



Academic Integrity Violation Reporting Procedures (Undergraduate)

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This document outlines procedures for handling academic integrity violations at Messiah University. These procedures are based on the University's Academic Integrity Policy as stated in the Messiah University Community of Educators' Handbook, section 8.4.

Pre-Report Discussion

Before submitting an Academic Integrity Violation Report, the faculty member should meet with the student within one week (5 business days when the University is in session) of discovering the infraction, to determine if, in the faculty member's judgment, a sanction or report is warranted. This should be a face to face meeting, unless this is not feasible (such as when a student has left campus for winter or summer break or in an online course) and an email exchange is a necessary substitute. If after this conversation the faculty member determines that it is more likely than not that the student is innocent, the student should be informed of this in writing (usually email) and no Academic Integrity Violation Report should be filed. If the faculty member determines that it is more likely than not that the student has committed an academic integrity violation (whether or not a sanction is applied in the course), the faculty member should complete an Academic Integrity Violation Report.

Academic Integrity Violation Report

The Messiah University Academic Integrity Violation Report is a separate file from this document, located on FalconLink-COE Forms and Information-Academic Resource Forms. The faculty member will email the report to the student, copied to the department chair of the department in which the course is housed and to the dean of the academic school housing the course. For courses not housed in an academic department, such as IDS courses, the report should be sent to the Associate Provost (Angela Hare).¹

Academic integrity violations should be reported promptly after the incident is discovered. They may be reported within one semester after the course ends if first discovered at that time.

When violations occur at the end of the semester, faculty members may file a grade of Incomplete until the investigation and possible appeals are complete.

Dean Response

Upon receipt of an Academic Integrity Violation Report from a faculty member, the dean's office will hold the report until the open period for appeals has ended. The timeline for appeals is

¹ Academic advisors will receive the report from the Dean or Associate Provost after the period for appeals has ended.

described in the Academic Integrity Violation Report document (FalconLink-COE Forms and Information-Academic Resource Forms).

If the student appeals to the department (or to an adjudication body formed by the Associate Provost in the case of a course outside of an academic major department), the department chair should acknowledge receipt of the student's appeal within one week (5 business days when the University is in session) of receiving it. If the appeal is granted, the student will be notified and no further action will be taken. If, after an unsuccessful appeal to the department, the student appeals to the Dean of the school housing the course (or to the Associate Provost for a course outside of an academic major department) and the dean or Associate Provost grants the appeal, the student and the department will be notified and no further action will be taken.

If no student appeal is granted or if the period for appeals ends with no appeal submitted, then the dean or Associate Provost will forward the Academic Integrity Violation Report to:

1. The student's primary academic advisor.
2. The Office of the Registrar (kclark@messiah.edu) The Office of the Registrar is the final repository for academic integrity violation reports.

Upon receipt of an Academic Integrity Violation Report, the Registrar will inform the dean submitting the report (or the Associate Provost) if the student has other reported academic integrity violations. If so, the dean or Associate Provost will meet with the student and will consult with the faculty member, the faculty member's department chair and the dean of the student's major, to determine additional sanctions. The dean submitting the report will communicate any additional sanctions to the student, copying the student's academic advisor (primary major) and the dean of the student's major. The student may appeal the dean's decision to the Provost, whose decision will be final.

Academic Integrity Violation Classification

(from the Messiah University Community of Educators' Handbook: section 8.4)

Personal integrity is a behavioral expectation for all members of the Messiah community: administration, faculty, staff, and students. Violations of academic integrity are not consistent with the community standards of Messiah University. These violations include:

1. **Plagiarism:** Submitting as one's own work part or all of any assignment (oral or written) which is copied, paraphrased, or purchased from another source, including online sources, without the proper acknowledgment of that source. Examples: failing to cite a reference, failing to use quotation marks where appropriate, misrepresenting another's work as your own, etc.

2. **Cheating:** Attempting to use or using unauthorized material or study aids for personal assistance in examinations or other academic work. Examples: using a cheat sheet, altering a graded exam, looking at a peer's exam, having someone else take the exam for you, sharing information about exams, using any kind of electronic mobile or storage devices (such as cell phones, PDA's, Blackberry, iPods, iPhones, iPads, Flash drives, DVD's, CD's, photocopy pens) for unapproved purposes, communicating via email, IM, or text messaging during an exam, using the internet, sniffers, spyware or other software to retrieve information or other students' answers, etc.
3. **Fabrication:** Submitting altered or contrived information in any academic exercise. Examples: falsifying sources and/or data, etc.
4. **Misrepresentation of Academic Records:** Tampering with any portion of a student's record. Example: forging a signature on a registration form or change of grade form.
5. **Facilitating Academic Dishonesty:** Helping another individual violate this policy. Examples: working together on an assignment where collaboration is not allowed, doing work for another student, allowing one's own work to be copied.
5. **Computer Offenses:** Altering or damaging computer programs without permission. Examples: software piracy, constructing viruses, introducing viruses into a system, copying copyrighted programs, etc.
6. **Unfair Advantage:** Attempting to gain advantage over fellow students in an academic exercise. Examples: lying about the need for an extension on a paper, destroying or removing library materials, etc.