



Academic Integrity Resources for Faculty Administrative Guideline IST_AC-01

This document is designed to aid faculty in their consideration of sanctions for academic integrity violations. These are guidelines only. The University's academic integrity policy provides for two types of sanctions: *academic* and *disciplinary*.

Academic **dishonesty** can take a number of forms including, but not limited to the following:

- Plagiarism is the act of stating or implying that another's work as your own.
- Cheating on a test
- Buying/Selling a paper
- Having someone take a test for you
- Taking a test for someone else
- Unauthorized possession of a test
- Submitting work previously used without permission
- Unauthorized collaboration
- Fabrication of citations
- Improper use of course-share sites

When Academic Integrity (AI) is Suspected

- The faculty member informs the student of the allegation and provides the student an opportunity to respond.
- If the allegation is founded; the faculty member will enter a charge and academic sanction on an IST [Academic Integrity Form](#). Instructions are included on the form.
- The student will have the choice to accept or contest the charge. If the student fails to sign the AI form by a specified deadline (5 business days), the charge and sanction will go into effect, *but – in no instance should the instructor enter a sanction without first conferring with the Academic Integrity staff. A premature grade change will lead to a challenge.*
- If a student chooses to contest the allegation(s) and/or sanction(s), s/he will have the opportunity for either a paper review or meeting review by the College Academic Integrity Committee at which point the faculty member may be asked for additional information or to meet separately with the Committee.
- In some cases, if the academic violation is considered extreme, the faculty member may also opt to pursue a disciplinary action in conjunction with both the IST AI Committee and Office of Student Conduct (OSC).
- In situations where the allegation is referred to the OSC, the academic sanctions will be carried out by OSC in consultation with the College Academic Integrity Committee.
- Once a student has been informed that academic dishonesty is suspected, the student may not drop the course during the adjudication process. A student who has received an academic sanction as a result of a violation of academic integrity may not drop or withdraw from the course at any time. Any such drop action of the course will be reversed by the IST Office of the Associate Dean for Graduate and Undergraduate Studies.

- A student that drops ahead of the AI process (but after being informed), will be re-enrolled the AI process will proceed.

TYPE OF OFFENSE

MINOR OFFENSES: In general, minor offenses involve errors in judgment without a clear intent by the student to violate academic integrity.

MODERATE OFFENSES: In general, moderate offenses are unpremeditated dishonest acts that directly affect only one student.

MAJOR OFFENSES: In general, major offenses are premeditated dishonest acts or dishonest acts that directly affect the grade of other students.

REPEAT OFFENSES: For Faculty Use - applies where the AI offense occurred in the current course.

For AI Committee Use: A records search is conducted on AI cases and scrutinized for prior AI violations. The results of which are used during the sanctioning phase of the AI Hearing process or as necessary during an Academic Case Review (for repeat offenders); or for cases that are referred to the Office of Student Conduct.

Appeals to the Dean of IST regarding AI cases are limited to only those cases where the sanction involves student drop from the program or college, or placement on IST academic probation. For all other cases, sanction judgments, imposed either by the faculty (uncontested cases) or by the IST AI Committee (for AI Hearing cases) are considered final.

Questionable Violations of AI: There are cases where a clear AI violation cannot be established; or where the infraction is below the threshold to bring a formal AI case, BUT, where the faculty wishes to gain the attention of the student. A recommended remediation for such a case is to have the student write a paper detailing the tenets of Academic Integrity (including proper citations). This is a technique that may preserve a student's academic record, and at the same time prevent further occurrences. Such an AI paper can also be coupled with a formal AI sanction, where deemed appropriate. The key to having the student write an Academic Integrity paper is learning.

Range of Academic Sanctions (also see [IST Sanctioning Guidelines for Violations of AI](#))

- *Warning
- Redo Assignment
- Reduced Grade for Assignment
- "0" for Assignment
- Reduced Grade for Course
- Failing Grade for Course
- **Academic Probation
- **Dismissal from Academic Program

**Any sanction results in a record of violation for Academic Integrity*

*** Special case, typically recommended by the AI Committee for extreme offense or multiple violations; the Dean is the final appellate authority*

Record Review for Repeat AI Offenders

- An automatic review of ALL Academic Integrity IST cases will be conducted to determine if a prior violation exists.

- Repeat offenders will be considered for an extra-judicial review by the college AI Committee to determine student suitability for further sanction and/or retention. Possible sanctions resulting from this review include:
 - Placement on IST Academic Probation
 - Drop from the Program or College
 - Denied Entrance to Program (for non-declared students)

Notes on Improper Use of Course-Share Sites

- **Student currently enrolled in course.** Students should be cautioned against the use of course-share sites and discouraged from use and informed of the following:
 - Uploading course materials (other than personal notes) to a course-share site constitutes a violation of copy write regulations. In the case where such material is used by others to facilitate a violation of academic integrity, the uploading student, may also be subject to an AI violation.
 - Downloading and use of course materials to complete assignments, exams, quizzes represents a secondary violation of academic integrity, which may exacerbate the level of offense and corresponding sanction.
- **Student not currently enrolled in course.** The posting of material (other than personal notes) to a course-share site constitutes a violation of copy write regulations and is subject to possible disciplinary action. Such cases should be referred to the Office of Student Conduct after consultation with the IST Academic Integrity Committee or the Associate Dean, who may choose to provide a warning to the offending party in lieu of a formal charge.

DISCIPLINARY SANCTION

- **Disciplinary Sanction** is the term used for the consequences assigned to students as a result of disciplinary charges. These may be primary administrative (e.g., conduct warning, conduct probation, suspension) or active (e.g., community service, education program, etc.). Disciplinary sanctions are recommended by the instructor, the College Academic Integrity Committee, or the Associate Dean, but are assigned exclusively by the Office of Student Conduct.

Range of Disciplinary Sanctions

- Educational Programs
- Disciplinary Warning
- Disciplinary Probation
- Disciplinary Probation with Transcript Notation
- Disciplinary Suspension

Explanation of Disciplinary Sanctions

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. More than one of the sanctions listed below may be imposed for any single violation.

CONDUCT CONVERSATION: A conduct conversation is used in limited circumstances in very minor level cases. It is formal documentation that the student's misconduct has been discussed and future violations may result in further discipline action.

CONDUCT WARNING: A conduct warning is an indication to a student that his/her conduct violated the Code of Conduct and that further misconduct will result in more severe disciplinary action.

CONDUCT PROBATION: Conduct probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs may be assigned as a component of the probation. Future established misconduct, failure to comply with any conditions or to complete any assignments may lead to a more severe disciplinary action, including suspension or expulsion. Conduct probation may be recorded on the official University transcript when, either due to the serious nature of the offense or when a student's disciplinary history is significant, the Office of Student Conduct determines a notation is merited.

CONDUCT SUSPENSION: Disciplinary suspension from the University is assigned for a specified period of time. A suspended student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Senior Director or designee. During the period of the suspension, a notation will appear on the student's official University transcript.

INDEFINITE EXPULSION: Indefinite expulsion from the University is for a period of not less than one calendar year, and re-enrollment must be approved by the Vice President for Student Affairs or designee at University Park or by the Chancellor or designee at other campus locations. During a period of indefinite expulsion, a student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Senior Director or designee. If a student wishes to return to the University after the period of his or her indefinite expulsion, he/she must request re-enrollment (in writing) from the Senior Director or designee. During the period of the expulsion, a notation will appear on the student's official University transcript.

EXPULSION: Expulsion of a student from the University is permanent. A student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Senior Director or designee. Expulsion requires administrative review and approval by the President. The sanction of expulsion is permanently noted on a student's official University transcript.

XF Symbol and Grade: If there has been an egregious act of academic dishonesty (e.g. breaking into an instructor's office to steal tests and selling them), then, with the concurrence of the instructor, college committee, and the Office of Student Conduct, a grade of F is recorded as the student's quality of performance in the course. The grade is accompanied by the symbol X indicating a sanction for academic dishonesty. The symbol (X) remains on the student's transcript for the period of the sanction, and the F grade remains on the student's record.

Course Drop or Withdrawal: A student who has been found responsible for academic dishonesty in a course may not drop or withdraw from the course. If the student processes a regular drop, late drop, withdrawal, or a retroactive late drop or withdrawal for the course, the action will be reversed and the appropriate grade and symbol will be recorded on the student's transcript.

Recommended Syllabus Entry

Penn State and the College of Information Sciences and Technology are committed to maintaining academic integrity in this and all other courses. We take academic integrity matters seriously. By

acknowledging the items in this survey, you become a partner to the University/College standards of academic excellence.

Academic integrity--scholarship free of fraud and deception--is an important educational objective of Penn State. Academic dishonesty can lead to a failing grade or in extreme cases - including student misconduct - referral to the [Office of Student Conduct](#).

In cases where academic integrity is questioned, [Penn State's policy on academic integrity](#) requires that the instructor give the student notice of the charge as well as the recommended sanction. Procedures allow the student to accept or contest the charge through discussions with the instructor. If a student chooses to contest, the case will then be managed by the College of IST Academic Integrity Committee and from that time forward; the student will be prohibited from dropping the course. If a disciplinary sanction also is recommended, the case will be referred to the [Office of Student Conduct](#).

All Penn State colleges abide by this Penn State policy, but review procedures vary by college when academic dishonesty is suspected. Information about Penn State's academic integrity policy and college review procedures is included in the information students receive upon enrolling in a course. Additional information can be found on the College of IST website.

Additionally, students are expected to act with civility and personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to respect for self and others, and a civil community.

For additional information on Academic Integrity, including the process and procedure, please go to: IST AI Resources Page: <https://ist.psu.edu/current/undergraduate/advising/integrity>.

Recommended Academic Integrity Pledge (to be formatted as a Canvas Survey)

DETAILS:

Please acknowledge each item in this survey.

Penn State and the College of Information Sciences and Technology are committed to maintaining academic integrity in this and all other courses. We take academic integrity matters seriously. By acknowledging the items in this survey, you become a partner to the University/College standards of academic excellence.

AI SURVEY QUESTIONS

I acknowledge the improper use of a PIN or password is considered a violation of academic integrity. Violations include, but are not limited to: requesting, sharing, or inputting of a PIN or password on behalf of another student.

I acknowledge that cheating includes but is not limited to: unauthorized sharing, collaboration, copying, viewing, and reuse of previous work.

I acknowledge plagiarism as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

I acknowledge that that ANY improper use of Course-Hero, CHEGG or any other course-sharing site represents a violation of the University/College Academic Integrity policy. Improper use includes, posting, viewing, retrieval, downloading, or sharing of ANY course material. Posting of any course material (other than my personal student notes), infringes on Copyright laws and may subject me to an Academic Integrity violation, Misconduct violation, or BOTH.

I acknowledge that the fabrication of information or citations is a violation of Academic Integrity.

I acknowledge that facilitating acts of academic dishonesty by others is a violation of Academic Integrity and such acts may include, but are not limited to:

- Request to share homework
- Request of a PIN or Password
- Request to share quiz, exam or any other assessable course material
- Request to have another student log-in or sign-in on your behalf for attendance or other unauthorized purposes

I acknowledge the unauthorized prior possession of examinations, quizzes or other assessable materials, including versions from previous classes constitutes a violation of Academic Integrity.

I acknowledge submitting the work of another person, or work performed by me, but previously used, without informing the instructor and securing written approval, is a violation of Academic Integrity.

I acknowledge that tampering with the academic work of another student is a violation of Academic Integrity.

Personal Pledge

By acknowledging this pledge, I certify that I have read the provided materials and that I understand the College policy on Academic Integrity and Plagiarism. I agree to uphold the University/College standards for excellence in education by ensuring that my work is my own and that it is consistent with these policies. I also recognize violations of Academic Integrity extend beyond the items listed herein and that it is my personal responsibility to ensure I uphold the standards of academic integrity.

Resources

<https://advising.psu.edu/policies-and-procedures>

<https://ist.psu.edu/current/undergraduate/advising/integrity>

<https://studentaffairs.psu.edu/conduct/>

Contact

[Office of Graduate & Undergraduate Studies](#)

E397 Westgate Building

Phone: (814) 863-3450

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