

# VIRGINIA UNION UNIVERSITY

## ACADEMIC INTEGRITY POLICY

Virginia Union University is committed to maintaining and strengthening an environment of scholarship and lifelong learning. Academic Dishonesty, as defined by this Academic Dishonesty Policy is antithetical to the values and standards of the University community and will not be tolerated.

This Policy outlines the University's expectations for students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty throughout the process.

### I. University Honor Pledge.

Each student shall affix the following **Honor Pledge** upon each examination, paper, and assignment that he or she submits for academic credit:

**I have neither given nor received any unauthorized help on this assignment and I pledge that I am in compliance with the VUU Honor System.**

### II. University Honor Creed.

Each student shall sign and abide by the Honor Creed, which is attached to this Policy as Appendix A.

### III. Academic Dishonesty.

**A. Forms of Academic Dishonesty. The following are considered forms of Academic Dishonesty (examples have been provided for purposes of illustration and are not intended to be all-inclusive):**

- **PLAGIARISM**. Presenting the work of another as one's own (i.e., without proper acknowledgement of the source).
  - o Typical Examples Include: Using another's work from print, web, or other sources without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or other information without acknowledgement of the source; submitting as one's own a paper purchased from a research or term paper service or other source. (Note that information obtained from websites must be properly cited.)
- **CHEATING**. Receiving, giving, or attempting to receive or give unauthorized assistance such as materials, devices, information, notes or sources related to academic matters.
  - o Typical Examples Include: Copying from another student's paper or receiving unauthorized assistance during a quiz, test, or examination; using books, notes, or other devices (e.g., calculators, cell phones, tablets, or computers) when these are not authorized; obtaining without authorization a copy of, or information about, an examination before the scheduled exercise; unauthorized collaboration on exams.
- **UNAUTHORIZED GROUP WORK**. Unauthorized collaboration with others with regard to academic matters.
  - o Typical Examples Include: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the instructor.
- **FABRICATION, FALSIFICATION, AND MISREPRESENTATION**. Unauthorized altering or inventing of any information or citation that is used

in assessing academic work.

- o Typical Examples Include: Inventing or counterfeiting data or information; falsely citing the source of information; altering the record of, or reporting false information about, practicum or clinical experiences; altering grade reports or other academic records; falsifying information regarding absence or tardiness in a scheduled academic exercise; lying to an instructor to increase a grade.
- **MULTIPLE SUBMISSION.** Submitting the same academic work (including oral presentations) for credit more than once without instructor permission.
  - o Typical Examples Include: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.
- **FACILITATION.** Intentionally helping or soliciting another person to commit an act of academic dishonesty.
  - o Typical Examples Include: Knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the material to be tested before a scheduled exercise; deliberately furnishing false information; signing an attendance sheet for a student not present; taking an exam for another student.
- **ATTEMPTING** to commit any offense as outlined above.

## B. Procedures for Resolving Allegations of Academic Dishonesty.

### 1. Reporting.

- a) Any student who observes an instance of Academic Dishonesty must report such alleged violation to the instructor of the course at issue.
- b) Any instructor who receives information regarding an instance of Academic Dishonesty or who otherwise becomes aware of an instance of Academic Dishonesty should report such instance to the Chair of his or her department.
- c) The professor and Chair will determine whether to proceed with the Informal Resolution or to refer the matter to the Dean of Students.

### 2. Informal Resolution.

- a) **Student Conference.** The instructor will promptly arrange a conference with the accused student. During such conference, the instructor will notify the accused student of the alleged instance of Academic Dishonesty, present the accused student with details regarding the alleged instance of Academic Dishonesty, and discuss this Policy with the student. The instructor and the student then will discuss the alleged violation.
- b) **Outcomes.** As a result of the student conference:
  - (1) The instructor may determine that the allegation appears unsubstantiated, in which case the allegation will be dismissed and no record of Academic Dishonesty will be created. (The instructor must use the preponderance of the evidence standard in making this determination – i.e., he or she must determine that it is more likely than not that the student did not engage in Academic Dishonesty.)
  - (2) The student may accept (i) responsibility for the alleged violation and (ii) the academic sanction proposed by the instructor. The instructor should consider the seriousness and frequency of the alleged violation in determining sanctions. The following sanctions are available in the

Informal Resolution process:

- (a) a written warning,
  - (b) a requirement that the student revise or replace the work at issue,
  - (c) additional academic work,
  - (d) a reduced grade (including a “0” or an “F”) for the work at issue,  
and
  - (e) a reduced grade (including a “0” or an “F”) for the course at issue.
- (3) The student may, in writing, accept responsibility for the alleged violation but contest the academic sanction proposed by the instructor. In such event, the student may appeal the sanction proposed by the instructor with the Chair of his or her department.
- (4) The student may deny responsibility for the alleged violation. In such event, the case will be referred to the Dean of Students for the Formal Resolution.

### 3. Formal Resolution.

**a) Academic Integrity Hearing.** An Academic Integrity Hearing will be held in cases in which (1) the accused student has a prior record of Academic Dishonesty, (2) the allegation of Academic Dishonesty is egregious or (3) the accused student denies responsibility for the alleged violation. The Academic Integrity Hearing will follow the Formal Hearing Process set forth in the Student Disciplinary Process, which is found in the University’s Code of Conduct. The Academic Integrity Hearing will be chaired by a faculty member serving on the Student Conduct Hearing Board. In addition to the sanctions otherwise available pursuant to the Formal Hearing Process, the following additional sanctions may also be considered by the hearing body:

- (1) a requirement that the student revise or replace the work at issue,
- (2) additional academic work,
- (3) a reduced grade (including a “0” or an “F”) for the work at issue,
- (4) a reduced grade (including a “0” or an “F”) for the course at issue,
- (5) the withholding of the student’s diploma, transcript, or other records for a specified period of time,
- (6) the suspension of the student’s degree (in cases where the violation is discovered after the degree is posted), and
- (7) revocation of the student’s degree (in cases where the violation is discovered after the degree is posted).

**b) Appeals.** Findings of responsibility made pursuant to the Formal Resolution process may be appealed to the Assistant Provost within 48 hours of receiving a decision from the Formal Hearing Process. If the Assistant Provost determines that the accused student is responsible for Academic Dishonesty, a copy of the decision will be recorded with the student’s files as a record of Academic Dishonesty. If the student is found not to be responsible for Academic Dishonesty, no record of Academic Dishonesty will be included in the student’s record.

# APPENDIX A

## VIRGINIA UNION UNIVERSITY HONOR CREED

*I am a Virginia Union Panther. And as such I will...*

**Pursue** my academic and career goals: I came to Virginia Union University to develop an intellectual and professional foundation that will propel me into the future. I will take full advantage of this experience and perform to my **highest academic potential** by making my education and career preparation a priority. I will invest the time and effort required for my success. I will find and utilize all of the resources that are available to support and prepare me for a **limitless future**.

**Accept** responsibility for all of my actions: I recognize that my actions affect others, so I will be aware of and adhere to University policies, rules and regulations. I will make ethical decisions and conscientious choices. I understand and accept the consequences of my own behavior, and I will not blame others for my mistakes.

**Nurture** a climate of care, concern, and civility for others: I know that I will receive what I give. Being peaceful, calm and alert will foster the same for my environment; therefore, I will contribute to a campus atmosphere characterized by welcoming attitudes, cooperation, patience and an appreciation for others.

**Treasure** my University's spiritual and prestigious heritage: I understand and value my University's heritage and reputation. I recognize that I am a beneficiary of this **rich legacy**. I will be mindful of how I present myself, how I select associates and how I choose friends. **I will be a positive representative of Virginia Union University at all times.**

**Honor** individual and cultural differences and similarities: I am aware that our diversity is part of our strength and that we each have unique gifts. I will seek new ways to learn about others, to challenge stereotypes, to create bonds and to honor and value differences without criticism.

**Embrace** every opportunity to become an outstanding leader in and around my community: I know that leaders are essential to community and world progress. I am willing to participate in activities and events that will **promote service, cooperation and self-discipline** to build my leadership skills.

**Respect** the dignity, rights and property of all community members: I am an individual amongst a community of individuals. I will treat others as I wish to be treated, and I will treat their property as I would my own.

**Seize** every occasion to contribute to the safety and well being of others and myself: I know that a **safe and secure environment** is necessary for me to thrive, grow, and reach my goals. I will practice safety in everything I do and will use great caution when I am with others. I will not tolerate behaviors and/or activities that compromise the safety and well-being of the campus community and will alert the authorities when I witness any violations.

X \_\_\_\_\_  
Student Signature

X \_\_\_\_\_  
Date