

## **Academic Integrity Sanctions**

Note: All faculty are responsible for determining and communicating course and program specific academic integrity expectations. Each faculty member is responsible for using professional discretion when an academic integrity violation occurs. The information herein is therefore provided as a general guideline and is not intended to be prescriptive.

Table 1: Sanctions Table

**Minor Violations:** A Minor Violation is recognized by the faculty as a violation of concern, but not of the level of severity to warrant the student's automatic failure of the course. All minor violations are recorded and filed in the Advocate System.

Level/definition	Examples	First offense sanctions	Repeat offense sanctions
<p><b>Level One:</b> violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by the absence of dishonest intent on the part of the student committing the violation. These violations generally are quite limited in extent, occur on a minor assignment, and represent a small fraction of the total course work.</p>	<ol style="list-style-type: none"> <li>1) Working with another student on a minor laboratory exercise or homework assignment when such collaboration is prohibited; or</li> <li>2) Failing to footnote or give proper acknowledgment, citation in a very limited section of an assignment;</li> <li>3) Misrepresenting one's contribution to a group assignment.</li> <li>4) Cheating on a low stakes assignment worth minor points.</li> <li>5) Failure to acknowledge assistance from others, such as help with research, statistical analysis, computer programming, or field data collection, in a paper, examination, or project report.</li> <li>6) Knowingly withholding information about an academic integrity violation committed by a student.</li> </ol> <p>Registering a Level I violation provides the opportunity for the students to receive further education of academic integrity policies and the importance of academic integrity to the university.</p>	<p>Sanctions for Level One violations ordinarily include one or more of the following, although this list is not all inclusive:</p> <ol style="list-style-type: none"> <li>1) Required participation in a noncredit workshop or seminar on ethics or academic integrity.</li> <li>2) An assigned paper or research project related to ethics or academic integrity.</li> <li>3) A make-up assignment that is more directed and intensive in design than the original assignment.</li> <li>4) No credit for the original assignment (not to include a zero for the assignment in question, but may entail dropping the grade from the average or allowing the student to re-do and resubmit the assignment with or without an additional requirement that is graded)</li> <li>5) Disciplinary warning</li> </ol>	<p>A repeat violation at Level One will ordinarily be treated as a Level Two violation, although it may, under certain circumstances, be treated as a Level Three violation.</p> <p>-Repeated within individual course: Normally treated as a Level 2 violation unless the subsequent violation is deemed serious enough to warrant a Level 3 violation (at discretion of instructor).</p> <p>-Repeated within different courses - three offenses documented: Normally treated as a Level 2 violation unless the subsequent violations are deemed serious enough to warrant a Level 3 violation (at discretion of instructor)</p> <p>Record of violation: Advocate System</p>

<p>Level Two: violations are breaches of academic integrity that are more serious or that affect a more significant aspect or portion of the course work compared with Level One violations.</p>	<ol style="list-style-type: none"> <li>1) Repeated Level One violations (subsequent Level One violations can be counted as Level Two);</li> <li>2) Copying work on an assignment, quiz, or exam;</li> <li>3) Acting to facilitate copying during an exam;</li> <li>4) Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source;</li> <li>5) Submitting the same work, or major portions thereof, to satisfy the requirements of more than one course without permission from the instructor to whom the work is submitted for the second or subsequent time;</li> <li>6) Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to the acquisition of data and/or to the writing of the report must be acknowledged;</li> <li>7) Presenting the work of another as one's own;</li> <li>8) Using prohibited materials, such as books, notes, or calculators during an examination;</li> <li>9) Making a false report of academic dishonestly;</li> <li>10) Dishonesty in requests for make-up exams or for extensions of deadlines for assignments</li> </ol>	<p>Sanctions for Level Two violations ordinarily include one or more of the following, although this list is not all inclusive:</p> <ol style="list-style-type: none"> <li>1) A failing grade on the assignment.</li> <li>2) Required participation in a noncredit workshop or seminar on ethics or academic integrity</li> <li>3) A make-up assignment that is more difficult than the original assignment.</li> <li>4) Voiding credit for the original assignment and supplementing with another assignment.</li> <li>5) Failure of the class with an "F".</li> </ol>	<p>Treated as a Level 3 violation Record of violation: Advocate System</p>
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**Major Violations:** Recognized by the faculty as a violation of significant concern, warranting at minimum the student's automatic failure of the course designated as "FC" (Failure due to Cheating) on the student's transcript and academic probation. A major violation assigned in an individual course results in the automatic failure of the course. Note that a major violation will be recorded in the Advocate System.

Level/definition	Examples	First offense sanctions	Repeat offense sanctions
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<p><b>Level Three:</b> violations are breaches of academic integrity that are more serious in nature or that affect a more significant aspect or portion of the course work compared with Level Two violations.</p>	<ol style="list-style-type: none"> <li>1) Repeated Level Two violations (note that two (2) level two violations equate to one major violation);</li> <li>2) Presenting the work of another as one's own;</li> <li>3) Copying or cheating on major course exams such as midterm or final exam;</li> <li>4) Plagiarizing major portions of a written assignment;</li> <li>5) Acting to facilitate copying during a major course exam such as midterm or final exam;</li> <li>6) Using prohibited materials, such as books, notes, or calculators during a major examinations (e.g., midterm, finals);</li> <li>7) Altering examinations for the purposes of re-grading;</li> <li>8) Acquiring or distributing copies of an examination from an unauthorized source prior to the examination period;</li> <li>9) Submitting purchased materials such as a term paper;</li> <li>10) Removing or damaging posted or reserve material, or preventing other students from having access to the material;</li> <li>11) Fabricating data by inventing or deliberately altering material. Fabrication includes citing "sources" that are not, in fact, sources; or</li> <li>12) Using unethical or improper means of acquiring data.</li> </ol>	<p>The sanction for Level Three violations ordinarily is an "FC" for the course and academic probation for one semester, but may warrant probation for more than one semester or suspension, depending on the seriousness of the violation. If a case of Academic Integrity violation is being investigated at the end of an academic term, the faculty should assign the student a grade of an "I", incomplete, in the course until a resolution is reached and the appropriate final grade can be assigned.</p> <p>The student will be suspended if the academic dishonesty is committed while he or she is already on academic integrity probation or when the acts committed involved advance planning, falsification of papers, forms, or documents, collaboration with others, or some actual or potential harm to other students. For example, theft of another student's returned examination will usually merit suspension for the next regular semester (fall or spring), even for a first offense. In cases where the student will complete graduation requirements during the current semester, suspension is to take effect immediately. Suspension will be noted on the transcript.</p>	<p>Treated as Level 4 violation</p> <p>Record of violation: Advocate System</p>
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<p><b>Level Four:</b> violations represent the most serious breaches of academic integrity.</p>	<ol style="list-style-type: none"> <li>1) Repeated Level Three violations;</li> <li>2) Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity;</li> <li>3) Committing a violation of academic integrity that breaks the law or resembles criminal activity (such as forging a grade form, stealing an exam from a professor or from a university office, buying a stolen exam, falsifying a transcript to gain access to the University or its resources, or altering the record of work done at the University);</li> <li>4) Having a substitute take an exam or taking an exam for someone else;</li> <li>5) Fabricating evidence, falsifying data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one's own in a senior thesis, a master's thesis, a doctoral dissertation, a scholarly article submitted for publication, or any other work represented as his or her own by a graduate or professional student; or</li> <li>6) Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.</li> </ol>	<p>The sanction for Level Four violations ordinarily is permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's Cumberland University transcript.</p>	<p>Normally results in permanent expulsion from the University with no opportunity for repeat offense. Under the rare circumstance that a student committing a Level 4 Violation is re-admitted to the University, a repeat offense of academic integrity would result in the permanent expulsion of the student from the University.</p> <p>Record of Violation:-Advocate System</p>
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