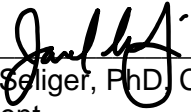


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 7/01, 5/02, 4/04, 1/09, 2/11
5/12, 5/17, 11/17, 2/18, 2/20,
5/22

No: 2-P-900-01
Last Review Date: February 2023
Required Review Date: May 2026
Administrative Unit: APG Committee
Approved By:



Jared Seliger, PhD, CNMT
President

SUBJECT: Policy on Academic Integrity

PURPOSE: To provide students with a definition of academic integrity and the process used to determine actions if a violation of this policy occurs.

EFFECTIVE DATE: Summer 2022; prior to summer 2022 use SOP last reviewed February 2020

EFFECTIVE FOR: Allen College Students, Faculty and Staff

POLICY:
The following definitions support this policy.

Academic Integrity: Academic Integrity is a core value of any academic institution; thus, the values of trust, fairness, respect and responsibility are fundamental to Allen College. Allen College students are responsible for learning and upholding standards of academic integrity during their enrollment at the College. Violations of academic integrity may be intentional or unintentional. Examples of academic integrity violations include but are not limited to plagiarizing; falsifying records, papers, or clinical hours; collaborating without authorization on tests, quizzes, papers, problems or other graded assignments; retaining, without the college representative's permission, materials that are the property of the college or the college representative; and behaving unethically in the clinical setting. Student's written or oral work of any kind, in-person or online, is expected to be the work of the student alone unless otherwise assigned or approved. It is also inappropriate to obstruct the academic opportunities of other students by impeding their access to educational materials through their removal from common places or the destruction of such resources. Failure to observe these requirements is a violation of Academic Integrity.

Unauthorized Collaboration: Unauthorized collaboration is working with others, including Artificial Intelligence (AI) Services (e.g. ChatGPT) to complete tests, quizzes, papers, problems, or other graded assignments without the course professor's explicit permission to do so. Unless the activity instructions explicitly state that collaborating with others or use of AI is permitted, students should assume collaboration is not authorized.

Plagiarism: Plagiarism is the use of information borrowed from a source, without giving credit to that source. If information borrowed from a source is used in an assignment, the information must be paraphrased or quoted and clearly credited to its sources. "*Assignment*" refers to any course work (e.g., discussion board postings, worksheets, presentation slides, papers, and any other course assignments). Plagiarism includes submitting any assignment that has been written by another student, received from a commercial writing service, or content generated from an Artificial Intelligence Service (e.g. ChatGPT). It is also unethical to submit one's own work (self-plagiarism) for a course assignment that has been previously submitted for another course assignment, unless otherwise authorized by the professor.

Facilitation of academic dishonesty: Academic dishonesty is knowingly assisting or attempting to assist other students in any act of academic dishonesty or violation of the academic integrity policy. It also includes knowingly or negligently allowing one's work to be used by other students without reporting this behavior to the college representative.

Cheating: Cheating is the use or attempted use of unauthorized or unacknowledged materials, information, or study aids that would provide an unfair advantage on a test, assignment, or exercise. Using books, notes, calculators, and/or cell phones, and/or conversing with others about the academic activity is forbidden except when authorized by the college representative. The use of these materials, without prior authorization from the college representative, constitutes cheating. Students may not take quizzes or tests in the place of other students and must not allow others to take quizzes or tests in their place.

Fabrication: Fabrication is the invention or falsification of any information related to assignments of any type, both inside and outside of the classroom. Students may not invent citations for academic exercises or forge signatures, documents, or timelines for assignments completed outside the classroom.

PROCEDURE:

All students will be required to sign the academic integrity policy (attached) upon admission, and this signed acknowledgement will be placed in their student academic file.

If a student violates academic integrity while enrolled at Allen College, the following **PROCEDURE** will be followed:

1. The college representative shall notify the Dean of Enrollment Management or designee that an academic integrity violation has occurred. The Dean of Enrollment Management or designee will review the student's file and inform the college representative of any previous student violations on file. Previous violations apply only to current program of study (e.g., violations filed during an undergraduate program do not apply to the graduate program). Once an incident has been reported, the college representative must complete the Documentation of Concern form within 48 business hours (attached).
 - a. The college representative shall provide a description of the academic integrity violation and evidence to support that a violation has occurred.
 - b. Based on the current academic integrity violation and any applicable historical evidence, the college representative will determine the actions to address the concern.
 - c. Each case shall be considered on its individual merits, and penalties may vary accordingly.
2. The college representative and a third-party representative from the college, acting as an observer, shall meet with the student regarding the violation within 5 business days after discovery of the violation. The third party shall be a faculty member outside the program in which the student is enrolled or a professional staff member (excluding the Ombudsperson) not involved in the violation, to observe as arranged by the college representative. The purpose of this meeting is:
 - a. to explain the academic integrity violation to the student, review the supportive evidence, and describe the action.
 - b. to provide an opportunity for the student to explain their perspective of the violation.
 - c. to educate the student about strategies to prevent future academic integrity violations and refer to appropriate academic support services as indicated.

3. If the student does not agree with the recommended action, they should be referred to the Fair Treatment Policy for Students (2-F-100-02).
4. If the recommended action is dismissal, the college representative shall meet with their Program Director and Dean and additional administrators as necessary prior to meeting with the student.
5. The faculty member shall submit copies of the completed Documentation of Concern form and all other related documents to the student and the Dean of Enrollment Management. Copies shall be maintained in the office of the Dean of Enrollment Management.

Documentation of Concern
Related to Issues of Academic Integrity
Evidence Form

Student Name

Date of Violation

Course Name & Number

Faculty or Administrator Completing

Previous Academic Integrity Violation? Yes___ No___

Description of prior academic integrity violation(s), if applicable:

REASON FOR ACADEMIC INTEGRITY CONCERN (check all that apply):

___ **Plagiarism** ___ **Fabrication** ___ **Cheating** ___ **Other:**

___ **Facilitation of Academic Dishonesty**

DESCRIPTION OF ACADEMIC INTEGRITY CONCERN (please attach or include any evidence related to the concern):

COLLEGE REPRESENTATIVE'S ACTION (check all that apply):

___ Referral to student Success Coordinator

___ Course failure

___ Resubmission of assignment for partial credit

___ Recommended dismissal from Allen College

___ Zero or failing grade for assignment

___ Lowered score on assignment – Specify: _____

___ Other: _____

COMMENTS/OTHER CONSIDERATIONS:

COMMENTS/OTHER CONSIDERATIONS:

Student Signature/Date

College Representative Signature/Date

Third Party Signature/Date