

# Academic Integrity Policy

## 1. Preamble

DePaul University is a learning community that promotes the intellectual development of each individual within the community. The University seeks to maintain and enhance the educational environment of the community in a variety of ways including through the development of and promotion of standards for academic honesty. The University believes that all members of the community are responsible for adherence to these standards for academic honesty, and that all violations of academic integrity are detrimental to the intellectual development of individuals within the community and to the community at large.

## 2. Scope of Policy

This policy applies to all current and former students engaged in courses, programs, learning contexts, and other activities of the University; including, but not limited to:

- Assignments and exams
- Experiential learning courses and activities
- Service learning courses and activities
- Study abroad programs
- Internships and externships
- Student teaching
- Placement tests
- Processes involving admission to the University and/or any unit or program within the University

## 3. Violations of Academic Integrity

Violations of academic integrity include, but are not limited to, the following categories:

### 3.1. Cheating

Any action that violates University norms or instructor guidelines for the preparation and submission of assignments. This includes, but is not limited to:

- Copying from another student.
- Offering, accepting, or otherwise obtaining or facilitating unauthorized assistance from or for another student.
- Having someone take an exam or complete an assignment in one's place.
- Unauthorized accessing of exam materials.
  - Accessing, using or possessing unauthorized materials during exams or quizzes.

### 3.2. Plagiarism

Any use of words, ideas, or other work products attributed to an identifiable source, without attributing the work to the source from which it was obtained, in a situation where there is a legitimate expectation of original authorship. This includes, but is not limited to:

- Directly copying any source, in whole or in part, without proper acknowledgement that it is someone else's.
- Paraphrasing another's work or ideas without proper acknowledgement.
- Self-plagiarism (the use of one work product to obtain credit for multiple assignments) without requesting permission from the current instructor. For example, a student is not allowed to use one paper to fulfill the requirements of more than one assignment without obtaining permission.
- Submitting a work product prepared by someone else (e.g., research papers purchased from another person, website, paper mill, etc.) as one's own work.

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In the context of group projects/assignments, a student will be viewed as guilty of plagiarism committed by another student in the group if, and only if, he/she (1) knew or should have known that the work was plagiarized, and (b) had sufficient time and opportunity to report the plagiarism to the instructor but nevertheless submitted (or agreed to submit) the assignment to the instructor with the intent of receiving credit for the submission.

### **3.3. Fabrication, Falsification or Sabotage of Research Data**

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Misrepresenting, willfully distorting, or altering the process and results of a scholarly investigation.

This includes, but is not limited to:

- Fabricating data as part of a laboratory, fieldwork, or other scholarly investigation.
- Willfully distorting, altering, or falsifying the data gained by such an investigation.
- Stealing, or using without consent of the instructor, data obtained by another student
- Representing research conclusions of another as one's own.
- Undermining or sabotaging the research investigation of another person.

### **3.4. Destruction or Misuse of the University's Academic Resources**

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Destroying or misusing the University's academic resources, including equipment and materials. This includes, but is not limited to:

- Unauthorized access to or use of University academic resources.
- Stealing, destroying, or deliberately damaging library materials.
- Preventing, in an unauthorized manner, others' access to academic resources.
- Using academic resources to destroy, damage, or steal the work of other students or scholars.

### **3.5. Alteration or Falsification of Academic Records**

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Tampering with or falsifying official University records or documents. This includes, but is not limited to:

- The altering of transcripts.
- The altering of grades or grade change requests.
- The unauthorized use of University documents including letterhead.
- The misrepresentation of one's academic accomplishments, awards, or credentials.

### **3.6. Academic Misconduct**

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Any action that deliberately undermines the free exchange of ideas in the learning environment, threatens the impartial evaluation of the students by the instructor or advisor, or violates standards for ethical or professional behavior established by a course or program. This includes, but is not limited to attempts to unduly influence an instructor or advisor for academic advantage.

### **3.7. Complicity**

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Any intentional attempt to facilitate an academic integrity violation.

### **3.8. Noncompliance**

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Any failure to comply with the academic integrity procedures contained in this policy. This may result in a separate academic integrity violation.

Note: In many instances, the Code of Student Responsibility, or other DePaul policies, may also address conduct that is a violation of the Academic Integrity policy. In these instances, the Associate Provost (AP) will work with other administrators as necessary to determine which process(es) will apply.

## **4. Academic Integrity Sanctions**

### **4.1. Instructor Sanctions**

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Instructors are the primary means by which the academic standards of the University are upheld. In response to violations that occur within the context of a course, the instructor is free to impose any sanction up to, and including, failure in the course. Sanctions should pertain to the violation the student is alleged to have committed and should not assume that the student is incapable of honest work (e.g., instructor who catches a student cheating on a quiz may fail the student for the quiz but should not demand that the student sit alone for all future quizzes). Initial sanctions are reviewed by the AP who may request the sanction be modified if it is deemed inappropriate.

### 4.2. Board Sanctions

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While instructor sanctions are course specific, the Academic Integrity Board (hereafter, AIB or the Board) can impose sanctions that are beyond the scope of the course. The Board may impose more than one sanction in response to a violation.

#### 4.2.1. Educational Remedy

Activities designed to help the student understand how to adhere to the Academic Integrity Policy.

#### 4.2.2. Letter of Reprimand without Transcript Notation

An official written censure of the student for violating Academic Integrity policies that will not result in a note on the student's transcript.

#### 4.2.3. Letter of Reprimand with Transcript Notation

An official written censure of the student for violating Academic Integrity policies that will result in a note on the student's transcript.

#### 4.2.4. Suspension (automatically results in transcript notation)

A total separation from the University for a required period of time. Suspension may include various prohibitions regarding a student's ability to be on University property or participate in University activities. At the end of the suspension period, the student will automatically be restored to good standing; unless it is proved that the suspension was violated. Credits earned by a student at another institution during a time period in which that student has been suspended from earning credit at DePaul will not be applied to the student's DePaul graduation requirements, unless the Board explicitly allows for that option.

#### 4.2.5. Program Dismissal (automatically results in transcript notation)

An immediate separation of the student and a particular program (for example, graduate programs, honors programs, etc.). The student is not dismissed from the University, and is eligible to continue in, or apply to, other programs.

#### 4.2.6. Dismissal (automatically results in transcript notation)

An immediate, total, and permanent separation from the University. Dismissal denies the student the right to participate in any academic or extracurricular activities of the University.

#### 4.2.7. Degree Revocation (automatically results in transcript notation)

May occur for a graduated student who has violated the Academic Integrity Policy.

#### 4.2.8. Other

The Board may impose other sanctions as deemed appropriate.

## 5. Course-Related Violations

### 5.1. Instructor's Role and Responsibilities

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#### 5.1.1. Initial Determination of Violation and Sanctions

The initial determination as to whether an academic integrity violation has occurred and the sanctions that are to be imposed are at the discretion of the instructor when the violation

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occurs within the context of a course. When a violation occurs within the context of group work, efforts should be made to identify the individual(s) at fault rather than assume that all members of the group were/are equally at fault. The instructor is free to impose any sanction up to, and including, failure in the course. Sanctions should pertain to the violation the student is alleged to have committed and should not assume that the student is incapable of honest work (e.g., instructor who catches a student cheating on a quiz may choose to fail the student for the quiz but should not demand that the student sit alone for all future quizzes). Initial sanctions are reviewed by the AP who may request the sanction be modified if it is deemed inappropriate. If an instructor believes that a student should receive additional sanctions (e.g., suspension, dismissal) beyond course sanctions, the instructor can request a hearing in accordance with Section 7.1 of this Policy.

### 5.1.2. Discussion with student

Instructors are encouraged to discuss the violation and the sanction with the student.

### 5.1.3. Submission of violation

Any time an instructor imposes sanctions because of an academic integrity violation, the instructor must formally notify the student using the Online Notification Process via Campus Connection ([campusconnect.depaul.edu](http://campusconnect.depaul.edu)). This notification must occur before the end of the third week of classes in the term following the quarter in which the violation occurred (summer sessions are excluded from this time frame).

### 5.1.4. Multiple Violations in a Single Course

The first violation observed in a course for which an instructor imposes sanctions should be filed as a distinct violation in order to insure the student's right to appeal and request review of instructor's sanctions as provided for in 5.2.4. Two or more violations may also be filed together if they occurred in the same class, but such cases will be reviewed by the board as outlined in section 7.3.2.1.

**Note:** *Merely returning a paper to be rewritten for minor or technical violations of the instructor's directions or for adherence to plagiarism guidelines shall not be construed as imposing a sanction.*

### 5.1.5. Submission of materials

Instructors must submit materials that pertain to the violation and sanction to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu).

### 5.1.6. Maintenance of Records

Instructors should keep materials related to the academic integrity violation for three academic years following the violation.

### 5.1.7. Attendance at hearing

If the academic integrity violation results in a hearing, instructors are expected to participate in the hearing in-person or electronically (e.g., via phone or videoconference). If the instructor cannot attend the hearing, they are expected to submit a written statement representing their position or find a colleague who will represent the instructor by proxy. If neither the instructor nor his/her proxy appears at the hearing, the panel (as determined by the convener of the panel) may proceed with the hearing, appoint a proxy to present the case, or request that the hearing be rescheduled.

## 5.2. Student's Rights and Responsibilities

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### 5.2.1. Notification of Sanctions

Students are entitled to be notified when they have been sanctioned for committing an academic integrity violation. This notice will include (a) a description of the violation, (b) a

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statement of the sanctions; (c) notice that the student has the right to request a hearing to review the sanctions (if applicable); and, (d) information about Student Consultants. Students are expected to keep their email address in the Campus Connection system up-to-date, as this notification is communicated through the Campus Connection system.

### 5.2.2. Timely Communication and Processing

Students are entitled to be notified of academic integrity violations and sanctions in a timely manner (i.e., before the end of the third week of classes in the term following the quarter in which the violation occurred, excluding summer sessions). Students are also entitled to timely processing of their academic integrity cases. As such, requests for hearings and appeals will be processed as quickly as practical and hearings will generally be held no later than the end of the quarter following the quarter in which the violation occurred. (Note: hearings are not held during summer sessions.)

### 5.2.3. Remaining in the Course

A student who is sanctioned by an instructor before the end of the course may, but is not required to, remain in the course while the academic integrity process proceeds. Students who plan to appeal the instructor's sanction are encouraged to remain in the course and to fully participate in the course. It is the student's responsibility to understand and accept the various consequences of choosing to remain in a course or not; including but not limited to financial aid and housing implications.

### 5.2.4. Review of Instructor's Sanctions

A student is entitled to request a hearing for the AIB to review the sanctions imposed by his/her instructor, in accordance with Section 7.2 of this Policy, if the student believes that the alleged violation did not occur or the sanction is excessive or inappropriate. A student who has previously violated the Academic Integrity Policy may not request a hearing to review sanctions as the violation in question will result in a mandatory hearing.

### 5.2.5. Attendance at Hearings

Students are required to attend any and all hearings involving their academic integrity cases. If the student fails to attend a scheduled hearing, the Hearing Panel may decide the case based on the information available to the panel at the time. The alleged violation may be upheld and/or additional sanctions may be imposed. A student's failure to appear at a hearing may be considered an additional violation of the Academic Integrity Policy.

## 5.3. **Violations Observed by a Third Party**

When an academic integrity violation occurs within the context of a course and is observed by someone other than the instructor, the person(s) who observed the violation must report the violation to the instructor. The instructor is then expected to take appropriate action. The individual who observed the sanction may be asked to serve as a witness in the event that the violation leads to a hearing. The AP or AIB chair(s) may file a course-related violation outside the timeline established in 5.1.3. if a violation is discovered in the course of exercising responsibilities relative to academic integrity as outlined in sections 1.2 and 1.3 of the AIB procedures document.

## 6. **Non-course Related Violations**

### 6.1. **Finding and Reporting of Violation**

Academic integrity violations that are found outside of the context of course should be reported to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). Documentation of the violation should also be sent to the Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). In the event

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that the violation leads to a hearing, the person who reported the violation is expected to attend the hearing.

### 6.2. Initial Sanction

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The initial sanction will be one of the board sanctions and will be determined by the AP. As needed, the AP may consult with the person or department who reported the violation, representatives of the student's home college, chair(s) of the AIB, and/or other relevant individuals in order to determine an appropriate sanction. Rather than imposing an initial sanction, the AP (at his/her discretion) may call for an administrative hearing.

### 6.3. Notification of violation.

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Representatives from the Academic Integrity Office will notify the student of the violation and sanction using the Online Notification Process via Campus Connection ([campusconnect.depaul.edu](http://campusconnect.depaul.edu)) as soon as practical.

### 6.4. Maintenance of Records.

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The Academic Integrity Office will keep materials related to the academic integrity violation in accordance with the University's Records Management Policy.

### 6.5. Student's Rights and Responsibilities

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#### 6.5.1. Notification of Sanctions

Students are entitled to be notified when they have been sanctioned for committing an academic integrity violation. This notice will include (a) a description of the violation, (b) a statement of the sanctions; (c) notice that the student has the right to request a hearing to review the sanctions (if applicable); and, (d) information about Student Consultants. Students are expected to keep their email address in the Campus Connection system up-to-date, as this notification is communicated through the Campus Connection system.

#### 6.5.2. Timely Communication and Processing

Students are entitled to notification of academic integrity violations and sanctions in a timely manner. Students are also entitled to timely processing of their academic integrity cases. . As such, requests for hearings and appeals will be processed as quickly as practical and hearings will generally be held no later than the end of the quarter following the quarter in which the violation occurred. (Note: hearings are not held during summer sessions.)

#### 6.5.3. Review of Initial Sanction

A student is entitled to request a hearing for the AIB to review the initial sanctions, in accordance with Section 7.2 of this Policy, if the student believes that the alleged violation did not occur or the sanction is excessive or inappropriate.

#### 6.5.4. Attendance at Hearings

Students are required to participate in any and all hearings involving their academic integrity cases. Students are strongly encouraged to attend hearings, but they may also participate electronically (e.g., via phone) or by submitting a written statement. If the student fails to participate in a scheduled hearing, the Hearing Panel may decide the case based on the information available to the panel at the time. The alleged violation may be upheld and/or additional sanctions may be imposed. A student's failure to participate at a hearing may be considered an additional violation of the Academic Integrity Policy.

## 7. Types of Hearings & Outcomes

### 7.1. Instructor-Initiated

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#### 7.1.1. Definition

An instructor may initiate a hearing as a means of asking the Board to consider board sanctions beyond those available to the instructor. To initiate a hearing, instructors should contact the

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Academic Integrity Office at [academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu). Instructor-initiated hearings presuppose that a violation has occurred; thus the hearing should not be held until the existence of a violation has been established by either (a) a course-related violation for which a student has not requested a student-initiated hearing within time frame required by Section 7.2 of this Policy or (b) a course-related violation that was upheld by the Board as a result of a student-initiated hearing held pursuant to Section 7.2 of this Policy.

### 7.1.2. Possible Outcomes

7.1.2.1 *Board imposes additional sanctions*

7.1.2.2 *Board does not impose additional sanctions*

## 7.2. Student Initiated

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### 7.2.1. Definition

A student may request a hearing when the student believes that the violation is unfounded or that the instructor's sanction or initial sanction is excessive or inappropriate. Requests for student-initiated hearings must be made through the Campus Connection system no later than 14 days following notification of the violation. Students who request hearings are subject to no greater penalties than those which the student initially received (i.e., the hearing cannot result in an additional penalty). Students whose violation is a second violation cannot initiate a hearing as the violation will result in a mandatory hearing in accordance with Section 7.3 of this Policy.

### 7.2.2. Possible Outcomes

7.2.2.1 *Board overturns the finding of a violation*

If the Board finds that the student did NOT commit the alleged violation, the Board must also reverse the instructor's / initial sanction. The instructor will be notified by the Academic Integrity Office of the Board's findings and shall modify the student's grade accordingly. Finally, all records associated with the case shall be removed from the student's Academic Integrity file.

7.2.2.2 *Board upholds finding of a violation*

If the Board upholds the finding that a violation occurred, the Board will also uphold the sanction unless the sanction is found to be excessive and/or inappropriate. In making this determination, the Board will recognize that there are a range of appropriate sanctions that may be imposed for similar academic integrity violations. If the Board revises the sanction, the sanctioner (faculty member or AP) will be notified by the Academic Integrity Office and shall modify the sanction (and the student's grade if necessary)

## 7.3 Administrative Hearings (including Mandatory Hearings)

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### 7.3.2. Definitions

7.3.2.1 *Mandatory Hearing for Second Violation*

Mandatory hearings are held when a student who has previously committed an academic integrity violation is accused of a subsequent academic integrity violation. The hearing panel will review the most recent violation. Further, the hearing panel will only review a student's prior violation(s) once there has been a determination that the current violation has occurred. In cases where a student is accused of committing two or more violations at roughly the same time, the hearing panel may be asked to review multiple violations at once. **During a mandatory hearing to review multiple violations at once, a student may request that the panel deliberate about reversing an instructor's initial sanctions. If a student does not participate in the hearing and does not request a review of an instructor's initial sanctions, the**

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panel may not deliberate about reversing initial sanctions. In such cases possible outcomes will include those in 7.2.2. as well as the outcomes outlined in section 7.3.3.

### 7.3.2.2 *Hearing for Non-course Violation*

Upon review of a non-course violation, the AP may decide that, rather than imposing initial sanctions, the potential non-course violation should be reviewed via hearing.

### 7.3.2.3 *Hearings for an Egregious Violation*

Egregious academic integrity violations, even if it is the student's first violation, may result in a hearing at the discretion of the AP or the AIB Chair(s).

Violations may be deemed egregious by the AP or AIB chair(s) if they appear to have been committed repeatedly with willful disregard for basic standards of academic honesty, or if they involve an unusually large proportion of all work submitted for a course or towards a degree. A violation that has the potential to harm the public reputation of the university and its relations with its outside partners may also be deemed by the AP or the AIB Chair(s) to be an egregious violation (examples could include but are not limited to falsifying the results of published research, plagiarism in grant proposals, theses, dissertations or publications which are disseminated with university endorsement, or violations of professional ethics in internships for which university credits are enrolled, etc.) An administrative hearing for an egregious violation shall first make a finding about whether the violation or violations occurred, then consider the outcomes outlined in section 7.3.3.

## 7.3.3 Possible Outcomes

### 7.3.3.1 *Board overturns the finding of a violation*

If the Board finds that the student did NOT commit the alleged violation, the Board must also reverse the instructor's initial sanction (if any). The instructor will be notified by the Academic Integrity Office of the Board's findings and shall modify the student's grade accordingly. Finally, all records associated with the case shall be removed from the student's Academic Integrity file.

### 7.3.3.2 *Board upholds finding of a violation*

If the Board upholds the finding that a violation occurred, the Board will also uphold the sanction unless the initial sanction is found to be excessive and/or inappropriate. In making this determination, the Board will recognize that there is a range of appropriate sanctions that may be imposed for similar academic integrity violations. If the Board revises the sanction, the sanctioner (faculty member or AP) will be notified by the Academic Integrity Office and shall modify the sanction (and the student's grade if necessary)

Further, the Board shall consider imposing board sanctions. Thus, the Board may, but does not have to, choose to impose any of the board sanctions as a result of an administrative hearing. If the administrative hearing is the result of a previously-determined violation (e.g., it is a mandatory hearing for a second violation, or an administrative hearing being initiated for an egregious first violation), these board sanctions will be in addition to any other sanctions imposed by an instructor or the AP.

## 8 Appeal of Board's Sanction

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A student may appeal the finding of a violation and/or board sanctions resulting from an instructor-initiated hearing or administrative hearing. Only students may appeal (i.e., neither instructors nor other members of the University community may appeal board findings and sanctions). Students may not appeal the results of a student-initiated hearing.

### 8.2 Appeal Requests

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Students must submit appeal requests to the Academic Integrity Office ([academicintegrity@depaul.edu](mailto:academicintegrity@depaul.edu)) within 5 days of being notified of the Board sanction.

**Note:** board sanctions are communicated via an email sent to the student's email address listed in the Campus Connection system. A student is considered as having been notified of a board sanction once the email is sent.

### 8.3 Grounds for Appeal

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The appeal must be based on at least one of the following grounds:

- Substantial Procedural Error: A substantial procedural error occurred that unreasonably impaired the student's ability to achieve a fair process or a fair final decision.
- New Evidence: New evidence of a substantive nature, impossible for the hearing panel to have heard at the time of the hearing, has been discovered and it would be fundamentally unfair for the evidence not to be considered.
- Excessive and/or Inappropriate Sanction: the sanction imposed was not in keeping with the nature or severity of violation.

### 8.4 Appeal Procedure

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The AP will direct appeals to an appeal panel consisting of three AIB members who have no prior knowledge of the case.

### 8.5 Appeal Panel Outcomes

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The appeal panel will review case documents and may, at the discretion of the panel, consult with the original hearing panel. Then, the appeal panel will choose one of the following options:

- Rule that the grounds for appeal have not been met and thus deny the appeal.
- Rule that the grounds for appeal have been met and overturn the finding of a violation (and thus overturn the sanction).
- Rule that the grounds for appeal have been met, uphold the finding of a violation, and reduce the sanction. Students who appeal are subject to no greater penalties than those which the student previously received (i.e., the appeal cannot result in a harsher penalty).
- Rule that the grounds for appeal have been met and uphold both the finding of a violation and the sanction.
- Rule that the grounds for appeal have been met and direct the appeal to a new hearing panel.

The outcome of the appeal panel will be accepted by the AP and communicated to relevant parties appropriately.

### 8.6 Hearing Panel Outcomes

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The hearing panel will conduct a new hearing of the case using the standard hearing procedures detailed in Section 2 of the Academic Integrity Board Procedures. The panel will then choose one of the following outcomes:

- Overturn the finding of a violation (and thus overturn the sanction).
- Uphold the finding of a violation and reduce the sanction.
- Uphold the finding of a violation and uphold the sanction.

The outcome of the hearing panel will be accepted by the AP and communicated to relevant parties appropriately.

### 8.7 Finality of Appeal Outcomes

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The outcome of the appeal represents the final outcome for a case and cannot, itself, be appealed.