

Academic Integrity Code Draft

A. Statement of Community Standards

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. Members of this community are accountable for their actions and are committed to creating an atmosphere of mutual respect and trust.

B. Expectations of Community Members

All members of our community – students, faculty and administrators – share responsibility for promoting a culture of academic integrity. Each group plays a different role and, together, cultivates mutual respect and ethical behavior.

Students

- Understand and abide by the Code of Student Conduct
- Take responsibility for personal behavior
- Oppose every instance of academic dishonesty

Faculty Members

- Serve as mentors, advisors and educators for students
- Uphold and enforce University rules and guidelines
- Clarify academic expectations for students

Administrators

- Educate the campus and surrounding communities about academic integrity
- Ensure reasonable and consistent enforcement of standards

C. Honor Pledge

Students will receive copies of the Honor Pledge, learn what it means and commit to the statement of community standards.

Students will take the following pledge:

Coastal Carolina University is an academic community that expects the highest standards of honesty, integrity and personal responsibility. As members of this community, we are accountable for our actions and are committed to creating an atmosphere of mutual respect and trust.

On my honor, I pledge:

- *That I will take responsibility for my personal behavior; and*
- *That I will oppose every instance of academic dishonesty as defined in the Code of Student Conduct.*

From this day forward, my signature on any University document, including tests, papers and other work submitted for a grade is a confirmation of this honor pledge.

D. Prohibited Conduct

1. Plagiarism, cheating and all other forms of academic dishonesty
 - a. Examples of plagiarism include but are not limited to the following:
 - (i) Borrowing words, sentences, ideas, conclusions, examples and/or organization of an assignment without proper acknowledgment from a source (for example, a book, article, electronic documents, or another student's paper).
 - (ii) Submitting another person's work in place of his/her own.
 - (iii) Allowing someone else to revise, correct or edit an assignment without explicit permission of the instructor.
 - (iv) Submitting work without proper acknowledgment from commercial firms, Web sites, fraternity or sorority files or any other outside sources, whether purchased or not.
 - (v) Allowing another person to substitute for them any part of a course for them, including quizzes, tests, and final examinations.
 - (vi) Submitting any written assignments done with the assistance of another without the explicit permission of the instructor.
 - (vii) Knowingly aiding another student who is engaged in plagiarism.
 - b. Examples of cheating include but are not limited to the following:
 - (i) Using unauthorized information, materials or assistance of any kind for an assignment, quiz, test, or final examination.
 - (ii) Knowingly aiding another student who is engaged in cheating.
2. Furnishing false information to any University official, faculty member or University office to obtain academic advantage.
3. Forging, altering or misusing any University document or record to obtain academic advantage.

E. Resolution Process for Academic Violations

1. Alleged academic violations should be reported in writing to the instructor of the class or the Office of Academic Integrity within ten (10) business days of receiving knowledge of a possible violation. The report may be submitted by anyone who is aware of the violation, including the student who committed the violation or any student, faculty or staff member who observed or has knowledge of the violation. The faculty member will report the alleged violation through the Academic Integrity on-line reporting system. (Case files will be maintained by the Office of Academic Integrity.)
2. Reports of academic violations should include the following information:
 - a. name of the accused student,
 - b. type of violation,
 - c. name(s) of witness(es),
 - d. name of person filing the complaint

Note: Anonymous written reports may alert a faculty member to an existing problem in the classroom, but these reports cannot serve as the sole basis for disciplinary action. Intentionally making a false accusation may also be an integrity code violation.

3. A student who has been charged with an academic violation may not withdraw from the class or the University without the permission of the Academic Integrity officer or designee.

4. Hearing Process

a. Student-Faculty Hearing

- (i) Within ten (10) business days of receiving knowledge of a possible violation, the student will receive notice in writing of:
 - The alleged violation,
 - A summary of student rights and responsibilities, and
 - The date, time, and location of student-faculty hearing, which will take place no later than ten (10) business days from the date of notice. If the violation occurs within the last two weeks of a semester or during a period between semesters, the hearing will occur as soon as practical the following semester. Faculty may give an Incomplete for the course if a violation is pending.
 - Unusual circumstances may warrant adjustments in the timeline.
- (ii) At the student-faculty hearing, the alleged violation(s) and possible sanction(s) will be reviewed. The student may respond to the charge(s) in writing in advance of the hearing and/or may respond verbally at the hearing. If a student does not attend the hearing, the hearing may proceed in the student's absence.
- (iii) Participants at a student-faculty hearing will include the instructor and the accused student, and may also include the student(s), faculty or staff member(s) who observed and reported the infraction. At the request of the faculty member or student, an Academic Integrity Officer may be present at this meeting.
- (iv) At the student-faculty hearing, the faculty member will determine if the student is in violation of the alleged misconduct.
- (v) If the student is found in violation, the faculty member will determine a sanction (see Section F). One of the following will occur:
 - a. The student agrees with the faculty member's decision; or
 - b. The student does not agree with the faculty member's decision and may submit a written request for an appeal hearing with the College Academic Integrity Committee (CAIC).
- (vi) The Office of Academic Integrity will receive all reports of alleged violations. Students who have been found in violation of a previous offense (academic or non-academic) will be referred to the CAIC for sanctioning. More serious sanctions will automatically be considered for students with more than one violation.

- b. College Academic Integrity Committee (CAIC)
 - (i) The CAIC will consist of the department chairperson (or a representative appointed by the college dean if there is no chairperson), a faculty member (appointed by the college dean) and a student (appointed by the college dean.) The college dean will select the student from a list of nominees developed by the Student Government Association. The student appointee must be in good disciplinary standing, meaning that he/she is not on probation or has no incomplete sanctions. Also, the student member must have completed at least 60 credit hours, be a full-time student and have a GPA of 2.5 or better.
 - (ii) The CAIC will notify the accused student in writing of the date, time, location, and purpose of the hearing. At the hearing, the CAIC will review the case and the student will have an opportunity to respond. If the student does not respond to the notification, the hearing may proceed in the student's absence.
 - (iii) The CAIC may uphold or modify the decision from the student-faculty hearing.
- c. Appeal Process

If the student does not agree with the decision of the CAIC, he/she may appeal to the Office of the Provost. The decision from the Provost is the final step in the process. Grades that result from a violation of the academic integrity code are not subject to the general petition process or the repeat forgiveness option.

F. Sanctions

1. Following the student-faculty hearing, the faculty member may impose one (1) or more of the following sanctions when a student is found in violation:
 - a. Written warning
 - b. Grade of F on the assignment
 - c. Grade of FX in the course- (If a penalty grade of FX is imposed in the course, the student will not be able to drop the course, petition a grade change or use the grade forgiveness policy.)
 - d. Required to attend an academic integrity workshop
 - e. Other educational sanctions (in consultation with the Academic Integrity Officer)
2. The CAIC, Provost or designee may impose one (1) or more of the following sanctions when a student is found in violation:
 - a. Any student-faculty hearing sanctions.
 - b. Disciplinary suspension from the University.
 - c. Permanent Dismissal from the University.

Students who do not complete required sanctions may be referred to the CAIC for additional sanctions.