



ACADEMIC AFFAIRS POLICY

NUMBER/TITLE: AA-107.2, ACADEMIC MISCONDUCT

Covered Individuals: All Students, Staff, Faculty

Covered Locations: All locations

Effective Date: 6/22/2022

Strategic Plan: SP 1.1.a

HLC: Criterion 2.E.3

Consultations: VPASA,
Academic Deans VPEMF,
Director of FA, Registrar, Faculty
(Academic Affairs Committee)

POLICY STATEMENT

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender's integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

PURPOSE

Levels of Academic Misconduct and Sanctions

The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Academic Misconduct Board, or some combination thereof. The final decision on the level of a violation rests with the Academic Misconduct Board. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being expelled from the University (Table 1). A negative sanction is defined as an action taken by the faculty member that affects the student's grade for the assignment or his or her cumulative grade for the course. Anytime academic misconduct is detected, the procedures outlined in Table 1 should be followed. The incident will be maintained in a searchable database maintained by the Office of Academic Affairs.

DEFINITIONS

Cheating includes, but is not limited to:

- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other student's work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of the instructors involved.

Academic dishonesty includes, but is not limited to:

- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person's work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.

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- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:

- The presentation of another's published or unpublished work as one's own. Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using images, charts, graphs, statistics, or tables without proper citation.

POLICY IMPLEMENTATION

Please refer below to Table 1: Summary of Academic Misconduct Sanctions.

CUSTODIAN

Vice President for Academic and Student Affairs

RELATED DOCUMENTS, FORMS, AND POLICIES

AA-107.2.A, Academic Misconduct Board Procedures Supplemental Form

AA-107.2.B, Academic Misconduct Flowchart Supplemental Form

AA-107.2.C, Academic Misconduct Report Supplemental Form

AA-107.2.D, Academic Misconduct Student Appeal Form – Supplemental Form

HISTORY

New/Revision Number	Date of Action/Approval	Revision Change
AA-107.2	6/22/2022 (by PC)	New template, formatting, basic editing.

Table 1: Summary of Academic Misconduct Sanctions

Level	Examples (not an exhaustive list)	UIU Action	Student Consequences	Appeals Process
First-level violations occur because of inexperience or lack of knowledge of academic integrity. (Usually, there is an absence of dishonesty or intent to deceive.)	Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.	Instructor informs the student of the violation and the consequences.	Have student repeat the assignment or give the student an alternative assignment; after additional instruction is completed, or	If the student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of School after the session has ended.
	Failure to footnote or give citation in a limited section of an assignment.	Instructor has the option to either individually instruct student on academic integrity or recommend student visit the Writing Center for specific instruction.	Give student a "zero" grade, or no credit, for the assignment in question, and	
	Paraphrasing whose language is too close to the original text.	The instructor must submit an Academic Misconduct Report Form to the Department Chair or Program Chair outlining the violation and action taken. This form will then be forwarded to the Dean of the School, who will submit this information into the ongoing database, checking for additional violations.	Have student complete additional instruction (either with instructor or the Writing Center).	
Second-level violation requires forethought, though the cheating is not extensive but rather moderate in scope.	Repeat of first level violation.	Instructor meets with student.	Instructor will record a "zero" grade, or no credit, for the assignment in question. And/or	If the student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of the School after the Session has ended.
	Quoting directly or paraphrasing a moderate amount of material without acknowledging the	Instructor has the option to either individually instruct student on	Instructor may fail the student in the course. The instructor	If the student is referred to the Academic Misconduct Board, the student may appeal to the Vice

Moderate means that some of the student's work is not his or her own.	source.	academic integrity or recommend student visit the Writing Center for specific instruction.	submits a grade change form leaving the first line of the grade change form blank and placing in the second line an F. Then, in the reason area of the form, academic misconduct is noted. and	President for Academic and Student Affairs for issues relating to University processes.
	Copying work or facilitating copying on an exam or other classroom assignment.	Instructor must submit an Academic Misconduct Report Form to the Department Chair or Program Chair outlining the violation and supporting documentation. The Dean of the School will submit this information into the ongoing database, checking for additional violations.	The student will receive an official warning with possible sanctions (i.e., suspension) through fair process of the Academic Misconduct Board.	
	Using prohibited materials during an exam or other classroom assignment.	If the reported case IS a repeat of a 1 st level offense, the School Dean, in conjunction with the Department / Program Chair, will determine, based on the number and severity of the violations, whether the student needs to be referred to the Academic Misconduct Board. This decision will be at the discretion of the School.		
	Exchanging information during an exam or other classroom assignment.	If the reported offense is NOT a repeat of a 1 st level offense, the Dean will refer the case to the Academic Misconduct Board, which will hold a hearing.		

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	Submitting the same work, or portions thereof, in order to satisfy requirements of more than one course without permission from the instructors involved. (Self-plagiarism.)	Please note: if a student has had two prior violations of any level, the Dean must refer the student to the Academic Misconduct Board, which will hold a hearing.		
Third level violation is intentional and severe.	Repeat first or second-level violation.	Instructor meets with student.	Student fails the course. and	The student may appeal to the Vice President of Academic and Student Affairs for issues relating to University processes.
	Acquiring or distributing copies of an exam or assignment from an unauthorized source.	Instructor has the option to either individually instruct student on academic integrity or recommend student visit the Writing Center for specific instruction.	The student will be suspended, dismissed, or expelled through fair process of the Academic Misconduct Board.	
	Submitting purchased materials such as a term paper or other assignment.	Instructor must submit an Academic Misconduct Report Form to the Department Chair or Program Chair outlining the violation and supporting documentation. The Dean of the School will submit this information into the ongoing database, checking for additional violations.		
	Fabricating sources or data.	The School Dean will refer the student to the Academic Misconduct Board, which will then hold a hearing.		
	Sharing of passwords and other security measures that compromise the integrity of one's work.			

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	Intentionally ignoring the instructions of instructors and/or proctors.			
	Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.			
	Committing a violation of academic integrity that breaks the law or resembles criminal activity, such as forging a grade, letter, or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.			
	Having a substitute take an exam or complete an assignment, or taking an exam or doing an assignment for someone else.			
	Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.			
	Knowingly violating canons of the ethical code of the profession for which a student is preparing.			

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