

Texas Woman's University University Regulation and Procedure

Regulation and Procedure Name: Academic Integrity

**Regulation and Procedure
Number: URP: 06.210**

Policy Owner: Academic Affairs and Student Life

POLICY STATEMENT

To create and communicate ideas with the power to improve our world requires a culture of integrity – a shared expectation that those reporting discoveries came by them honestly, that stakeholders in the global learning community accurately report evidence for their insights in ways that can be verified. The ethical decisions of our faculty, staff, students, and graduates can have profound impacts on the value of the degrees that we grant, as well as on the wider communities that we serve. For these reasons, the leaders, faculty, and students of Texas Woman’s University pledge to champion and defend long-standing values of research ethics, personal integrity, and academic honesty, both within and outside the halls of the academy, wherever learning is employed.

APPLICABILITY

This policy is applicable to TWU Students.

DEFINITIONS

1. “Academic Dishonesty” includes, but is not limited to, cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts that provide an unfair advantage to the student. Academic Dishonesty is also the attempt to commit such acts.
2. “Academic Integrity” is a fundamental in academic work, honest and responsible scholarship. All scholarly work should be the student’s own, with appropriate citation, accurately and honestly reported, and without unauthorized assistance.
3. “Academic Setting” means a classroom, laboratory, library, virtual space, study space, clinical environment, and/or off--campus location in which formal learning is taking place.
4. “Academic Consequences” In cases of academic dishonesty, students found responsible can receive sanctions both from the Office of Civility and

Community Standards and the faculty responsible for the course. Sanctions include, but are not limited to, resubmitting an assignment for a reduced grade, zero for an assignment, and/or failing of the course

5. “Day” means “Business Day” – Monday through Friday during normal University operating hours (8AM – 5PM CST).
6. “Faculty Member” means the Instructor of Record for a course or has a supervisory role in another academic endeavor in which violation(s) of Academic Integrity occurs.
7. “Not Responsible” means a finding that, based on the Preponderance of Evidence, indicates a student is found to not have committed a violation of this Policy.
8. “Office of Civility and Community Standards” (“OCCS”) Oversees and upholds the Student Code of Conduct process. In addition, the office supports the overall mission of the University through educational programming, training opportunities to increase understanding of campus civility, and community standards.
9. “Preponderance of Evidence” Evidentiary standard used to determine whether a violation has occurred. (i.e.: evidence provided demonstrates that it is more likely than not that the Responding Party violated the Student Code of Conduct and/or Academic Integrity Policy).
10. “Reporting Party” means person(s) alleging that a student, student group, or student organization violated this policy.
11. “Responding Party” means an individual student and/or student group or organization alleged to have violated the Student Code of Conduct.
12. “Responsible” means a finding that the Preponderance of Evidence indicates the Responding Party violated this Code.
13. “Student” means any individual who, at the time of the incident, has accepted an offer of admission to the University; has an open academic program; is taking courses at the University, either full-time or part-time and pursuing undergraduate, graduate, or professional studies; is auditing a class; or has any other continuing relationship with the University. This includes, but is not limited to, new students at Orientation, individuals not currently enrolled but who are still seeking a degree from the University, dual credit students, non-degree seeking students, individuals who have completed coursework but are awaiting conferral of a degree, and any other individual enrolled in a course offered by Texas Woman’s University. Generally speaking, academic programs close for undergraduate students after one year of non-enrollment and up to two years for graduate students.

REGULATION AND PROCEDURE

I. Overview

- A. As members of Texas Woman's University, students have rights and responsibilities. Each student has the primary responsibility for being academically honest. Academic Integrity in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded and ungraded assignments and activities, students affirm that they neither gave nor received unauthorized assistance and that they abided by all other provisions of the Student Code of Conduct.
- B. Texas Woman's University is committed to the principle of fundamental fairness. The Academic Integrity Policy is administered without regard to race, age, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, citizenship, veteran's status, genetic information or against qualified individuals with disabilities.
- C. Texas Woman's University students are responsible for knowing the information, policies and procedures outlined in this document. The University reserves the right to make changes to this policy as necessary. Once those changes are posted online, they are in effect. Students are encouraged to refer to the Student Handbook check online for the updated versions of all policies and procedures.

II. Academic Dishonesty

- A. Cheating: Includes, but is not limited to, intentionally or unintentionally giving or receiving unauthorized aid or notes on examinations, papers, class assignments, or other course-related activities intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student's academic conduct or violating the guidelines set out by a faculty member.
- B. Collusion: Occurs when a student collaborates with another person, without authorization, in the preparation of any assignment, including examinations, classroom assignments, homework, and papers. Exceptions: Consultation with instructional support services associated with Texas Woman's University, such as writing center tutors and librarians, is allowed unless explicitly prohibited by the Faculty Member. Students who wish to use off-campus instructional support services like private tutors should obtain advance authorization from their Faculty Member.
- C. Fabrication: Making up qualitative or quantitative data, information, or results and recording or reporting them.

- D. Facilitating Academic Dishonesty: The facilitation of academic dishonesty occurs when students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Students also facilitate academic dishonesty when they are aware of, but fail to report, violations of the code of academic integrity.
- E. Falsification: Manipulating materials in such a way that procedures or results are inaccurately misrepresented. Manipulation may include changes or omissions. Materials may include data, stated methodologies, results, equipment, or processes.
- F. Multiple Submissions: When a student submits all or portions of the same work for credit for more than one assignment without the instructors' explicit permission. Cumulative work, such as research projects, should clearly state in writing that the work is cumulative, and it is the student's responsibility to get permission from the instructor(s) in advance of reusing their work.
- G. Plagiarism: Occurs when a student obtains portions or elements of someone else's work, including materials prepared by another person or agency, and presents those ideas or words as their own academic work. Plagiarism may be intentional or unintentional. TWU students are expected to submit their own work and to properly acknowledge the sources from which their information came.

III. Academic Dishonesty Violations and Sanctions

- A. Any violation of academic integrity is subject to an appropriate penalty. Violations at Texas Woman's University are classified into four levels according to the nature of the infraction. For each level of violation, a corresponding set of sanctions is recommended. The Faculty Member and the Office of Civility and Community Standards ("OCCS") are charged with using these guidelines as general rules of practice for the academic community in matters relating to the assignment of violation level and appropriate sanction.
- B. Level One
 - 1. Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity. Cases involving Level One violations are primarily viewed as "teaching opportunities." Therefore, they are to be administered by the instructor in consultation with the student and subsequently reported to the OCCS. Level One violations may include (but are not limited to) the following examples:
 - a. Working with another student on a laboratory or other assignment when such work is prohibited.

- b. Directly editing the paper of another student without the assigning Faculty Member's permission.
 - c. "Patchwriting" (tweaking someone else's original wording to substitute, add, remove, or relocate words), when patchwriting is accompanied by citations that lead to the correct source.
 - d. Paraphrasing appropriately from sources listed in an ending reference list but omitting in-text citations.
 - e. Engaging in any of the following (or similar) activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, failing to stop working when time is called.
2. Examples of recommended sanctions for violations at Level One include
 - a. Consultation with a Write Site tutor and/or
 - b. Completion of an assigned paper or research project on a relevant topic, and/or
 - c. Submission of a rewritten assigned paper, and/or
 - d. Completion of a make-up assignment at a more difficult level than the original assignment, and/or
 - e. Receipt of a zero for the original assignment.
3. A second instance of a Level One violation constitutes an automatic Level Two or higher violation.

C. Level Two

1. Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect of the course work. While cases involving Level Two violations may occasionally be viewed as "teaching opportunities", the severity and/or repetition of the particular academic integrity violation may prompt a more impactful consequence. Level Two violations may include (but are not limited to) the following examples:
 - a. Relying on an unacknowledged source or collaborator for a portion of an assignment.

- b. Patterns of misleading citations in written work, such as citing a book reference when the attributed material was really from Wikipedia.
 - c. Giving or receiving assistance to/from others, such as help with research, statistical analysis, computer programming, or field data collection that constitutes an essential element in the undertaking without Faculty Member approval and the acknowledgement of such assistance in the paper, project, or assignment.
 - d. Giving or receiving unauthorized assistance on exams, to include use of unauthorized test bank materials
 - e. Using unauthorized materials or devices during an exam.
 - f. Unauthorized use of test banks, either in preparation for or during an exam.
 - g. Copying, patchwriting, or paraphrasing the language of others, to a moderate extent, without acknowledging the source with either in-text or ending citations.
 - h. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the current instructor.
 - i. Removing posted or reserved material, or preventing other students from having access to it.
2. The recommended sanction for Level Two violations is a Level One sanction and/or the following:
- a. Course grade that is lowered one or more grade levels, and/or
 - b. Course grade of F, and/or
 - c. Placement on Disciplinary Probation for one or more semesters. See the Sanctions in the Student Code of Conduct for the consequences associated with Disciplinary Probation.
3. Instructors and the OCCS may exhibit discretion in determining the appropriate sanction for a Level Two violation based upon the severity of the violation.
4. A second instance of a Level Two violation constitutes an automatic Level Three or higher violation.

D. Level Three

1. Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or suggests premeditation, or is preceded by one or more violations at Levels One and Two. All cases involving Level Three violations are heard by the OCCS as detailed in the Student Code of Conduct. Level Three violations may include (but are not limited to) the following examples:
 - a. A pattern of misattributing material to the wrong sources.
 - b. Collaborating before or during an exam to develop methods of exchanging information and implementation thereof.
 - c. Taking an exam for another student.
 - d. Altering an exam and submitting it for re-grading.
 - e. Use, without proper attribution, of a paper or major sections of a work obtained from the Internet.
 - f. Submitting someone else's work for an assignment as though it were one's own.
 - g. Permitting another to present one's work as their own.
 - h. Buying or selling unauthorized aid on examinations, papers, or grades.
 - i. Offering or accepting bribes related to academic work.
 - j. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).
 - k. Translating work from one language into another and submitting as one's own work.
 - l. Lying to faculty or OCCS staff during an investigation or hearing.
 - m. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
2. The sanction typically to be sought for all Level Three violations is a Level Two Sanction and/or suspension from the University for one or more semesters.

3. A second instance of a Level Three violation constitutes an automatic Level Four violation.

E. Level Four

1. Level Four violations represent the most serious breaches of intellectual honesty and academic integrity.
2. All Level Four cases are heard by the OCCS a hearing board. Level Four violations may include (but are not limited to) the following examples:
 - a. All academic infractions committed after return from suspension for a previous academic integrity violation.
 - b. Stealing an examination from a university employee or from a University office.
3. The typical sanction for a Level Four violation is permanent expulsion from the University. Such cases will result in the notation of "Disciplinary Expulsion" on the student's transcript. Level Four cases identified post-graduation may result in revocation of degree.

IV. Procedures

- A. Students' rights and responsibilities, as well as, the process for reporting, investigating, and adjudicating violations of academic dishonesty follow the process as outlined in the Student Code of Conduct with the following exceptions:
 1. Once the faculty member identifies an alleged issue of academic dishonesty, the faculty member will contact the respondent/student to arrange a meeting, during which the student will be informed of the suspected violation and the sanction the Faculty Member will be recommending. The faculty member should then complete the Academic Integrity Violations report with documentation about the incident and a recommended sanction.
 2. If the student fails to reply to the faculty member's request for a meeting within 5 days, the faculty member can complete the Academic Integrity Violations report and turn the case over to OCCS.
 3. Once the Academic Integrity Violation report has been received by OCCS, OCCS will contact the student to ascertain whether the student pleads "responsible" or "not responsible" to the alleged violation.

4. As part of the investigation, the OCCS may consult with appropriate academic personnel.
5. If the student pleads “responsible” and it is the student’s first offense, the OCCS will communicate the finding and the sanction to the student. If the student has had a prior violation, the OCCS will determine whether additional sanctions are warranted.
6. If the student pleads “not responsible,” the OCCS will investigate and adjudicate the incident as described in the Student Code of Conduct. Just as students may submit additional information and have an advocate present during this process, academic components may submit additional information and expert perspectives, and referring faculty may also have an advocate present during hearings.
7. Should the student plead or be found “responsible,” all efforts will be made to honor the sanction recommended by the faculty member, unless the situation dictates otherwise. The sanction should not be applied until the full process is completed. Should a term end with a case unresolved, students may receive a grade of NG (no grade) until the case is adjudicated.
8. Students found in violation of the Academic Integrity Policy may also be at risk for removal from their respective academic program. Academic departments have the right to remove a student from their academic programs if the student fails to meet the expectations of that particular program. The process for removal from an academic program follows the guidelines for academic decisions and the academic appeal process as found in the TWU Catalog.
9. As per the Student Code of Conduct, TWU may withhold awarding a degree otherwise earned until the completion of the student conduct/academic integrity process, including the completion of all sanctions imposed, if any.

B. Incidents of research misconduct should follow the procedures as outlined in the URP 02.435: Research Misconduct

REVIEW

This policy will remain in effect and published until it is reviewed, updated, or archived. This policy is to be reviewed once every six years. Interim review may be required as a result of updates to federal and state law or regulations, Board of Regents policies, or internal processes or procedures.

REFERENCES

[URP 06.200: Student Code of Conduct](#)

[URP 02.435: Research Misconduct](#)

FORMS AND TOOLS

[Academic Integrity Violations Report](#)

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