

Student Academic Integrity Policy

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students. DeVry University academic standards are based on the pursuit of knowledge and assume a high level of integrity in every member of the academic community. When this trust is violated, the community suffers injury and must act to ensure that its standards remain meaningful. The vehicle for this action is the Student Academic Integrity Policy.

This academic integrity policy is designed to foster a fair and impartial set of standards by which alleged violations of the policy will be judged. All students are required to adhere to these standards. The policy defines academic integrity violations as those which are cited in the following paragraphs. This list is not all-inclusive, and instructors may establish certain other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. The following constitutes the minimum basis upon which academic integrity will be measured.

Prevention Techniques for Students

All DeVry University students have a responsibility to adhere to this Academic Integrity policy, as do all members of the University community. Following is a list of some ways in which students can prevent and confront academic integrity violations:

- A. If you observe, or have first-hand knowledge of, a violation of the Student Academic Integrity Policy, report it to one of the following:
 - The faculty member teaching the course
 - The Dean of Students or his/her designee
 - The Center Dean
 - The Director of DeVry University Online

- B. Make it difficult and unacceptable for other students to cheat by:
 - Not sharing your written work with other class members unless it is required as a part of a team assignment
 - Refusing to give away or share written assignments, homework, and term papers
 - Refusing to provide current and old quizzes and exams to other students without the consent of the faculty member
 - Keeping your computer password a secret
 - Refusing to discuss a quiz or exam with other students until all members of the class have taken it and grades have been posted
 - Denying others access to your computer programs

- ❑ Covering your work during exams
- ❑ Giving discouraging glances to students trying to cheat
- ❑ Reporting suspicious test-taking behavior during the quiz or exam so that it can be documented
- ❑ Completing take-home, non-proctored quizzes and exams alone and in a secluded environment

C. As a student, you can avoid violations of the academic integrity policy by:

- ❑ Avoiding the temptation to cheat through communication technology – leaving your cell phone or PDA at home during exams
- ❑ Understanding that the technology of the Internet also works for your instructor. Google searches and plagiarism checkers can detect plagiarism on your papers and exams in a matter of minutes
- ❑ Becoming familiar with Modern Language Association (MLA) and American Psychological Association (APA) methods of documenting your sources. These can be found in your English class handbooks or at www.mla.org or www.apa.org. Your university librarian can also help you to find resources on citation principles
- ❑ Clarifying assignments with your instructor. Your instructor may encourage you to work collaboratively with your classmates on assignments but expect that the work that you turn in has been done individually. If you are in doubt about your instructor's requirements for an assignment, it is important that you seek clarification.

Violations of Academic Integrity

Violations of academic integrity, for the purposes of this policy, are those which permit a student to gain an unfair advantage over other students. The following violations, though not an all-inclusive list, are violations of academic integrity.

A. Copying

The act of copying is not limited by the method of conveyance. Visual, oral, notes, printed matter, or electronic means all constitute methods by which copying can occur.

1. Any act of copying information from another student by any means to obtain an advantage for one's self.
2. Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
3. Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written

papers, examinations, laboratory assignments, published work, circuit designs, software, etc.

B. Plagiarism

In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style, and manner of expression, of a source as if it were one's own. If there is any doubt, the student should consult his/her instructor or use a "when-in-doubt,-document" philosophy and reference the information source. Also, any statement made without documentation is, de facto, claimed as one's own and may subject one to plagiarism. Examples of plagiarism include:

1. A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
2. The paraphrasing of others' work which contains specific information or ideas and which is not properly acknowledged.
3. Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance decidedly beyond the bounds of reasonable coincidence.
4. A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
5. Computer piracy, which includes any act of copyright infringement (protected by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, technical descriptions of any software code whether copyrighted or not.

C. Collaboration

1. Any act of two or more students actively cooperating on any assignment when the instructor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside of the normal classroom hours, in-class assignments, laboratory exercises or reports, and take-home examinations.
2. Any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

D. Alteration of Records

1. Any act by which the signature of an instructor or any authorized agent of the instructor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the instructor or his/her authorized agent.
2. Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
3. Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim instructor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated.

E. Aids

Any use of aids which have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, files stored on your hard drive, cell phones, the Internet, PDAs, etc.

F. Proprietary Material

Any unauthorized use of or giving to others proprietary materials obtained by any means. This includes, but is not limited to, examinations; problem solutions; copyright or patent infringement; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.

G. Offering of Money or Other Incentives

1. Offering money, any item, or service to a faculty member or any other person to gain academic advantage for oneself or another.
2. Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

Lying is the deliberate misrepresentation by words, actions, or deeds, of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, duties, test, or examination in a course, internship, or cooperative education assignment or program.

I. Other

1. Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
2. Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
3. Entering online discussion threads under false pretenses or not complying with instructor or DeVry University authorship rules.
4. Using any work previously submitted for credit unless the use of such previously completed work is expressly authorized.
5. Stealing, as theft of grade books, from faculty offices or elsewhere.
6. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or in part, the contents of an unadministered test.
7. Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
8. Inappropriately accessing, or attempting to access, students' academic records.

Procedures

- A. Any member of the University community may report a violation of the standards of conduct as described in this policy. Any violation should be reported as the violation is observed or immediately after the event has taken place. If a violation is reported, observed or suspected, the instructor will discuss the incident with the student. The student will be given the opportunity to deny the alleged violation, provide an explanation of the incident in question, or admit fault. If the student admits fault or presents an unsatisfactory explanation, the instructor will inform the student that the case is being referred to the Dean of Students/designee, the Center Dean, or the DVUO Support Services Coordinator for action. The instructor will complete the Academic Integrity Violation Incident Report, attach copies of supporting documents, and forward copies of all documents to the appropriate above-listed individual.

Upon receipt of the Incident Report, the Dean of Students/designee, Center dean, or DVUO Support Services Coordinator will review the student's electronic record to determine whether the incident is the student's first, second, or third offense.

1. If the incident is the student's first offense, the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator will review the case and send an appropriate notice to the student within five calendar days. The notice will include date of incident, charges, action taken, appeal rights, and deadlines. A copy of the Student Academic Integrity Policy, or the URL, will be included with the notice. A copy of the notice will be sent to the instructor for his/her records, and the instructor will record no credit or a grade of zero (see Sanctions).
2. If the incident is the student's second or third offense, a Hearing Panel will be convened and all procedures used for a Hearing Panel will be followed. If the student is found in violation of the Academic Integrity Policy, the Dean of Students/designee or DVUO Support Services Coordinator will then impose appropriate sanctions based upon the results of the hearing.

The Dean of Students/designee or DVUO Support Services Coordinator will record all offenses in the student's electronic record. A student's record of violations of academic integrity is carried forward and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Sanctions

The mandatory sanctions are the minimum required. The discretionary sanctions for each offense may be imposed if deemed appropriate by the Dean of Students/designee, Center Dean, or DVUO Support Services Coordinator for the first recorded offense and by the Dean of Students/designee or DVUO Support Services Coordinator for the second and third recorded offenses.

A. First recorded offense

Mandatory

- ❑ Student receives zero credit for the entire paper, exam, quiz, homework, lab, etc., in which the incident of academic dishonesty occurred. No partial credit may be given.
- ❑ Where the incident involves a graded assignment that would be one that the student could request be "dropped" for grading purposes, the student may not exercise that option.
- ❑ Where the incident involves a graded assignment that has been so compromised that the assignment must be voided for the entire class, the offending individual's grade for the class will be based upon the inclusion of the zero for the voided assignment.

B. Second recorded offense

Mandatory

- ❑ Undergraduate Student: Student receives a failing grade for the class, lab, etc., in which the second offense occurs.
- ❑ Graduate Student: Dismissal for a minimum of one academic year.
- ❑ The second offense need not be in the same location, class, program, or term as the first offense to invoke this sanction. Withdrawal from the course will not alter the failing grade.
- ❑ A student's record of violations of academic integrity is carried forward, and violations are cumulative if the student is dismissed or withdraws and returns, or if an undergraduate student enrolls as a graduate student.

Discretionary

- ❑ Undergraduate Student: Suspension for up to one academic year
- ❑ Graduate or Undergraduate Student: Permanent expulsion from DeVry University

C. Third recorded offense

Mandatory

- ❑ Permanent expulsion: Student is permanently expelled from DeVry University.
- ❑ The third offense need not be in the same location, class, program, or term as either the first or second offense to invoke this sanction.

Appeals/First Offenses

- A. The action of the instructor may be appealed by the accused student to the Dean of Students/designee or the DVUO Support Services Coordinator within seven calendar days of receipt of notice of the action. Such appeals will be in writing.
- B. The Dean of Students/designee or DVUO Support Services Coordinator will contact the student and offer the opportunity to select either a hearing by a Hearing Panel or a hearing by the Dean of Students/designee or the DVUO Support Services Coordinator. The Dean of Students/designee or DVUO Support

Services Coordinator may require a hearing by a Hearing Panel when he/she feels that such a procedure is in the best interest of the University or student.

- C. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not fewer than two nor more than ten calendar days, after the student has received notification of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students/designee or the DVUO Support Services Coordinator.
- D. Hearings shall be conducted according to the following guidelines:
 - 1. The Dean of Students/designee or DVUO Support Services Coordinator may serve (in a non-voting capacity) as Chairperson of the Hearing Panel.
 - 2. Hearings normally shall be conducted in private.
 - 3. Admission of any person to the hearing shall be at the discretion of the Hearing Panel and/or the Dean of Students/designee or DVUO Support Services Coordinator.
 - 4. In hearings involving more than one accused student, the Dean of Students/designee or DVUO Support Services Coordinator, at his or her discretion, may permit the hearings concerning the students to be conducted together.
 - 5. The complainant and the accused, at their own expense, have the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action taken by the University and not a legal action or proceeding. The complainant and/or the accused are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate directly in any part of the hearing.
 - 6. The complainant, the accused and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or Dean of Students/designee or DVUO Support Services Coordinator.
 - 7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration at the discretion of the Dean of Students/designee or DVUO Support Services Coordinator.
 - 8. All procedural questions are subject to the final decision of the Dean of Students/designee or the DVUO Support Services Coordinator.
 - 9. After the hearing, the Hearing Panel shall determine (by majority vote, if the panel consists of more than one person) whether the student has violated one or more provisions of the Student Academic Integrity Policy.

10. The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student(s) violated the Student Academic Integrity Policy.

E. There shall be a single verbatim record, such as a tape recording, of all hearings. The record shall be the property of the University.

Appeals/Second or Third Offenses

- A. A decision reached by a Hearing Panel or a sanction imposed by the Dean of Students/designee or the DVUO Support Services Coordinator may be appealed by the accused student or complainant to the Dean of Students or DVUO Support Services Coordinator within seven calendar days of the decision. Such appeals shall be in writing. In cases where the Dean of Students or DVUO Support Services Coordinator has personally chaired the Hearing Panel or has imposed sanctions, the appeal shall be directed to the next administrative level.
- B. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
1. To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Integrity policy was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 2. To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Student Academic Integrity Policy occurred.
 3. To determine whether the sanction(s) imposed were appropriate for the violation.
 4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.
- C. If an appeal is upheld by the Dean of Students or DVUO Support Services Coordinator, the matter shall be remanded to the original Hearing Panel and Dean of Students/designee or DVUO Support Services Coordinator for re-opening of the hearing to allow reconsideration of the original determination and/or sanctions.