



ACADEMIC INTEGRITY POLICY

AA-AC-PO-008

POLICY OVERVIEW

This policy and the accompanying procedures are intended to reinforce the highest standards for academic integrity.

POLICY SCOPE

This policy applies to all faculty and students.

DEFINITIONS

Click here to enter definitions in the format “**Term:** definition”.

POLICY

1. **Syllabus Content - Instructors must include an academic integrity policy statement in each course syllabus.**
 - a. **Required: The syllabus must include the current OLLU policy statement (from “Article II: Academic Dishonesty Policy”, OLLU Student Handbook):**

Academic Dishonesty refers to student conduct in academic assignments or situations which violates the norms of the academic community of students and scholars. In practice, it usually refers to academic cheating or plagiarism. Our Lady of the Lake University distinguishes between Academic Dishonesty, which is handled through the Academic Affairs Division, and other violations of the Student Code of Conduct, which are dealt with by the Office of Student Life.

Penalties for academic dishonesty may include expulsion or suspension from the University, failure or grade reduction in the affected course or assignment, or a lesser penalty as appropriate.

- b. **Optional: The syllabus may also include a definition for plagiarism provided by Stolley, Brizee & Paiz (2013):**
- “Plagiarism refers to actions that can almost unquestionably be labeled plagiarism: buying, stealing, or borrowing a paper (including, of course, copying an entire paper or article from the Web); hiring someone to write your paper for you; and copying large sections of text from a source without quotation marks or proper citation. But then there are actions that are usually in more of a gray area. Some of these include using the words of a source too closely when paraphrasing (where quotation marks should have been used) or building on someone's ideas without citing their spoken or written work (Is It Plagiarism Yet?, para. 1).”**
- c. **Optional: The syllabus may also include an academic unit (college, school, department, and/or program) policy statement. The academic unit policy may not limit nor contradict the OLLU policy statement.**
- d. **Optional: The syllabus may also include a course-specific policy statement. The course-specific policy may not limit nor contradict the OLLU or academic unit policy statement(s).**
- e. **The syllabus should include course specific implications of the policy statements above, as appropriate.**
2. **Instructor Communication with Students – When an instructor communicates with a student suspected of violating any of the academic integrity policies stated in the course syllabus, the instructor must:**
- a. **Communicate directly with the student (in person, by telephone, by OLLU e-mail, by secure online chat, etc.) regarding the allegation, and the instructor must keep a record of the communication.**
- i. **This direct communication of allegations must occur within 10 working days of the alleged infraction and before the instructor may impose any irreversible consequences.**
3. **Sanctions for Student Violations of Academic Integrity – The student may not withdraw from the course in which the alleged violation has occurred following the instructor’s communication of the allegation unless that allegation is withdrawn by the instructor or the student’s appeal of the allegation is successful. The following sanctions may be applied to violations of academic integrity by a student:**
- a. **The maximum penalty that can be imposed by an instructor is a grade of F in the course in which the violation occurred.**
- b. **A penalty of expulsion or suspension from the university may be imposed by the Vice President for Academic Affairs in situations such as repeat or egregious violations.**

4. Reporting Student Violations of Academic Integrity - The following reporting requirements apply to instructors for all alleged academic integrity violations:
- a. The instructor must submit a report to the Vice President of Academic Affairs (VPAA) when a final determination has been made that the student violated an academic integrity policy within 10 working days. Reports are submitted electronically https://ollu.formstack.com/forms/academic_integrity_reporting_form. This link is also listed on the Academic Affairs portal page).
 - b. Final determination may occur in one of two ways:
 - i. If the student admits responsibility for the violation, the instructor will impose the sanction. Prior to determining sanctions to be imposed, the instructor should contact the Office of Academic Affairs to obtain the student's record of past academic integrity violations (if any exist) as part of the information used to make a decision about consequences for the current violation. The instructor may apply consequences consistent with OLLU, academic unit, and course-specific academic integrity policies stated in the course syllabus.
 - ii. If the student denies responsibility for the violation, or objects to the intended consequences, the student may pursue an appeal by following the Student Academic Grievance Procedures
 - c. Report recipients – Although the ultimate destination of the instructor's report is the Vice President of Academic Affairs, other report recipients include the dean of the academic area(s) and chair of the department(s) in which the course and student's major field are housed, and the student's academic advisor(s).
 - d. Report contents – The report includes the date of report, student name and ID, date of alleged infraction, faculty name, department, course number (if applicable), statement of alleged infraction(s), description of incident(s), and consequences instructor intends to impose. A student statement may also be provided on the report.
 - e. Report persistence – The report will remain on file in the Office of Academic Affairs until the student has completed his/her academic program or withdrawn permanently from the university.
 - f. Report privacy – The report is for internal (OLLU) use only (including instructor access) and is not part of a student's official transcript other than the final grade, which is part of the record.

Approved by Faculty Assembly 9/28/2016 and by Provost/VPAA 9/28/2016

REFERENCES

[Academic Integrity Procedures](#)

[Academic Integrity Guidelines](#)

