



**Idaho State  
University**

## **POLICIES AND PROCEDURES**

### **Academic Integrity and Dishonesty Policy for Undergraduate Students**

#### **ISUPP 4000**

#### *POLICY INFORMATION*

**Policy Section:** *Academic Affairs*

**Policy Title:** *Academic Integrity and Dishonesty Policy for Undergraduate Students*

**Responsible Executive (RE):** *Academic Vice President and Provost*

**Sponsoring Organization (SO):** *Office of Academic Affairs*

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### **I. INTRODUCTION**

Consistent with the International Center for Academic Integrity, Idaho State University upholds the core values of academic integrity: “honesty, trust, fairness, respect, responsibility, and courage” (ICAI, “The Fundamental Values of Academic Integrity,” 2019). These values are essential to the credibility of the institution and its faculty, staff, and students.

### **II. DEFINITIONS**

- A. **Academic Dishonesty.** Academic Dishonesty is a dishonest or unethical act that violates academic integrity in an educational setting by those engaged in academic activities. It includes, but is not limited to, Cheating and Plagiarism.
- B. **Academic Dishonesty Panel.** A Panel that considers significant infractions of academic honesty. It is the sole body with authority to assign the University-level penalties of suspension or expulsion for Academic Dishonesty.
- C. **Cheating.** Cheating is defined as using or attempting to use materials, information, or study aids in examinations or other academic work that are unauthorized by the instructor. Cheating includes, but is not limited, to the following:
  - 1. Obtaining, providing, or using unauthorized materials or devices for an examination or

- assignment, whether verbally, visually, electronically, or by notes, books, or other means.
2. Acquiring examinations or other course materials, intentionally possessing them, or providing them to others without the explicit permission of the Instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
  3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
  4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of all Instructors. This practice is also known as "self-plagiarism."
  5. Fabricating information for any report including internships, practicums, rotations, independent studies, or other academic exercises.
  6. Fabricating or misrepresenting data.
  7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using smartphones to photograph and transmit restricted test materials.
  8. Removing the test instrument or test information from the testing room or other location without the Instructor's explicit permission.
  9. Assisting another student and/or collaborating with another(s) after an Instructor has prohibited such interaction.
  10. Deceiving Instructors or other University officials about academic work.
  11. Altering grades on one's own or another student's work.
  12. Offering money or other remuneration in exchange for a grade.
  13. Engaging a third party to complete work for a course. Third parties can be relatives, friends, an essay or homework website (whether free or fee-based), or someone who is paid to complete the work. This practice is commonly known as "contract cheating."
  14. Relying on generative Artificial Intelligence (AI) platforms to create or edit work that is then submitted for an assignment when an Instructor has expressly prohibited use of such AI platforms. If an Instructor allows students to use generative AI platforms, that policy should be made explicit for the assignment or course.
- D. Instructor / Faculty Member. Instructor / Faculty Member as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate or visiting faculty.
- E. Plagiarism. Plagiarism is defined as presenting or representing another person's words,

ideas, data, or work as one's own. All work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Instructors require certain forms of acknowledgement or references and may evaluate a project on the basis of proper form. Plagiarism includes, but is not limited to:

1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
2. The act of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.
3. The permitted use of a chatbot/generative AI without appropriate citation when required by the Instructor.

### **III. POLICY STATEMENT**

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus specific to the course format and evaluation activities, as well as a link to this policy.
- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

### **IV. AUTHORITY AND RESPONSIBILITIES**

- A. The Academic Dishonesty Policy is administered and supervised by Academic Affairs.
- B. Authority to assign the penalties of suspension or expulsion from the University rests with an Academic Dishonesty Panel.
- C. Faculty members are responsible for addressing suspected incidents of Academic Dishonesty within their respective courses. Instructors are expected to include an academic integrity policy in their course syllabus.
- D. Deans serve as appellate officers when students challenge the findings and outcomes of

Instructors.

- E. Revisions and modifications to this policy are managed by the Office of the Provost and Vice President for Academic Affairs.

## **V. PROCEDURES**

### **A. Students' Rights**

Students alleged to have violated this policy may consult with the Dean of Students' Office for guidance on rights and responsibilities.

### **B. Academic Dishonesty Determination**

The Instructor of the course is responsible for investigating each suspected incident of Academic Dishonesty. The Instructor is encouraged to consult first with the Instructor's Chair or Program Director, followed if necessary, by the Office of the Provost and Vice President for Academic Affairs, the Academic Integrity Council, and/or the Dean of Students Office for guidance on adhering to the policy process.

Upon reasonable suspicion of Academic Dishonesty, the Instructor shall proceed as follows:

1. The Instructor shall gather evidence to determine whether further action is necessary.
2. Except as discussed below, the Instructor shall, within twenty (20) working days of the submission of the assignment in question, inform the student or students involved, in writing, of a potential problem or of evidence of Academic Dishonesty and request a meeting with the student.
3. If more than twenty (20) working days have elapsed, the Instructor should not bring a case against the student. In some cases, Academic Dishonesty cases may not become clear within this time frame. Instructors are encouraged to act within a reasonable time frame for the sake of the student, the faculty, the department, and the institution.
4. If, in the process of pursuing an individual case, an Instructor discovers prior instances of dishonest work by a student in a course, that prior dishonest work may be included in the Instructor's assessment of the case at hand and determination of the appropriate penalty.
  - a. In the unusual event that the Provost or the Provost's designee brings a case against a student, the twenty-day (20) limit does not apply.
5. If the student does not respond to a request for a meeting within three (3) business days, the Instructor may proceed without the student. A student may choose not to participate in a discussion with the Instructor without forfeiting the right to an appeal to the Dean.
6. If the student does respond to the request for a meeting, the Instructor shall then meet with the student, consider the student's response (which should be given either orally

- during the meeting or subsequently in writing), and collect any available evidence and testimony from witnesses. A student who chooses to respond in writing should do so within two business days of the meeting. The Instructor may ask the student to supply the references used, and the student must comply with such a request.
7. On the basis of the preponderance of the evidence, the Instructor may decide an act of Academic Dishonesty has occurred and impose a penalty.

### C. Imposition of Course-Level Penalties

Any penalty imposed by an Instructor for Academic Dishonesty shall be based on the Instructor's professional judgment after affording the accused student due process as described below. If the Instructor is unsure whether a penalty of a grade reduction or failing the course is warranted, the Instructor is advised to seek guidance from the department chair, the Academic Integrity Committee or the Dean of Students. Withdrawal from a course does not exempt a student from penalties for Academic Dishonesty.

1. Course-Level penalties that may be imposed by the Instructor include, but are not limited to, the following:
  - a. Written Warning: The Instructor informs the student in writing that further Academic Dishonesty will result in other penalties being imposed.
  - b. Resubmission of work: The Instructor may inform the student in writing that the work in question must be redone to conform to proper academic standards or may require that a new project be submitted. The Instructor may specify additional requirements in writing.
  - c. Failing grade / grade reduction on the assignment: The instructor may lower a student's grade or assign a failing grade for a test, project or other academic work. To impose this penalty the Instructor must follow the procedure below in Section 3, below.
  - d. Grade reduction in the course: The Instructor may lower a student's grade in the course. To impose this penalty the Instructor must follow the procedure below in Section 3, below.
  - e. Fail the Course: The Instructor may assign an "F" for the course. To impose this penalty the Instructor must follow the procedure in Section 3, below.
2. If the penalty imposed is only a written warning or a written demand that work be resubmitted, then no further action is necessary. Instructors may still elect to track such remedies within their respective programs.
3. If the Instructor elects to impose a grade reduction on the assignment, a grade reduction for the course, or a course failure:
  - a. The Instructor shall inform the accused student in writing within ten (10) working days following the Instructor-student meeting. The notification should include

sanctions (grade reduction, fail assignment or exam, fail the course) and state that an incident report is being filed by the Instructor that will include sanctions imposed.

- b. The Instructor shall fill out the online incident report, available both on the Student Affairs website and the AIC website. This report will be forwarded to all of the parties listed under point “c” below. The report shall include the student’s name, Bengal ID, the date of the incident, the class in which the incident occurred, a description of the incident and the available evidence, and the Instructor’s decision regarding penalties. The report shall state the specific penalties imposed—grade reduction, failing the assignment, or failing the course.
  - i. When more than one student is involved in Academic Dishonesty for a course assignment, to ensure FERPA rights are protected, the Instructor will prepare individual reports for each student involved. No reports should identify the names of other students involved in the incident; the report, and any other evidence that is shared with a student, should be redacted in such a way that all personal identifiers of other students are removed.
- c. When the report is filed, the Instructor shall receive a copy of the report. The Instructor shall then ensure that the following individuals are provided copies of the report:
  - i. The student,
  - ii. The Chairperson (or designee) of the department in which the Instructor holds an appointment,
  - iii. The Dean (or designee) of the college in which the Instructor holds an appointment,
  - iv. The Academic Integrity Council,
  - v. The Dean of Students Office,
  - vi. The Office of the Registrar. A copy of the incident report shall be placed in the student’s permanent file in that office.

In order to ensure consistency in report maintenance and handling, every Academic Dishonesty report at ISU will be sent to the Dean of the college in which the infraction occurred, to the Dean of Students, and to the Academic Integrity Council.
- d. The Instructor shall also inform the student of the procedures for appeal outlined in Section D below.

#### D. Student Appeal of Course-Level Penalties

The following pertains to appeals of Instructor-imposed penalties for Academic Dishonesty. Such appeals will be directed to the Dean (or designee) of the college in which the course was

offered. Penalties for Academic Dishonesty may not be challenged through the scholastic appeals process.

1. The appeal to the Dean (or designee) must be filed, in writing, no later than ten (10) business days after the student has received written notification of the Instructor's final decision and penalties regarding Academic Dishonesty.
2. When a student files an appeal, the Dean (or designee) shall within fifteen business days set a date for a formal hearing to discuss the allegations and penalties. If the student's appeal is filed at the end of fall or spring semester, the Dean will schedule the hearing for the beginning of the following semester when all parties are available.
3. The Dean (or designee) shall chair and conduct the hearing and keep a written record of the hearing.
4. The hearing shall include the Instructor, the student, and the Chair (or designee) of the department in which the Instructor holds an appointment.
5. In addition, the student may bring one support person (faculty, staff or student), but this individual does not participate in the hearing. (An ADA support specialist or interpreter does not count as this support person.)
6. Within ten (10) business days following the hearing, the Dean (or designee) shall issue a final determination in writing of responsibility or non-responsibility based upon a preponderance of the evidence.
7. If the formal hearing results in the student being exonerated of all charges of Academic Dishonesty, the Dean (or designee) of the college in which the course was offered shall prepare a letter or memorandum stating that the student has been exonerated. The Dean (or designee) shall send copies of the letter of memorandum to:
  - a. The Instructor,
  - b. The student,
  - c. The Chair of the department in which the Instructor holds an appointment,
  - d. The Academic Integrity Council,
  - e. The Dean of Students Office,
  - f. The Office of the Registrar.
8. If the student is not exonerated of all charges, then the Dean (or designee) of the college in which the course was offered shall send copies of the written record of the formal hearing to all parties.
9. If the penalty is reduced or rescinded as a result of the hearing, the Dean (or designee) of the college in which the course was offered shall direct the Registrar to make any changes in the student's grade.

10. For incidents that are unable to be resolved before the end of semester, the Instructor will issue an incomplete grade to the accused student(s). Once back on contract, the Instructor shall proceed with an investigation and resolution, per the procedures outlined above. Once the Instructor has rendered a decision and imposed a penalty, the Instructor shall write a report, per the procedures outlined above. The Instructor shall file a change of grade form to change the incomplete grade to the updated grade. For incidents that are unable to be resolved before the end of spring semester, the Instructor will issue an incomplete grade and take up the case again at the beginning of fall semester.
11. In the rare event of a dishonesty case requiring a hearing in the summer when faculty are not on contract, a member of Academic Affairs may chair a panel made up of faculty who are on ten- or eleven-month contracts or who are willing to serve for a stipend. Academic Affairs will maintain a shortlist of faculty who are available to provide this service.

E. Off-Contract Period Academic Integrity Cases

1. If the case that triggers a hearing occurs at the end of spring semester, the Chair of the AIC will confer with Academic Affairs to decide upon an appropriate timeline to proceed. Because many faculty are not on contract in the summer, such hearings will take place as soon as possible when school resumes in the fall.
  - a. In the event that an AIC panel decides upon the suspension or expulsion of a student, the AIC Chair in consultation with the Provost (or designee) and Dean of Students may choose to postpone that penalty until the end of the semester in order to mitigate its impact on the student.

## **VI. ACADEMIC DISHONESTY PANEL**

A. Charge and Scope of an Academic Dishonesty Panel

1. An Academic Dishonesty Panel considers significant infractions of academic honesty, at the discretion of the Instructor or the Provost. It is the sole body with authority to assign the University-level penalties of suspension or expulsion for Academic Dishonesty. Cases coming before a Panel must be fully documented by evidence.
2. The Panel shall not hear matters subject to the jurisdiction of the Student Conduct Board or general academic complaints that should be referred to a Dean or the Provost and Vice President for Academic Affairs.
3. The Academic Dishonesty Panel's decision is final and may not be challenged through the scholastic appeals process.

B. An Academic Dishonesty Panel may be activated in one of three (3) ways:

1. Notice that a student has received two (2) "Fail the Course" penalties for Academic

Dishonesty.

- a. When the second incident of “Fail the Course” penalty is filed, the Chair of the Academic Integrity Council, the Office of the Provost and Vice President for Academic Affairs, and the Office of the Dean of Students shall be notified.
  - b. The Academic Dishonesty Panel will decide whether the student should be suspended, expelled, or neither, following the procedures in Section VI, below.
2. Notice that a student has received three (3) penalties of any kind for Academic Dishonesty.
- a. When the third Academic Dishonesty incident is filed, the Chair of the Academic Integrity Council, the Office of the Provost and Vice President for Academic Affairs, and the Office of the Dean of Students shall be notified.
  - b. The Academic Dishonesty Panel will decide whether the student should be suspended, expelled, or neither, following the procedures in Section VI, below.
3. An Instructor or Administrator may ask the Chair of the AIC for the creation of an Academic Dishonesty Panel to consider suspension or expulsion when the Instructor or Administrator deems the incident of Academic Dishonesty to be significant and warranting a University-level penalty.
- a. Such a request shall be issued in writing and shall include complete documentation, including all documents presented at any formal hearing before the Dean.
  - b. The Chair of the AIC will form a Panel to review all documentation and decide whether a hearing in which the faculty member and student are interviewed is necessary.
  - c. If a hearing is necessary and the case that triggers it occurs at the end of spring semester, the Chair of the AIC will confer with Academic Affairs to decide upon an appropriate timeline to proceed. Because many faculty are not on contract in the summer, such hearings will take place as soon as possible when school resumes in the fall. The Dean of Students Office will then act with the AIC Chair in convening an Academic Dishonesty Panel during the fall semester. This Panel will then decide whether the student should be suspended, expelled, or neither.

C. Procedures

1. Attendance and Participation.
  - a. Voting Members.
    - i. An Academic Dishonesty Panel will consist of five voting members. The voting members are as follows:
      1. The AIC Chair, or the Chair’s designee, who serves as Chair of the Panel;
      2. Two students selected by the Dean of Students Office;

3. Two faculty members chosen by the Academic Integrity Council Chair from a pool of Faculty who are members of the AIC.
  - ii. No voting member shall be from the same Department in which the case which triggered the Academic Dishonesty Panel is filed.
  - iii. No voting member shall be a past or present Instructor of the Student.
- b. Non-Voting Members.
- i. Non-Voting members do not vote or directly participate in the hearing. Non-Voting members include:
    1. Any necessary ADA support specialist or interpreter;
    2. A representative from the Dean of Students Office;
    3. One ISU student, staff or faculty member, or a mentor, trusted friend, or other support person of the student's choice;
    4. The person who initiated the Panel review and/or who issued previous reports of an academic integrity violation (Registrar, Instructor, or administrator) shall be invited to attend give testimony.
  2. The Dean of Students Office will notify the student, outlining the procedures and instructing the student to review the materials in the Dean of Students Office or via a secure weblink.
  3. The student shall be allowed five (5) business days to present any documents in the student's defense to the Dean of Students Office
  4. No sooner than ten (10) business days after the student receives notice for a hearing, the Academic Dishonesty Panel Chair shall set a date for a formal hearing.
  5. If no one gives testimony, the Panel's decision will be made based on the documents submitted and the student's testimony.
  6. All members of the Panel must be present at the hearing. However, neither the student nor the person who initiated the review need be present for the Panel to act.
  7. After the formal hearing, the Panel will vote. There are three options: suspend, expel, or neither. A majority of the Panel members must vote for suspension or expulsion for such an action to occur. The length of any suspension shall also be determined by majority vote.
  8. Within five business days, the Panel Chair will send a written record of the Panel's decision to the Dean of Students Office, which will be responsible for relaying the decision to the student, the Registrar, and the Provost and Vice President for Academic Affairs. The Dean of Students Office will hold the report and committee response related to the case permanently.

9. The Panel's decision shall be implemented by the Provost and Vice President for Academic Affairs (or designee).
- F. Penalties that may be imposed by the Academic Dishonesty Panel are:
1. Suspension from the University: This is the administrative withdrawal of the student found responsible by the University. The student is suspended for a length of time, determined by the Academic Dishonesty Panel, which may depend upon the circumstances that led to the sanction. This action is permanently recorded on the student's transcript. When the Panel imposes suspension, the Office of the Registrar shall record "Suspension for Academic Dishonesty" on the student's permanent transcript.
  2. Expulsion from the University: This is the most severe penalty for Academic Dishonesty and may be imposed by the Academic Dishonesty Panel for extreme or multiple acts of Academic Dishonesty. Once expelled, the student is not eligible for readmission to the University. When the Panel imposes expulsion, the Office of the Registrar shall record "Expulsion for Academic Dishonesty" on the student's permanent transcript.
  3. Both Course-level penalty and University-level penalties may be imposed for the same violation of academic integrity.
- G. Decisions rendered by the Academic Dishonesty Panel are final and cannot be appealed further within the University. All students or former students of the institution may apply to the Idaho State Board of Education Executive Director for review of any final institutional decision in accordance with Idaho State Board of Education Governing Policies and Procedures Section III.P.17.ii. The student must have exhausted all complaint and grievance processes that have been established at the institutional level before making an appeal to the State Board of Education. To initiate this process the student should contact the Idaho State Board of Education directly.

#### **H. RELATED RULES, LAWS, AND POLICIES**

- A. Idaho State Board of Education Governing Policies and Procedures § III.B.2
- B. Idaho State Board of Education Governing Policies and Procedures § III.P.10
- C. *The Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99)
- D. ISUPP 5000 *Student Code of Conduct*
- E. ISUPP 7060 *Misconduct in Research and Scholarship*