Modification to Academic Integrity Policy – Sections III & V

WHEREAS, the Academic Integrity Policy has been in effect since August 2008 and a periodic review of the policy is recommended to ensure that Academic Integrity is being upheld at UIS; and

WHEREAS, the current Academic Integrity Policy, has as part of said policy, the operating procedures to ensure proper adjudication of allegations of Academic Integrity violations which require Campus Senate approval when any procedure needs to be changed; and

WHEREAS, the Academic Integrity Council has encountered inconsistencies in the Academic Integrity Policy and difficulties in implementing the Academic Integrity Policy resulting in procedures needing change; and

WHEREAS, the Academic Integrity Council believes that it is necessary to change procedures in a timely fashion to ensure that the Academic Integrity Policy is effectively carried out;

THEREFORE, BE IT RESOLVED that the Campus Senate of the University of Illinois at Springfield approves the following changes to the Academic Integrity Policy in the as follows:
I. Preamble

The University of Illinois Springfield (UIS) is committed to community and academic excellence which thrive through honesty, trust, and mutual respect.

When faculty, students, and staff come to UIS, they join an academic community founded on the search for knowledge. At the heart of that search is personal honesty that makes possible an open and vibrant exchange of ideas. The intellectual health of the community depends on this honesty and sustains itself through the trust and mutual respect of each of its members.

Academic integrity is at the heart of the University's commitment to academic excellence. The UIS community strives to communicate and support clear standards of integrity, so that undergraduate and graduate students can internalize those standards and carry them forward in their personal and professional lives. Living a life with integrity prepares students to assume leadership roles in their communities as well as in their chosen profession. Alumni can be proud of their education and the larger society will benefit from the University's contribution to the development of ethical leaders.

Violations of academic integrity demean the violator, degrade the learning process, deflate the meaning of grades, discredit the accomplishments of past and present students, and tarnish the reputation of the University for all its members.

This policy applies to all UIS instructors, staff, and students admitted to the university, any department, or program, including conditional or probationary admittance. This policy provides a due process resolution for alleged violations by students. Faculty or staff who are alleged to have violated academic integrity shall be subject to the policies and processes appropriate to the sanction being sought, e.g., Dismissal for Cause, or Sanctions Less than Dismissal, etc.

II. Faculty and Students' Responsibilities

1. Faculty

Faculty are responsible for being aware of the UIS Academic Integrity Policy and contributing to student development by promoting academic integrity, addressing dishonesty, and assisting in the development of ethical reasoning. Such behavior includes:

Providing a clear and complete syllabus which describes course expectations, guidelines, and standards of performance, as well as those of the university, concerning academic integrity
Holding students responsible for knowing these expectations and guidelines
Fostering an environment where academic integrity is expected and respected
Endeavoring to detect and properly handle breaches of academic integrity
Fostering a classroom environment in which all students are treated with courtesy and respect
Creating assessments that are effective evaluations of student mastery of course content
Evaluating student work based on its academic merit
Giving students timely and honest feedback
Being available to discuss appropriate academic matters

2. Students
Students are responsible for being aware of the UIS Academic Integrity Policy and demonstrating behavior that is honest and ethical in their academic work. Such behavior includes:

- Being responsible for knowing and following the academic integrity policy of the campus.
- Being responsible for knowing and following each instructor’s academic integrity policy as defined in the course syllabus.
- Asking for clarification if the standards of academic performance are not clear.
- Asking for clarification from the instructor about the syllabus, assignments, or grading policies if they seem unclear.
- Helping to foster an environment where academic integrity is expected and respected.
- Treating each other with courtesy and respect and helping to foster a classroom environment in which all students are treated with courtesy and respect.

IV. Definitions of Violations
These definitions do not represent a complete list of possible violations of academic integrity; rather, they are intended to provide a general range of conduct which constitutes violations.

1. Plagiarism
Submitted work should be one's own work and it should properly acknowledge ideas, facts, the progression of thought or reasoning and words from others. Plagiarism is intellectual theft: the plagiarist presents work done by others as his or her own, in writing or orally. Plagiarism is the failure to properly and appropriately reference and acknowledge the ideas and words of others. This includes website material used in written, oral, or multi-media presentations.
Examples of plagiarism include:

- Using direct quotation without the quotation marks or citation - **Examples**
- Paraphrasing without proper citation
- Making only minor changes to an author's words or style
- Insufficient acknowledgment of sources (partial citation) - **Examples**
- Using the pattern, structure or organization of an author's argument or ideas without proper citation - **Examples**
- Failing to cite sources for uncommon facts or knowledge
- Working with another student on a project but failing to put both names on the final product
- Having someone else re-write or heavily edit a paper

2. Cheating

Honesty involves presenting one’s own level of knowledge as accurately as possible. Misrepresenting or providing false information in any matter of academic achievement or work is cheating.

Examples of cheating include:

- Unauthorized possession, copying or any sharing of exam questions or answers
- Having another person take an exam
- Using notes, books and the like in closed-book examinations
- Presenting work done by others as one’s own
- Fabrication of text, sources, or citations
- Unauthorized altering of graded work after it has been returned, then submitting it for regrading
- Signing another person’s name on an academic exercise or attendance sheet
- Unauthorized collaboration on any assignments such as homework, take-home exams, or projects in which the instructor does not allow collaboration is cheating (It is the student's responsibility to ascertain whether collaboration is permitted.)

3. Misrepresentation of Academic Experiences, Ability, or Effort

One is expected to accurately and fairly present one’s experience, ability, or effort so that others may accurately assess those accomplishments. Providing false or misleading information concerning academic background or academic work is a violation of academic integrity.
Examples of misrepresentation include:

**Falsifying, altering, or presenting misleading information** about the substance of an internship; the content of prior coursework; a graduation contract or student petition; reasons for classroom absences, late work or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of “invented” data, such as lab experiments or interviews; or any official department, college, or university academic document, application, grade report, letter of permission or excuse, petition, drop/add form or other registration material, and university ID card.

**Submission of substantially same work in two courses** without explicit permission from all instructors. Instructors have the right to assume that any work submitted for their classes has not earned or will not earn credit in another class. Presenting all or part of work done for one course in another course requires permission of all the instructors involved. Some connected or paired courses may require submission of the same work in the two associated courses; this will be explicitly stated for this type of assignment. In all other circumstances, failure to gain permission from all instructors in submitting the same work is cheating.

**Failure to disclose a criminal conviction** in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing and internships, placements or practica. This includes convictions imposed after being admitted. For example, a conviction for child abuse would be relevant to the fields of elementary and secondary teaching and school counseling.

4. Academic Interference

Academic integrity means that one should respect another person’s work and efforts. Any activity undertaken with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work, or inhibiting the progress of another person's academic work, violates academic integrity.

Examples of academic interference include:

stealing, destroying, defacing or concealing library materials, computer software, or other academic equipment or resources with the intent to deprive others of their use.
retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination or intentionally obstructing or interfering with another student's academic work, including laboratory experiments, research, artistic creations

5. Unauthorized Access to Academic Records or Systems
Academic integrity means honoring others’ right to privacy and the integrity of the university’s academic records or systems.

Examples of unauthorized access to academic records or systems include:

- Interfering with any academic computer or computer system, or software in a way that can compromise confidentiality, integrity, or availability
- Accessing, disclosing, copying, or using data, grade books, university, department or student academic documents or files

6. Facilitating Violations of Academic Integrity
Academic integrity also means that one is honest with respect to another person's work as well as with one's own work. Any act which facilitates or encourages violations of academic integrity by another person is itself a violation of academic integrity.

Examples of facilitating violations of academic integrity include:

- Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above
- Providing false information in connection with any inquiry regarding academic integrity

III. The Academic Integrity Council

The Academic Integrity Council (Council) is a standing committee of the Campus Senate, whose responsibilities are to promote academic integrity at UIS and to oversee the judicial functions of the Academic Integrity Policy by developing appropriate procedures and processes to adjudicate alleged
violations of Academic Integrity, ensuring fair and efficient operation of hearing panels, serving as appellate hearing panels, deciding on petitions, overseeing appropriate records, and addressing other issues that arise as they relate to Academic Honesty. The Bylaws of the UIS Campus Senate provide a more complete description of the duties and membership.

V. Academic Integrity Policy Procedures

Suspected violations of academic integrity should be reported to the appropriate faculty member or academic unit head, or directly to the Academic Integrity Council. If the student admits responsibility for the violation, and if the faculty member or unit head verifies that this is the student’s first offence, the issue may be resolved informally as long as the faculty member or unit head reports the violation to the appropriate offices and follows the procedures outlined by the Academic Integrity Council. If the faculty member or unit head believes a violation has occurred, and if either this is not the student’s first offence, or if an informal resolution cannot be agreed upon, then the matter will be referred to the Academic Integrity Council for a hearing. At that point, the hearing panel will determine if a violation has occurred and what the sanction will be. Once a student is notified, in writing, that a faculty member is pursuing an allegation of academic dishonesty in a course, the student may not change his or her registration in the course while the matter is pending. Any attempt to withdraw from a course under these circumstances shall be considered a separate violation of this policy.

The student may appeal a decision by the hearing panel according to the procedures set out by the Academic Integrity Council.

If a student has a previous academic integrity violation, a second finding of academic dishonesty will ordinarily result in either suspension for one or two full semesters, excluding summer terms, or permanent dismissal from the university.

The Academic Integrity Council will publish the specifics of these procedures separately to ensure fair adjudication of alleged violations.
And therefore, that the currently published procedures will remain in effect until revised procedures are published on the Academic Integrity Council website.