



## **Academic Integrity Procedural Guidelines**

*Note: Students and faculty members with questions about the Penn State Behrend Academic Integrity policy are welcome to contact the office of the Assistant Director for Academic Administration (898-6160).*

### **If a faculty member suspects that an Academic Integrity incident has occurred:**

1. Within ten business days of the alleged violation the faculty member should download an Academic Integrity Form and meet with the student to discuss the incident. If the student is not attending class, the faculty member should use multiple communication methods to arrange for a meeting, including email, phone messages, and/or letters. If the faculty member is unable to meet with the student, s/he should fill out the form, assign an academic sanction, and send it to the Assistant Director for Academic Administration. The faculty member should also send the Assistant Director for Academic Administration copies of the student's assignments in which the academic integrity incident occurred.
2. At their meeting, the faculty member must explain why s/he believes an act of academic dishonesty occurred and allow the student an opportunity to respond. After hearing the student's explanation, if the faculty member still believes that an infraction of Penn State's academic integrity code has occurred, s/he shall give the student the Academic Integrity Form. The student has five full business days to sign the form. *(Note: A student's refusal to sign the form by the end of the fifth day will be understood as not contesting the charge and sanction.)*
3. Once the student has signed the form or once five full business days have passed since meeting with the student, the faculty member must send the Assistant Director for Academic Administration the original Academic Integrity Form and copies of the student's assignments in which the academic integrity incident occurred.
4. Once the Assistant Director for Academic Administration receives the Academic Integrity Form and supporting material, s/he will contact the Office of Student Affairs to determine if the student has committed any previous violations of academic dishonesty. If the student has a prior offense on record, the Academic Integrity Committee will review the case and may change the academic sanction. The student will have five business days to accept or contest the allegation and/or new sanction.

**If a student wishes to contest the charge and/or sanction the Academic Integrity Committee will meet to review the case:**

1. The Assistant Director for Academic Administration will instruct the University Registrar to place a “drop hold” to prevent the student from dropping the class during the appeal process. If a student has already dropped a class, s/he will be re-enrolled.
2. The Assistant Director for Academic Administration will contact the student and faculty member to discuss the Academic Integrity Hearing process. S/he will collect and review materials submitted by the two parties and provide all pertinent materials to members of the Academic Integrity Committee, the student, and the faculty member at least 24 hours prior to the hearing.
3. The Assistant Director for Academic Administration will establish a time and location for the hearing. Hearings of the Academic Integrity Committee will be scheduled only during the fall and spring semesters. If a hearing cannot be scheduled during the semester in which the incident occurred, the student will be given a grade of DF and the hearing will be held at the beginning of the next semester. The Assistant Director for Academic Administration has the discretion to schedule hearings at any time of the year for students whose graduation has been postponed until resolution of the academic integrity incident.
4. The hearing of the Academic Integrity Committee should occur within 30 days of the academic integrity incident. The committee must have at least four voting members available; one of the committee members must be a student representative who has undergone training in judicial affairs by the Division of Student Affairs. The Director of Student Affairs or his/her designee will attend as a non-voting ex-officio member. The student and faculty member will both be invited to attend. *(Note: Non-university individuals are not permitted to attend the hearing.)*
5. Within ten business days of the hearing, the chair of the Academic Integrity Committee will send a letter indicating the decision of the hearing to the Assistant Director for Academic Administration. The Assistant Director for Academic Administration will distribute the letter to 1) the student and faculty member involved in the hearing, 2) the Director of Student Affairs, and 3) the College Registrar.

**Academic Integrity Sanctioning Guidelines for Faculty**

Please refer to the Faculty Senate G-9 policy, "Sanctioning Guidelines for Violations of Academic Integrity," for guidance when determining sanctions.

\*According to Faculty Senate Policy 49-20, faculty members may not assign an “XF” grade. “XF” is a formal University disciplinary sanction, and may be assigned only with the concurrence of the instructor,

the College of Academic Integrity Committee, and Judicial Affairs. Reliance on the “XF” should be a rare occurrence and reserved for the most serious breaches of academic integrity. In any instance in which the instructor believes an “XF” sanction warranted, and whether or not the student has admitted responsibility, the case is forwarded to the College Academic Integrity Committee for review and then to the Office of Judicial Affairs for appropriate fact finding and judgment.