Vice Chancellor and Provost’s Committee on Academic Integrity

Best Practices Institutions
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The Best Practices Subgroup researched the websites of eleven academic integrity best practices institutions. These included the Center for Academic Integrity’s feature schools and institutions selected by the Committee on Academic Integrity conference representative on the basis of discussions and presentations at The Center for Academic Integrity 2004 Annual International Conference. The composition of this group is identified below.

Center for Academic Integrity Feature Schools
1. Kansas State University
2. Meredith College
3. Quinnipiac University
4. University of South Carolina
5. Wake Forest University

Center for Academic Integrity 2004 Conference Choices
1. Cornell University
2. Rutgers University
3. Southwest Missouri State University
4. University of Colorado at Boulder
5. University of San Diego
6. University of Virginia

The review of the institutions’ websites focused around the following questions:
- Is there a single academic integrity policy for the institution or are there separate policies for each academic unit?
- Does the institution have an Honor Code?
- Does the academic policy define plagiarism? Other dishonest behaviors?
- Is an academic integrity hearing available to the accused?
- What is the composition of the hearing panel?
- What, if any, role does legal counsel have in academic integrity hearings?
- What is the range of available sanctions?
- Is an appeal process available?
- Is a proven case of academic dishonesty noted on the student’s transcript?
- How and where are cases of academic dishonesty recorded? What are the channels of communication between academic units?
- Are academic dishonesty cases shared with the community?
- Does the academic integrity policy apply to both undergraduate and graduate students?
- Does the institution have a policy addressing faculty academic integrity?
- What academic integrity educational strategies are implemented?
• Does the institution have an Office of Academic Integrity? If not, are specific staff members designated to address academic integrity?

The following report is based on website reviews and reflects only information the institutions chose to include on their sites.

This report includes an analysis of the institutional data collectively, with the specific data for each institution included in the section beginning on page 7.
Is there a single academic integrity policy for the institution or are there separate policies for each academic unit?
Nine of the eleven best practices institutions have a university-wide academic integrity policy. At Rutgers University, however, the initial implementation occurs at the individual college level, while University of Colorado at Boulder has sanctions administered at both the university and college level.

Does the institution have an Honor Code?
An honor code institution is identified as having (1) an honor pledge, (2) unproctored exams, (3) student responsibility for reporting violations and deciding cases, and (4) single sanction of expulsion. The only best practices institution that met this definition was the University of Virginia.

A modified honor code was described by eight of the best practices institutions.

Does the academic policy define plagiarism? Other dishonest behaviors?
All of the best practices institutions provide a definition of plagiarism on their websites, with nine of these institutions including specific examples of plagiarism. Nine of the institutions also describe other unacceptable academic behaviors. These behaviors included unauthorized collaboration, cheating, aiding in a dishonest action of another student, misrepresentation, stealing, fabrication, unauthorized possession or disposition of academic materials, multiple submissions, denying other students access to information or materials, misconduct in research, unauthorized possession or disposition of academic materials, lying, bribery, and threats.

Is an academic integrity hearing available to the accused?
The option of an academic integrity hearing is available at all of the best practices institutions. Four of these institutions indicate that they recommend the student and faculty member initially attempt to reach resolution, with a hearing available if necessary. No specific information on hearings was available on the websites of Meredith College, Rutgers University, University of Virginia, and Wake Forest University.

What is the composition of the hearing panel?
Five to seven voting members sit on the hearing panels of nine of the best practices institutions, with 8-12 jurors sitting on the jury at University of Virginia. Eight panels consist of students and faculty, while two panels (i.e., University of Colorado at Boulder, University of Virginia) are comprised of only students. Some panels require one faculty and one student from the home college of the accused student, a graduate faculty member and a graduate student if the accused is a graduate student, one student from the accused student’s home college and one student from the involved faculty member’s home college, and a student from the college where the alleged incident occurred. Nonvoting hearing board members include: recorder, chair of the Honor Council, faculty advisor, and administrators.
What, if any, role does legal counsel have in academic integrity hearings?

Three best practices institutions (i.e., Kansas State University, Rutgers University, Southwest Missouri State University) allow a lawyer at the hearing, but only in an advisory role. Four institutions note that the student may have an advisor present, but do not specifically mention a lawyer.

What is the range of available sanctions?

All the best practices institutions include a list of punitive sanctions on their websites. These include failure on piece in question, failure for course, make-up assignment at a more difficult level than the original assignment, withdrawal from course, letter of warning, probation, suspension, and expulsion.

Several of these institutions also advocate educational sanctions, including counseling and community service (i.e., Cornell University), academic integrity course (i.e., Kansas State University, Quinnipiac University), workshop or seminar on ethics or a related subject (i.e., Rutgers University, University of Colorado at Boulder), community service (i.e., University of Colorado at Boulder, University of South Carolina), and educational skill building workshop (i.e., University of Colorado at Boulder).

The faculty of Southwest Missouri State University may only impose those sanctions listed in their course policy statement or by direct reference to the university-wide academic integrity policy, if directions on how to obtain the policy were provided to the students. Additionally, if the student has declared a major, the program is allowed to impose additional sanctions (e.g., dismissal from the program) beyond those required by the Academic Integrity Committee.

The deans and faculty of each of the colleges have jurisdiction over the course sanctions (e.g., failure for piece in question or course) at the University of Colorado at Boulder. The Honor Code Council imposes additional sanctions ranging from attending an ethics class to expulsion from the university.

Any violation of the Honor Code at the University of Virginia results in permanent dismissal from the university.

Is an appeal process available?

Information on the appeal process was available on the websites of all best practices institutions, with the exception of University of Virginia. Students have up to one year to appeal the hearing board’s decision based on new evidence at Kansas State University. An appeal dealing with the delay of graduation, suspension, or expulsion must be presented to the President of Meredith College. Either the guilty finding or the sanction may be appealed at Southwest Missouri State University, while only the guilty finding may be appealed at Rutgers University.


**Is a proven case of academic dishonesty noted on the student’s transcript?**

Transcript notation was reported by seven of the best practices institutions. Quinnipiac University, Rutgers University, and Meredith College permanently note suspension and expulsion on the transcript.

Kansas State University and Southwest Missouri State University both use the grade of “XF” to designate academic dishonesty. This grade can be removed from a Kansas State University transcript through completion of the Academic Integrity course. A student may petition to have the “XF” removed from their transcript at Southwest Missouri State University after twelve months. The petition must be accompanied by three letters of recommendation. If the appeal is denied, the student may petition again four years later. A grade change from an “F” to an “XF” may also occur up to five years after graduation and may result in revoking a granted degree.

An irreplaceable “F” is placed on a student’s transcript at Wake Forest University. The hearing board at Cornell University sets a date after which the student may appeal to have the words, “declared guilty of violation of Academic Integrity Code,” removed from the transcript.

**How and where are cases of academic dishonesty recorded? What are the channels of communication between academic units?**

The best practices institutions with a university-wide academic integrity policy maintain central records, while those with individual colleges responsible for academic integrity hearings keep records within the dean’s office of the college.

**Are academic dishonesty cases shared with the community?**

Four best practices institutions provided reporting information on their websites. The Academic Integrity Hearing Board of each school at Cornell University provides an annual report to the Dean of Faculty. Kansas State University has information on all case proceedings dating from 1999 to the present available on their website. University of Virginia also provides online reports, with Wake Forest University printing hearing information in the student newspaper.

**Does the academic integrity policy apply to both undergraduate and graduate students?**

Seven best practices institutions (i.e., Kansas State University, Quinnipiac University, Rutgers University, Southwest Missouri State University, University of Colorado at Boulder, University of South Carolina, University of Virginia) enforce the same academic integrity policy for undergraduate and graduate students. Wake Forest University has a different policy for undergraduate and graduate students.

**Does the institution have a policy addressing faculty academic integrity?**

Three best practices institutions (i.e., Quinnipiac University, Rutgers University, University of Virginia) described a faculty academic integrity policy.
What academic integrity educational strategies are implemented?

Nine best practices institutions provided a range of educational strategies including website information for students on how to avoid plagiarism, website information for TAs and faculty on best practices for academic integrity, signing an honor pledge, web based tutorials for students, and educational sessions during freshmen orientation. Additionally, an academic integrity course is required of all students at Quinnipiac University, values and ethics are reflected throughout the curriculum of the University of San Diego, and an online video is available at the University of Virginia.

Does the institution have an Office of Academic Integrity? If not, are specific staff members designated to address academic integrity?

Seven of the nine best practices institutions with a university-wide academic integrity policy report an academic integrity office or staffing. These include: Honor System Office (i.e., Kansas State University), Honor Council (i.e., Meredith College), Director of Academic Integrity (i.e., Quinnipiac University), Academic Integrity Council (i.e., Southwest Missouri State University), Honor Code Office (i.e., University of Colorado at Boulder), Dean of Students Office (i.e., University of South Carolina), and Office of the Dean of Student Services (i.e., Wake Forest).
Best Practices Institutions

Data

- **University-wide or Individual School/College Academic Integrity Policy**
  
  **University-wide Policy**
  
  Kansas State University
  Meredith College
  Quinnipiac University
  Rutgers University (with initial implementation at the individual college level)
  Southwest Missouri State University
  University of Colorado at Boulder
  University of South Carolina
  University of Virginia
  Wake Forest University

  **Individual School/College Policy**
  
  Cornell University
  University of San Diego

- **Honor Code**
  
  University of Virginia

  **Modified Honor Code**
  
  Kansas State University (Honor Pledge)
  Meredith College (Honor Pledge)
  Quinnipiac University
  Rutgers University
  University of Colorado at Boulder
  University of San Diego
  University of South Carolina
  Wake Forest University

  **No Information Available on the Website**
  
  Cornell University
  Southwest Missouri State University

- **Definition of Plagiarism and Other Dishonest Behaviors**
  
  Cornell University (plagiarism defined and specific examples provided)
  Kansas State University (plagiarism defined and specific examples provided)
  Meredith College (plagiarism defined; other behaviors included unauthorized collaboration in preparation of academic work, cheating on exams, aiding in a dishonest action of another student)
Quinnipiac University (plagiarism defined and specific examples provided; other behaviors included misrepresentation, fabrication, stealing, impeding fair and equal access to the education and research process, misrepresenting or misusing one’s relationship with the university, and facilitating another in the commission of an academic integrity violation)
Rutgers University (plagiarism defined and specific examples provided; other behaviors included cheating, fabrication, facilitating academic dishonesty, denying others access to information or material)
Southwest Missouri State University (plagiarism defined and specific examples provided; other behaviors included cheating, fabrication, misconduct in research)
University of Colorado at Boulder (plagiarism defined and specific examples provided; other behaviors included unauthorized possession or disposition of academic materials, fabrication, aiding in academic dishonesty, lying, bribery, and threats)
University of San Diego (plagiarism defined and specific examples provided; other behaviors included fabrication, unauthorized collaboration, unauthorized access)
University of South Carolina (plagiarism defined and specific examples provided; other behaviors included cheating)
University of Virginia (plagiarism defined and specific examples provided; other behaviors included multiple submissions, false citations, and false data)
Wake Forest University (plagiarism defined; other behaviors included cheating, gaining access to a computer account)

- **Academic Integrity Hearing Available**

Cornell University (primary hearing is between faculty member, student, and a third party witness appointed by the hearing board chairperson; subsequently, student may request a hearing from the school/college hearing board)
Kansas State University (faculty or student may request a hearing; inquiry is investigated by 1 student and 1 faculty from the Honor Council to determine if a hearing is needed)
Meredith College (hearing is available but specific information is not available)
Quinnipiac University (hearing is available, however, the student and faculty member can agree to deal with a minor violation themselves and report the outcome to the Academic Integrity Board)
Rutgers University (hearing is available at the college and university level)
Southwest Missouri State University (initial hearing is a personal meeting between the student and faculty member, if student admits guilt and accepts sanction a written report is sent to the department chair; if student contests guilt and/or sanction, they have one week to appeal in writing to the department chair; if student is not pleased with the department chair’s decision, a hearing may be requested before the Academic Integrity Committee)
University of Colorado at Boulder (student may accept the accusation and sanction of the faculty member or request a hearing before the Honor Code Council)
University of San Diego (a hearing is only called for serious violations or student appeal on the determination of an infraction; a hearing will not be held to appeal the faculty sanction)
University of South Carolina (a hearing is available with mediation also an option)
University of Virginia (referred to as a trial)
Wake Forest University (may be a closed or open hearing)

- **Composition of Hearing Board**
  
  Cornell University (7 voting members – chair, 3 students, and 3 faculty; 1 faculty and 1 student will be from the home college of the accused student; nonvoting recorder)
  
  Kansas State University (the Honor Council consists of 2 students and faculty from each school/college; faculty appointments are approved by the Provost and Faculty Senate President, graduate student appointments by the Graduate Student Council, and undergraduate appointments by the Student Body Senate; the hearing panel consists of 5 voting members – 3 students and 2 faculty, if accused is a graduate student then panel must have 1 graduate faculty member and 1 graduate student; nonvoting member of hearing panel is the chair which alternates between students and faculty)
  
  Meredith College (5 voting members – 4 students and 1 faculty member; nonvoting members include the chair, secretary, clerk, and advisor)
  
  Quinnipiac University (7 voting members – 4 students, 2 faculty members, and 1 staff member; role of chair rotates among the members every hearing)
  
  Southwest Missouri State University (23 member Academic Integrity Council – 10 voting students, of which 3 are graduate students; 10 voting faculty who have no administrative appointments during their term; 3 nonvoting members – administrators; from the Academic Integrity Council a 5 member panel is selected to explore if academic dishonesty occurred; if so, a 5 member hearing panel is selected consisting of at least 2 and not more than 3 students with the remaining positions filled by faculty – one of the students on the hearing panel must be a graduate student if the accused is a graduate student)
  
  University of Colorado at Boulder (5 students - 1 from the accused student’s home college and 1 from the involved faculty member’s home college)
  
  University of San Diego (5 members – dean, 1 faculty, and 1 student from school/college where alleged incident occurred and 2 faculty from other schools/colleges; faculty are selected by deans at the end of each academic year)
  
  University of South Carolina (5 members – 2 students and 3 faculty members)
  
  University of Virginia (8 to 12 jurors, plus a trial chair who is a permanent member of the Honor Committee; jury panel composed entirely of students)
  
  Wake Forest University (7 members – 4 students, 2 faculty, and the chair of the Board of Investigators and Advisors)

*No Information Available on the Website*

Rutgers University

- **Lawyer at Academic Integrity Hearings**
  
  Kansas State University (lawyer may serve in advisor capacity only)
Quinnipiac University (lawyer is not specifically stated, but the student may have an advisor present at the hearing; the advisor may not represent the student, but may raise procedural issues and may request an opportunity to break for a private conference with the student)
Rutgers University (lawyer may be present at the hearing but is not allowed to speak to the hearing panel)
Southwest Missouri State University (lawyer may accompany student to the hearing but role is limited to providing confidential advice to the student; student must speak to the hearing board)
University of Colorado at Boulder (faculty member may have representation from University Counsel at the hearing and also if the student proceeds with civil litigation against the faculty member; legal representation is also available for students serving on the hearing panel if the accused student pursues civil action)
University of South Carolina (lawyer is not specifically stated, but the student may have an advisor present at the hearing)
Wake Forest University (student is assigned a judicial advisor, not clear if this is a lawyer)

No Information Available on the Website
Cornell University
Meredith College
University of San Diego
University of Virginia

- **Academic Dishonesty Sanctions**

  - Cornell University (“F” on piece in question; “F” for course; probation; suspension; expulsion; “declared guilty of violation of Academic Integrity Code” on transcript; counseling; community service)
  - Kansas State University (punitive and education sanctions are enforced; “0” for work in question: “XF” for course; suspension; expulsion; Academic Integrity Course – 1-credit course which meets for 10 hours; community service)
  - Meredith College (sanctions range from writing a reflective paper on the student’s behavior and decision making process to expulsion from the college)
  - Quinnipiac University (sanctions range from failing grade for the course to expulsion from the university; student may be ordered to attend an Academic Integrity Seminar, complete appropriate academic integrity projects, or write letters of apology; repeat offenses will result in increasingly severe sanctions)
  - Rutgers University (sanctions include required attendance at a non-credit workshop or seminar on ethics or a related subject; an assigned paper or research project on a relevant topic; a make-up assignment at a more difficult level than the original assignment; a recommendation to the instructor that no credit be given for the original assignment; probation; suspension; expulsion with permanent notation on transcript)
  - Southwest Missouri State University (faculty may only impose those sanctions listed in their course policy statement or by direct reference to academic integrity
policy, if directions on how to obtain the policy were provided; maximum sanction that a faculty member can impose is “XF;” if student has declared a major, the program will be allowed to impose additional sanctions, including dismissal from the program)

University of Colorado at Boulder (the deans and faculty of the schools/colleges have jurisdiction over sanctions regarding failure for the piece in question or the course; the Honor Code Council imposes additional sanctions which range from attending an ethics class to expulsion from the university – letter of warning, probation, suspension, educational skill building workshop, community service; if sanctions are not completed, a hold may be placed on the students’ educational records or the student may be temporarily or permanently removed from the university)

University of San Diego (faculty sanctions include lower grade for the piece in question or the course, withdrawal from the course, all or part of the course to be retaken, additional work required for course; Hearing Board sanctions include a letter of censure, probation, suspension for up to one year, expulsion from university)

University of South Carolina (sanctions include failure for the assignment; failure for the course; additional work assigned by the professor; reprimand; indefinite suspension; expulsion; and community service)

University of Virginia (any violation of the Honor Code results in permanent dismissal from the university; conscientious retractions provide a student the opportunity to admit guilt and stay within the community; the intent is specifically considered – “was this act committed willfully or intentionally?”)

Wake Forest University (first occurrence results in suspension for one semester, social probation, and any other case-specific sanction as appropriate; an irreplaceable “F” may be assigned; second occurrence is expulsion)

• Appeal Process Available

Cornell University (student must appeal in writing to the dean of the school/college within 4 weeks of the initial decision)

Kansas State University (students have 1 year to appeal the decision based on new evidence; 15 days to appeal based on procedural irregularities)

Meredith College (a written appeal must be delivered to the Vice President for Student Development within 5 days of the Honor Council hearing; the review board will allow the student a maximum of 5 minutes to present the appeal; in cases of delay of graduation, suspension, or expulsion, the appeal and relevant case document will be presented to the president who will consult with an advisory committee made up of the Vice President for Academic Affairs, the chair of the Faculty Affairs Committee, and the chair of the Student Life Committee – the president will make a decision within 10 days of receiving the notice of appeal)

Quinnipiac University (an appeal must be made within 48 hours of the decision to the Senior Vice President of Academic Affairs)

Rutgers University (an appeal can be filed only if a student is still denying guilt)
Southwest Missouri State University (student may appeal either the guilty finding or the sanction of the Academic Integrity Council; 5 different members of the Council will review the record of the proceedings and any additional information provided by the student or the faculty member since the appeal was filed – a new hearing will not be conducted)
University of Colorado at Boulder (the Appeals Board consists of 3 students and 2 faculty)
University of San Diego (in the case of expulsion or two dissenting votes from the Hearing Committee, the student may appeal the decision to the Provost)
University of South Carolina (appeal must be filed in writing within 5 days of the decision; appeal must be based on insufficient evidence to find guilt, severity of sanction, denial of basic rights guaranteed by the Code of Student Conduct, or new information not available at the time of the original hearing; the appeals council consists of one academic dean and two faculty members)
Wake Forest University (an appeal must be made to the Judicial Council within 5 days)

No Information Available on the Website
University of Virginia

- Notation of Academic Dishonesty on Transcript
Cornell University (“declared guilty of violation of Academic Integrity Code” on transcript – hearing board sets a date after which student may petition words be removed from transcript)
Kansas State University (“XF” – removed with completion of Academic Integrity Course)
Meredith College (delay of graduation, suspension, or expulsion will be recorded on official records)
Quinnipiac University (dismissal or expulsion will appear on a student’s transcript)
Rutgers University (level 2 violations are noted on the transcript only through the period of sanction; level 3 and 4 violations are permanently noted on the transcript)
Southwest Missouri State University (“XF” – may appeal to have it removed after twelve months; three letters of recommendation must be submitted with petition; if denied, may appeal again four years later to Vice President of Academic Affairs; “XF” is generally not removed if offense involved significant premeditation, repeat offense, or accompanied by illegal, threatening, or disruptive behavior; a grade change from “F” to “XF” may also occur up to five years after graduation and may result in the revoking of a granted degree)
Wake Forest University (irreplaceable “F”)

No Information Available on the Website
University of Colorado at Boulder
University of San Diego
University of South Carolina
University of Virginia

- **Academic Dishonesty Record Keeping and Communication**
  Cornell University (the record keeper of the school/college Academic Integrity Hearing Board that hears the case communicates in writing to the record keeper of the Academic Integrity Hearing Board in the student’s school/college)
  Kansas State University (the university-wide Honor Council serves as a central record keeper for all academic dishonesty cases; the outcomes of violation hearings is also sent to the department chair of the faculty member and the dean of the school/college of the faculty member and student)
  Meredith College (Honor Council maintains all records)
  Quinnipiac University (all records are centrally maintained by the Director of Academic Integrity)
  Rutgers University (records of violations and sanctions are kept in the dean’s office for level one and two violations; it is unclear if level 3 and 4 violations are also noted at the university level)
  Southwest Missouri State University (all records are centrally maintained in the Office of Academic Affairs so repeat offenders can be easily identified)
  University of Colorado at Boulder (all records are centrally maintained in the Honor Code Office)
  University of San Diego (the Hearing Committee from each school/college prepares a written report of the proceedings that is sent to the student, faculty member, dean of the school where infraction occurred, president and provost of university)
  University of South Carolina (Dean of Students maintains all records for a period of five years)
  Wake Forest University (maintained in the Office of the Dean)

*No Information Available on the Website*

University of Virginia

- **Academic Dishonesty Cases Shared in a Community Report**
  Cornell University (annual report from each Academic Integrity Hearing Board to the Dean of Faculty)
  Kansas State University (all cases from 1999 to present are on the website; annual report for Provost, Faculty Senate, Student Senate, Graduate Student Council, Graduate Council)
  University of Virginia (available on their website)
  Wake Forest University (the student newspaper is allowed to report the nature of the violation, the decision, and the sanction of every hearing)

*No Information Available on the Website*

Meredith College
Quinnipiac University
Rutgers University
Southwest Missouri State University
University of Colorado at Boulder
University of San Diego
University of South Carolina

- **Same Academic Integrity Policy Applies to Undergraduate and Graduate Students**
  
  *Same Policy*
  Kansas State University
  Quinnipiac University
  Rutgers University
  Southwest Missouri State University
  University of Colorado at Boulder
  University of South Carolina
  University of Virginia

  *Different Policies*
  Wake Forest University

  *No Information Available on the Website*
  Cornell University
  Meredith College
  University of San Diego

- **Faculty Academic Integrity Policy**
  Quinnipiac University (the academic integrity policy covers the entire academic community, including faculty and staff)
  Rutgers University
  University of Virginia (related to faculty research)

  *No Information Available on the Website*
  Cornell University
  Kansas State University
  Meredith College
  Southwest Missouri State University
  University of Colorado at Boulder
  University of San Diego
  University of South Carolina
  Wake Forest University

- **Academic Integrity Educational Strategies**
  Cornell University (website information on how to acknowledge the work of others)
Kansas State University (TA tips and KU faculty best practices on academic integrity available on website; strategies to protect yourself from violating the honor pledge is also available on the website for students)
Meredith College (all students must read the Honor Code and sign the Honor Pledge)
Quinnipiac University (all students take a required course on academic integrity; the Director of Academic Integrity is charged with educating faculty and staff on promotion and teaching of integrity)
Rutgers University (web-based tutorial which provides a certificate of completion; Honor Code signed on application; an online guide to “Fostering Academic Integrity at Rutgers”)
University of Colorado at Boulder (sign the honor code on the university’s application; Honor Coded educational sessions during freshmen orientation; tips on how to avoid plagiarism on website)
University of San Diego (academic integrity is discussed during new student orientation; values and ethics are reflected throughout the curriculum)
University of Virginia (online video; materials on website for faculty)
Wake Forest University (sign honor code on the university’s application)

No Information Available on the Website
Southwest Missouri State University
University of South Carolina

- Academic Integrity Office or Staff
  Kansas State University (Honor System Office)
  Meredith College (Honor Council)
  Quinnipiac University (Director of Academic Integrity, a faculty member appointed by the Senior Vice President for Academic Affairs)
  Southwest Missouri State University (Academic Integrity Council)
  University of Colorado at Boulder (Honor Code Office)
  University of South Carolina (Dean of Students Office)
  Wake Forest University (Office of the Dean of Student Services)

No Information Available on the Website
Cornell University
Rutgers University
University of San Diego
University of Virginia