academic dishonesty.

Some examples are:

- Stealing an examination from a faculty member's or University office or from electronic files.
- Selling or distributing a stolen examination.
- Forging a change-of-grade form.
- Falsifying a University transcript.
- Hacking the university's digital resources, including email