

Arizona State University
Student Academic Integrity Policy

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For more information, please visit:

<http://provost.asu.edu/academicintegrity>

This policy sets forth the ASU Student Academic Integrity Policy and appeal procedures. It applies to all ASU students. Capitalized terms are defined in the "definitions" section of the policy.

Student Obligations

Each student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments. A student may be found to have engaged in academic dishonesty if, in connection with any Academic Evaluation or academic or research assignment (including a paid research position), he or she:

- A. Engages in any form of academic deceit;
- B. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
- C. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
- D. Acts as a substitute for another person in any Academic Evaluation or assignment;
- E. Uses a substitute in any Academic Evaluation or assignment;
- F. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
- G. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
- H. Engages in Plagiarism;
- I. Uses materials from the Internet or any other source without full and appropriate attribution;
- J. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
- K. Claims credit for or submits work done by another;
- L. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
- M. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
- N. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Allegations of Academic Dishonesty

This policy is not intended to address differences of opinion over grades issued by an instructor exercising good faith and professional judgment regarding a student's work. Before any action is taken under this Policy that may result in the withdrawal, suspension or expulsion of an international student, both the student and the academic program are advised to consult with the ASU International Student Office.

These procedures are designed to encourage a fair and appropriate response to allegations of academic dishonesty. They may be modified in individual cases, so long as the student is provided an opportunity to respond to allegations of academic dishonesty within a reasonable time after those allegations have been made. An Advisor may accompany

the student at any point in the process. The Advisor will not be permitted to participate directly or speak for the student, but may be present during meetings and hearings.

A. Complaint.

- a. Anyone with a good faith basis for believing that a student has violated this policy may report the alleged violation to the responsible instructor, chair, dean, director or designee. The person who pursues the allegation is called the "Initiator" in this policy. If for any reason, an Initiator is unable or unwilling to continue in that role, another university representative may continue as Initiator.
- b. An individual who has received an allegation may decide not to initiate a complaint. This decision will not prevent another person from becoming the Initiator.

B. Response to Complaint.

- a. An instructor who believes that a student has violated this policy in a class for which the instructor is responsible may assign any of the following sanctions:
 - i. a reduced grade for an assignment, or
 - ii. a reduced grade for the course.

C. If the instructor wants to recommend another sanction set forth in Section IV, including an XE grade, the instructor must forward that recommendation for review by the College/School Board and approval by the Dean, Director or designee. The student and the instructor will be provided an opportunity to provide information to the College/School Board as part of its review.

D. At any time, the student and the Initiator may propose a resolution, but the Dean, Director, or designee, may choose to pursue the case on behalf of the University.

E. Information regarding the allegation or resolution may be provided to appropriate university representatives.

F. If the Initiator and the student are unable to agree on resolution, then the student, the Initiator, or a representative of the Dean or Director may submit the matter to the Dean, Director or designee of the College/School in which the alleged academic dishonesty occurred for review by the College/School Board.

G. After a formal request for review has been filed, the Student may remain in class or in the program until the appeal has been resolved. The student will not be given a refund, however, if the student is not successful in the appeal and the decision is made to remove the student from the class, program or university.

H. If the matter is not submitted by the student to the Dean, Director or designee for review within 10 days following the time the student is accused of academic dishonesty, the decision or recommendation of the instructor becomes final. If the instructor has submitted a request for an XE or any other sanction to the Dean, Director or designee, and the student has not requested review within 10 days of receiving notice of this request, the Dean, Director, or designee may enter a decision on the request. Only if the decision includes suspension or expulsion from the university will the student be able to request further review.

Review by College/School Board

A. Within 10 days after the Student receives a reduced or XE grade, or other notice of the alleged academic dishonesty, the Student may submit a written statement to the Dean requesting review of the allegation, the sanction or the proposed sanction by the College/School Board. For the purpose of calculating the time for submitting a matter for review, the 10 day period is counted to include only days that fall within the regular fall or spring semester and do not include the summer sessions or intersession. The Dean may appoint an ad hoc board to conduct the review or may use a standing board. The review will take place during the regular fall or spring semester, unless the parties agree otherwise.

B. These procedures should guide the review process, but may be altered by the Chair of the College/School Board in consultation with the Office of General Counsel.

C. The Student statement should describe the alleged academic dishonesty, including a factual narrative of events and the dates and times of occurrences and any sanction or proposed sanction. The statement should also include the names of persons having information about relevant circumstances or events, the general nature and description

of all evidence, and should be signed by the Student.

D. If the Student submits a request for review at the end of a semester, or during the last semester of enrollment, the course grade may be withheld for a reasonable period of time (normally not to exceed six months) until the matter is decided. In situations involving the student's last semester before graduation, the degree may be withheld pending the outcome of the hearing. If a grade or degree will be withheld for any period, the Initiator, Dean, Director, or designee must notify the Registrar's Office.

E. The Dean, Director or designee will forward the student's statement to the Chair of the College/School Board.

F. If the alleged cheating involves the work of multiple students, the College/School Board may modify these procedures to address the circumstances. The College/School Board should provide prior written notice to all interested parties of any modification of the procedures. A student who has not submitted a request for a review should not expect to benefit from a review requested by another student.

G. Hearing Proceedings

- a. The Chair of the College/School Board will send a copy of the statement to the Initiator, together with a copy of this Policy or with instructions on accessing the policy electronically.
- b. The letter to the student, a copy of which shall also be sent to the Initiator and the department chair, will include the following information:
 - i. Statement of time and place when a hearing on the charges will be held by the College/School Board;
 - ii. Requirement that the parties to provide each other and the College/School Board a written list of witnesses and a description of any documents or other evidence they intend to use at the hearing. Unless the Chair provides otherwise, this information must be exchanged at least one calendar week before the hearing.
- c. Prior to the hearing, the College/School Board will also advise the parties in writing of any additional time limitations or procedural requirements.
- d. The Initiator shall have the burden of showing that it is more likely than not that the student engaged in academic dishonesty.
- e. Issues shall be resolved fairly and as promptly as possible under the circumstances.
- f. The hearing will be closed to the public. The student and the Initiator may remain in the hearing throughout the presentation of all evidence and testimony, although the College/School Board Chair may remove either party, any Advisor, or any witness if that person's conduct is disruptive.
- g. The student and the instructor may each have an Advisor present but the Advisors shall not be permitted to address the College/School Board directly, except as the College/School Board Chair deems necessary or appropriate.
- h. The College/School Board Chair has the final authority to resolve procedural disputes that arise. Although formal rules of evidence do not apply to the hearing process, the College/School Board Chair may limit the presentation of irrelevant or cumulative evidence, the number of witnesses and the length of each parties presentation.
- i. The proceedings may be recorded, as determined by the College/School Board Chair.
- j. When necessitated by fairness or extraordinary circumstances, the College/School Board may permit the parties to make arrangements for recorded, written, or telephonic testimony for use in the proceeding.

- k. The hearing procedure will be as follows, unless the College/School Board Chair provides notice to the parties of alternative or supplemental procedures.
 - i. The College/School Board Chair will introduce the persons present at the hearing and remind all participants of the requirement that all information received in the hearing must be maintained in confidence.
 - ii. The College/School Board Chair will read allegation of academic dishonesty.
 - iii. The College/School Board Chair will make any necessary decisions or clarifications regarding procedure.
 - iv. Testimony and Evidence Presented by the Initiator.
 - v. The Initiator shall offer evidence in support of the allegation.
 - 1. The Initiator may call witnesses and present evidence.
 - 2. The student may ask questions of the Initiator or any of the Initiator's witnesses, following each person's presentation.
 - 3. College/School Board members may ask questions of the Initiator, the student or any of the Initiator's witnesses.
 - vi. Testimony and Evidence Presented by the Student.
 - 1. The student shall offer evidence in defense of the allegation.
 - 2. The student may call witnesses and present evidence.
 - 3. The Initiator may ask questions of the student or any of the student's witnesses, following each person's presentation.
 - 4. College/School Board members may ask questions of the student, the Initiator, or any of the student's witnesses.
 - vii. The College/School Board shall deliberate in private until a majority recommendation is reached and recorded. If the recommendation is not unanimous, dissenting opinions should be reflected in the recommendation submitted to the Dean or Director.
 - viii. The College/School Board will prepare a written recommendation to the Dean or Director. The recommendation will include the Board's determination as to whether it is more likely than not that the student violated this policy. The decision should also include the College/School Board's findings with respect to the material facts.
 - ix. If the Board finds a violation, the recommendation should recommend sanctions. The Board may consider prior violations or informal resolutions of previous allegations in its deliberations.
 - x. The College/School Board will submit its recommendation to the Dean or Director.
 - xi. The Dean or Director may dismiss the allegation, may concur with or modify the recommendation or may request further proceedings, but may not make new findings adverse to the student or increase the severity of a sanction, unless the student has previously violated this policy.
 - xii. After any additional proceedings and within a reasonable time, the Dean or Director will issue a decision. The Dean will provide written notice of the decision to the student, the Initiator, the instructor (if the instructor is not the Initiator), the College/School Board and the department chair (or administrative equivalent).
 - xiii. If the decision imposes a sanction of suspension or expulsion from the university, or revocation of a degree, the notice letter from the Dean or Director will state that the student may appeal the decision by filing a written request for review with the Provost of the campus at which the alleged violation occurred within 10 days of the date of the

notice letter. If the student does not submit a written request for review within 10 days, the decision of the Dean or Director becomes final.

- xiv. Once the student has provided written notice of an appeal of a sanction, the sanction will not be imposed until the appeal has been resolved with the exception that the university may withhold posting of a grade or completion of graduation until the matter has been resolved.

Sanctions

A. Sanctions that may be imposed by an Instructor.

- a. Subject to the procedures set forth in section III, an instructor, academic supervisor, or committee responsible for evaluation may impose any of the following sanctions for academic dishonesty:
- b. Reduced or failing grade for assignment,
- c. Reduced or failing grade for course, or
- d. Reduced, failing grade, or no credit for other academic evaluation (e.g., clinical training, comprehensive exam, thesis, dissertation).
- e. Within 10 days after an instructor-imposed sanction is assigned, the student may appeal the sanction to the Dean or Director.

B. Sanctions that may be recommended by an instructor.

An instructor, academic supervisor, or committee responsible for academic evaluation may recommend other or additional sanctions to the Dean or Director, including assignment of the grade of XE and withdrawal of credit for a previously accepted course or requirement, if the sanctions are otherwise provided in this policy or in the Student Code of Conduct and Disciplinary Procedures.

C. Sanctions that may be imposed by a Dean or Director.

- a. After reviewing the recommendation of the School/College Board, a Dean or Director may impose any of the following sanctions for academic dishonesty:
 - i. Reduced or failing grade for assignment,
 - ii. Reduced or failing grade for course,
 - iii. Reduced or failing grade for other academic evaluation (e.g., clinical training, comprehensive exam, thesis, dissertation),
 - iv. Assignment of a grade of XE;
 - v. Withdrawal of credit for a previously accepted course or requirement;
 - vi. Removal from the School or College or from a major or program of study within the School or College, permanently or for a specified period of time.
- b. The decision of the Dean or Director to impose any of the above sanctions is final.

D. In addition to the above sanctions, a Dean or Director may recommend to the Provost any of the following sanctions:

- a. Revocation of a degree (the student's official and unofficial transcript may reflect that revocation was the result of academic dishonesty);
- b. Expulsion from the University without expectation of readmission (the student's official and unofficial transcript may reflect that expulsion was the result of academic dishonesty);
- c. Suspension from the University for a specific period of time (the student's official and unofficial transcript may reflect that suspension was the result of academic dishonesty);
- d. Other sanctions as consistent with this policy and the Student Code of Conduct.

E. Final Sanctions

- a. The student will receive written notice of the decision and recommendations of the Dean or Director.
- b. If the sanctions do not include suspension from the university, expulsion from the university or revocation of the degree, the recommendations of the Dean or Director will be final.
- c. If the sanctions include suspension from the university, expulsion from the university or revocation of the degree, but the student does not object in writing to the recommendations of the Dean or Director within 10 days, the recommendations of the Dean will be final.
- d. If the sanctions include suspension from the university, expulsion from the university or revocation of the degree, and if the student provides written notice to the Provost of an objection to the recommendations of the Dean within 10 days, the Provost will convene a University Hearing Board to review the recommendations.

- F. Mitigating and aggravating circumstances may be considered in determining the appropriate sanction for a violation of this policy.

Guidelines for Review of a Decision of Suspension or Expulsion

- A. A student may seek to have a Dean's or Director's decision reviewed by the University Hearing Board only if the final decision imposes a sanction of suspension or expulsion from the university, revocation of admission or revocation of a degree.
- B. The request for review must be in writing and must be filed with the Provost within 10 days of the date of the decision letter from the Dean.
- C. The University Hearing Board shall follow the procedures set forth in the ABOR Student Disciplinary Procedures, except that the Provost, or designee will take the role of the Vice President for Student Affairs and will establish the University Hearing Board to conduct the appeal, and the College may take the role of the Dean of Students in presenting the case on behalf of the College/Initiator. The Provost may make other alternations to the procedures, with notice to the individuals involved.
- D. The University Hearing Board will make a recommendation to the Provost.
- E. The decision of the Provost is final.

Procedures Following Final Decision

If any student work affected by the finding of academic dishonesty has been placed in the library or forwarded to a third party in partial fulfillment of degree requirements that work may be removed from the library or withdrawn from the third party. If a degree has been awarded, it may be revoked if requirements were not adequately fulfilled due to academic dishonesty.

Other University Policies

The University's Misconduct In Research Policy is independent of the Student Academic Integrity Policy and the Guidelines for Graduate Appeals. Individual conduct may, for example, violate both the Student Academic Integrity Policy and the Misconduct in Research Policy and be subject to review and sanctions under both policies.

Definitions

- Academic Evaluation:* Means any academic project, paper, performance, quiz, exam, comprehensive exam, candidacy exam, thesis, dissertation, clinical or internship experience or other evaluation assigned or offered for credit (including extra or optional credit), intended to fulfill an academic requirement, or considered by the university to provide academic or research experience (such as a paid research position).
- College/School Board:* Means each College, School or Program hearing or standards board appointed by the academic Dean, Director or administrative equivalent to review allegations of academic dishonesty.
- Dean:* Means the person holding the position of college Dean, Director, or the administrative equivalent, or that person's designee. (This does not include a "Program Director" or "School Director" if the academic unit reports to a college level dean or director.
- Plagiarism:* Means using another's words, ideas, materials or work without properly acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work or materials and for acknowledging and documenting the source appropriately.
- Provost:* Means the Provost or another person designated by the senior academic officer of the campus at which the alleged academic dishonesty occurred.
- University:* Means ASU Tempe, ASU Polytechnic, ASU West, ASU Downtown Phoenix, ASU Online, and all other locations used for instruction or academic activities.
- University Board:* Means the University Academic Integrity Hearing Board constituted by the Provost at the campus at which the alleged academic dishonesty occurred.
- Advisor:* Means an individual selected by the student to assist him/her during a hearing conducted by the University Academic Integrity Hearing Board. The advisor may be a faculty or staff member, student, or other representative of the student.
- Day:* Means normal university business day, not including Saturday, Sunday or any officially recognized university employee holiday or any day on which the university is closed.

Appendix A: The Grade of "XE"

1. The XE grade denotes failure through academic dishonesty. The XE grade will be recorded on the student's official and unofficial transcript with the notation "failure due to academic dishonesty." The XE grade shall be treated in the same way as an "E" for the purposes of grade point average and determination of academic standing.

2. No student with an XE grade on his or her transcript shall be permitted to represent that University in any extracurricular activity or to run for or hold office in any recognized student organization.

3. Generally, the XE grade will remain on the transcript permanently if it was awarded for an act of academic dishonesty requiring significant premeditation. For other cases, after at least 12 months have elapsed since the XE grade was imposed, a student may file a written petition to the Dean or Director of the College or Program that imposed the XE to have the XE grade removed and permanently replaced with the grade of "E." The decision to remove the XE grade and replace it with an "E" is in the sole discretion and judgment of the Dean or Director or his or her designee.

4. The Dean or Director or designee may confer with other university officials and may require the student to attest that the student has not been involved in any other act of academic dishonesty or similar disciplinary offense at Arizona State University or another institution. If the student's representation is later discovered to be false, the XE grade may be reinstated.

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