

The University of Tampa

Academic Integrity Policy

This policy became effective upon approval by the Faculty Senate on December 11, 2009 and supersedes any Academic Integrity Policies previously published by The University of Tampa.

Academic integrity stands at the heart of intellectual life and is a core principle that underpins how we live and learn in a community of inquiry. The University of Tampa is committed to the development of each student to become a productive and responsible citizen who embraces the values of honesty, trust, fairness, respect, and responsibility. The community at The University of Tampa strives to instill values that uphold academic integrity and promotes an ethical standard that does not condone academic misconduct.

Definitions of Academic Integrity Violations and Academic Misconduct

Cheating: Using or attempting to use unauthorized assistance, information, or study aids in any academic exercise. Examples of cheating include but are not limited to:

1. Copying from another person's work.
2. Allowing another person to copy your work.
3. Using unauthorized materials such as a textbook or notebook during an examination.
4. Using technology to illicitly store or access unauthorized materials.
5. Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
6. Collaborating with another person during an examination by giving or receiving information without permission.
7. Discussing or working together on an assignment when expressly forbidden by the instructor.
8. Jointly developing all or a substantial portion of a computer assignment and submitting multiple copies to the instructor as if they were the individual work of each student.
9. Passing on information about an unannounced quiz or assignment, or the content of an examination or assignment from an earlier section of a class to a later section of the class.
10. Accessing material placed on a website by other students (such as, a faculty member's tests, assignments, notes, lecture slides, projects, solutions, old lab data, or other material) to use when given the same or similar assignments by the instructor.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be appropriately acknowledged. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness and reference to these sources directly in the text clearly associated with the material being cited and in a bibliography or "works cited" page (this does not apply to a "works consulted" list where the source might not have been incorporated into the student's text). Plagiarism can be said to have occurred without any affirmative showing

that a student's use of another's work was intentional. Examples of plagiarism include but are not limited to:

1. Acquiring a term paper or other assignment and submitting it as your own work.
2. Submitting a computer program, computer graphic, data base, etc. as original work that duplicates, in whole or in part, without citation, the work of another.
3. Quoting, paraphrasing or even borrowing the syntax of another's words without acknowledging the source.
4. Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
5. Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source.
6. Listing a source in a bibliography or "works cited" page without specifically citing the material within the text that was extracted from the source.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive. Examples of fabrication include but are not limited to:

1. Fabricating data or source information in experiments, research project or other academic exercises.
2. Citation of information not taken from the source indicated.
3. Listing of sources in a bibliography or other report not used in that project, i.e., "padding" the references.
4. Placing another student's name on a team effort or allowing your name to be associated with a team effort when the individual did not materially contribute to the team assignment.
5. Removing another student's work from the Blackboard group file or other common work area to make it appear that the other student(s) contributed to a lesser degree or to make it appear that your own contribution was greater than the other student(s).

Academic Misconduct: Academic misconduct includes the alteration of grades; involvement in the acquisition or distribution of tests, the unauthorized submission of student work in more than one class, unauthorized collaboration, and other activities not otherwise identified previously. The fact that a student is charged under an academic misconduct violation does not preclude the student from being charged in another manner. This is especially true when the academic misconduct involves damage to or loss of University property. Examples of academic misconduct include but are not limited to:

1. Violating the copyright laws by reproducing copyrighted material rather than acquiring the material from an authorized source. This would include the unlawful copying of hardcopy materials and digital materials such as e-books and e-chapters.
2. Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
3. Writing a paper or other assignment for another student either for free or for payment.

4. Harassing another student for reporting or for cooperating with the investigation of an academic integrity violation or an academic misconduct violation.
5. Altering test answers and then claiming instructor inappropriately graded the examination.
6. Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors. This includes work first produced in connection with classes at other institutions attended by the student.
7. Contributing to uploading a faculty member's tests, assignments, notes, lecture slides, projects, solutions, old lab data, or other material to websites where this material can be accessed by other students without the express permission of the faculty member.
8. Stealing, buying, selling, giving away or otherwise obtaining without authorization all or part of any unadministered test/examination or entering any university office or building for the purpose of obtaining an unadministered test/examination.
9. Coercing any other person to obtain a test or examination.
10. Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.
11. Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose.
12. Depriving others of equal access to library materials by stealing, damaging, destroying, sequestering, misfiling, or removing pages from printed material available from the library.
13. Depriving others of equal access to shared electronic media used for academic purposes by damaging, sabotaging, reprogramming, or intentionally introducing computer infectors (worms, viruses, etc.) into computers, software, and data bases.
14. Attempting to retake a course under the forgiveness policy when the cause for the low course grade resulted from a sanction for an academic integrity or academic misconduct violation.

Sanctions for Academic Integrity Violations and Academic Misconduct Violations

Violation of academic integrity and academic misconduct tarnish the reputation of the University and discredit the accomplishments of past and present students. While recognizing that college students are still developing an understanding of academic integrity, we believe sanctions are also needed to protect and foster a scholarly community that embraces the values of honesty, trust, fairness, respect, and responsibility. The severity of a sanction is limited by the academic position of the individual imposing the sanction. Additionally, the severity of a sanction must consider prior sanctions for academic integrity violations by the same student. Multiple academic integrity violations should result in more severe sanctions. For these reasons, before imposing sanctions, faculty members must inquire about other academic integrity violations for which the student was found responsible. All adjudicated academic integrity violations must be kept on file in the Office of the Associate Provost regardless of the source of the allegation, the level of adjudication, or the ultimate outcome. A sanction may be retroactively applied if it is not discovered or adjudicated before a semester ends. The following sanctions are not meant to be a complete list, but only examples of the types of sanctions that can be imposed.

Sanctions by a Faculty Member: A faculty member cannot sanction a student for an academic integrity violation without formally submitting a Reporting Form for Academic Integrity Violation or Academic Misconduct Violation to the Office of the Associate Provost.

1. A faculty member can impose sanctions limited to the course where the academic integrity violation occurred. For example, depending on the severity of the academic integrity violation, a faculty member can require a make-up assignment at a more difficult level, reduce the grade on the student's work containing the violation, give no credit for the work in question, reduce the course grade for the student regardless of accumulated course grade points, or fail the student from the course.
2. Also, a faculty member can require the student to complete some activity designed to strengthen and/or test the student's understanding of the academic integrity policy.
3. When a sanction allows a student to continue in the course, a faculty member can also request that the student not be allowed to complete an evaluation of the faculty member at the end of the course.
4. When an academic integrity violation is so severe that the faculty member decides that sanctions at his/her level are insufficient, the faculty member can request specific sanctions and require that the violation be adjudicated by the Office of the Associate Provost.
5. Because finding a student responsible for a third academic integrity or academic misconduct violation results in automatic expulsion, as discussed below, if this is a third violation by a student, the faculty member may not sanction the student but instead must forward the reporting form to the Office of the Associate Provost for adjudication.

Sanctions by the Office of the Associate Provost: While an accusation will normally be initiated by a faculty member, the Office of the Associate Provost can initiate a Reporting Form for an Academic Integrity Violation or an Academic Misconduct Violation. The Office of the Associate Provost can reaffirm the sanctions imposed by a faculty member, reduce or modify those sanctions, and/or impose additional sanctions. For example, the Office of the Associate Provost can require the student to attend a workshop on academic honesty, require the student to complete an assignment that will increase the student's awareness of academic integrity, require the student to complete a specified number of hours working in some capacity related to academic integrity, suspend the student from the University for one or more terms, or expel the student from the University.

Sanctions by the Academic Integrity Hearing Committee: The Academic Integrity Committee can reaffirm the sanctions imposed by the faculty member and/or the Office of the Provost. Additionally, the Academic Integrity Hearing Committee can reduce, modify, or increase the severity of sanctions imposed at previous levels. For example, the Office of the Associate Provost may have imposed a sanction to suspend the student, and the Academic Integrity Hearing Committee can decide instead to expel the student.

Multiple Sanctions: If a student is found responsible for a third academic integrity or academic misconduct violation, the sanction will be automatic and immediate expulsion from the University, representing a permanent separation from The University of Tampa. The Office of the Associate Provost must notify the Registrar to withdraw the student from all classes except

the class in which the violation occurred. The faculty member of the class where the violation occurred will give a grade of “F” to the student for the course. The Registrar must inform all other affected faculty that the student has withdrawn from their classes, as is done normally when a student withdraws. If adjudication is not completed until after the semester has finished, the student will not be withdrawn from all other courses and the grades attained by the student in the other courses will remain as earned. The Office of the Associate Provost or the Academic Integrity Hearing Committee may deem that an academic integrity or academic misconduct violation or the pattern of violations is so egregious that it warrants a sanction of expulsion regardless of the existence or nonexistence of prior violations. For example, this might be the case when a student is sanctioned and then repeats the same violation.

Reporting Mechanisms

Notice: An accusation of an academic integrity or academic misconduct violation can be initiated by a faculty member or the Office of the Associate Provost. Faculty members are encouraged to consult with the Office of the Associate Provost in dealing with academic integrity violations and academic misconduct cases. Accusation of an academic integrity or academic misconduct violation must take place within seven school days after the individual making the accusation has discovered sufficient evidence to make the accusation. Accusations involving multiple students may be bundled into one accusation. The individual making the accusation (normally a faculty member) will follow this course of action:

1. Notify the student of the intent to file an accusation.
2. Check with the Office of the Associate Provost to see if prior academic integrity violations or academic misconduct violations exist for the student where the student admitted to the violation or it was adjudicated as the responsibility of the student. If warranted, sanction may be more severe for repeat offenses.
3. Obtain a Reporting Form for Academic Integrity Violation or Academic Misconduct Violation, which is available at <http://www.ut.edu/provost/>.
4. Meet with the student to conclude whether the accusation is justified. In this meeting every effort should be made to preserve the basic teacher/student relationship and to make the meeting a teachable opportunity. The student should be given the opportunity to respond to the allegation. The faculty member must meet with the student in the presence of an academic witness, for example, the academic department chairperson, the college’s Associate Dean, or the director of the degree program. This is to confirm that no undue pressure was exerted on the student and that proper procedures were followed. When necessary, such meetings may be conducted by electronic mail, and the academic witness must be copied on or provided copies of all emails.
5. If, as a result of the meeting, the accusation is deemed not to be justified, then the process is terminated and no further action is required of the faculty member. The reporting form should be destroyed.
6. If the accusation is justified, explain the process to the student and indicate the sanction(s) being proposed. If this is a third violation by the student, the faculty member may not sanction the student but instead must forward the reporting form to the Office of the Associate Provost for adjudication.

7. Obtain the student's signature on the reporting form and the student's check mark indicating his/her decision to accept the sanction or to request adjudication by the Office of the Associate Provost.
8. Under either alternative, the faculty member should retain one copy with the reporting form, provide the student with a copy, and forward the original to the Office of the Associate Provost. Supporting evidence must be forwarded with the reporting form and a complete copy of the supporting evidence also must be retained by the faculty member.
9. If a student requests adjudication by the Office of the Associate Provost (or eventually by the Academic Integrity Hearing Committee), the student must be permitted to continue in the course as normal until all adjudication is completed.
10. If a student is nonresponsive, or refuses to meet with the faculty member, or refuses to sign the reporting form, then the faculty member should forward the reporting form to the Office of the Associate Provost indicating the situation. The faculty member may proceed with the sanction as if the student accepted the sanction.

Once an official violation accusation has been made, the student may not withdraw from the class or from the University until the accusation is resolved. The Office of the Associate Provost must notify the Registrar and/or the appropriate degree program director that the student cannot drop the class or withdraw from the University.

Petition: By appropriately marking and signing the reporting form, the student may make a petition to the Office of Associate Provost if the student disagrees with either the accusation or the sanctions. Also, a faculty member may forward the reporting form to the Office of the Associate Provost for adjudication at that level. The Office of the Associate Provost will follow this course of action:

1. Guided by principles developed by the Academic Integrity Committee, the Associate Provost (with requested assistance from Associate Dean of Students) will expeditiously review the case.
2. The student will be notified that a deadline has been set for the student to submit any written supporting documents or arguments. However, this review process may not be an open session where oral arguments can be made.
3. The Office of the Associate Provost will make a determination as to whether the student is responsible or not for the violations and decide whether to uphold, modify, or nullify the original sanctions.
4. The Office of the Associate Provost will communicate its findings to the faculty member, to the student, and to administrative offices involved in the sanction.
5. The reporting form and supporting documents will be filed in the Office of the Associate Provost. Any recording made during hearings by the Academic Integrity Hearing Committee will also be stored in this file. The file is not to be considered a component of the student's permanent record and will not be distributed outside of the University. The reporting form will not be duplicated or electronically stored where access outside of the Office of the Associate Provost is possible. The content of the file relating to a particular student will be expunged one year after the student's final graduation from all degree programs or one year after permanent departure from the University.

6. If the sanction results in the student receiving a grade less than C, the Office of the Associate Provost will add that student's name and the related course to a list indicating who may not repeat a specific course under the forgiveness policy. After the student has permanently departed the University for one year, the student's name will be expunged from the list.

When any student submits a form to take a course under the forgiveness policy, the form must be reviewed and signed by the Office of the Associate Provost indicating if the student may or may not retake the course under the forgiveness policy. Students attempting to register to retake a course under the forgiveness policy when not allowed may be accused by the Office of the Associate Provost with an academic misconduct violation.

Appeal: An appeal to the Academic Integrity Hearing Committee can arise for two reasons.

- **Student Request for Appeal.** If the student disagrees with the decision made by the Office of the Associate Provost, the student may appeal to the Academic Integrity Hearing Committee by writing to the Office of the Associate Provost requesting a hearing before the Academic Integrity Hearing Committee. The student's correspondence must detail the specific reasons for the hearing request and why prior adjudication was deficient in his/her mind.
- **Faculty Member Request for Appeal.** If a student's petition to the Office of the Associate Provost results in the faculty member's charges being overturned or the sanctions being altered, the faculty member may appeal the decision by writing to the Chairperson of the Academic Integrity Committee requesting a hearing by the Academic Integrity Hearing Committee. The faculty member's correspondence must detail the specific reasons for the hearing request and why prior adjudication was deficient in his/her mind.

The Academic Integrity Hearing Committee will follow this course of action:

1. The Committee will obtain all relevant reporting forms and related documents from the Office of the Associate Provost. At the completion of the hearing, the Committee will return this material to the Office of the Associate Provost. All additional copies made to support the hearing process will be destroyed completely by shredding or a similar process and will not simply be discarded.
2. The Committee will review the hearing request, the reporting forms and related documents provided by the Office of the Associate Provost, and based on the merits of the argument that prior adjudication was deficient or that the prior adjudication failed to consider new information that was unavailable at that time, the Committee may decide to conduct or not to conduct a hearing.
3. If the Committee decides that a hearing is not merited, they will communicate that decision to all parties involved.
4. If the Committee decides to conduct a hearing, the Committee will expeditiously schedule a hearing date and notify the student, the faculty member, the Office of the Associate Provost, and the Office of the Dean of Students. The hearing will be scheduled to permit a finding to be issued as quickly as is reasonably possible.

5. The person who is bringing charges (normally a faculty member) and the student who is being accused, shall be accorded the right of being present at hearings, except during the Committee's final deliberation. Each of these people will be afforded a reasonable opportunity to state their arguments, give evidence related to the accusation, and answer questions posed by the Committee.
6. Witnesses may be present to make statements or answer questions, but must leave the hearing room upon completion of their statements.
7. To assist the student both before and during the hearing, the Dean of Students will assign a student advocate to the student, whose job is to ensure that the student's rights to due process are upheld and to give the student advice. The student may reject the Dean of Students' student advocate and substitute his/her own student advocate to attend the hearing with the student. The student advocate will not speak for the student, will not speak on the record, may not lobby the committee members, is not to be mistaken for a legal advisor, and, in fact, the student advocate cannot be a lawyer. To protect the privacy of the student's academic record, no other person may be present during any part of the hearing session or final deliberations.
8. If a student fails without good cause to appear at a scheduled hearing, the hearing may be held and the matter resolved with the student in absentia.
9. The Committee will record the hearing, except for the final deliberations by the Committee members. No other recording devices will be allowed in the hearing. The recording will be stored by the Office of the Associate Provost along with the relevant reporting forms and related documents.
10. The Committee may either uphold or change/deny the original sanction. All decisions of the Committee are final.
11. The Committee will inform all affected parties of its findings within 24 hours of the end of the hearing.

If the student is found not responsible, the student will be given a letter acknowledging that the student was not responsible for the alleged violation and the student may choose to withdraw from the course or from the University. If the published withdraw date has passed, the action of the Committee shall supersede the published drop date so the student will still have the opportunity to withdraw without any penalties.

Composition of the Academic Integrity Hearing Committee

The Academic Integrity Hearing Committee is composed of five members, as follows:

1. Three faculty members from the Academic Integrity Committee selected by the chairperson of the Academic Integrity Committee (The Academic Integrity Committee is appointed by the Faculty Senate);
2. One staff representative appointed by the Dean of Student Affairs; and
3. One student appointed by the Dean of Student Affairs.

The Academic Integrity Hearing Committee will elect a chairperson, and substitutions for a committee member may be made only with the consent of the Academic Integrity Hearing Committee chairperson.

Members of the Academic Integrity Hearing Committee involved in a case will immediately notify the Chair of any conflicts of interest. If sufficient information exists to support a conflict of interest, the Chair may remove a member from the case and assign a substitute member.

Acknowledgements

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