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Understanding the Policies and Procedures in the College of EMS and the University to Deal with **Academic Integrity Violations**

Members of the College's Academic Integrity Committee

Dutton e-Education Institute
Food for Thought
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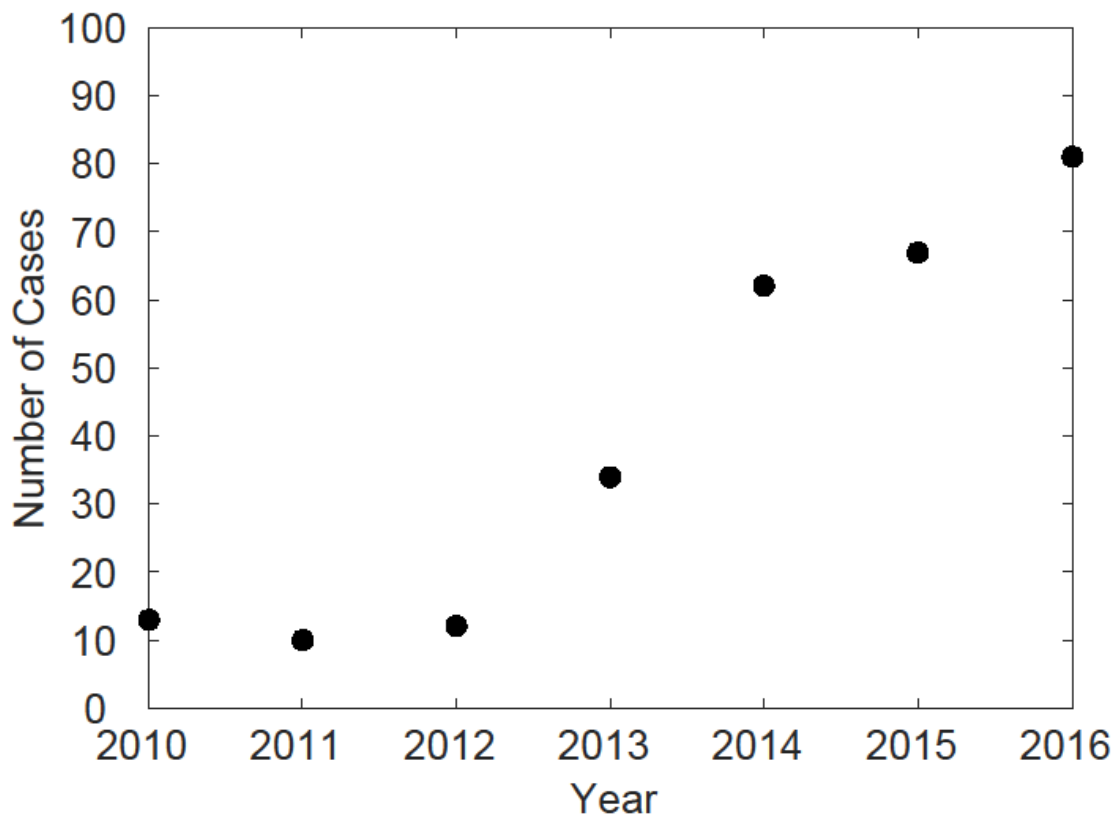
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An encroaching storm in EMS?

Number of Reported Academic Integrity Violations per Year



❖ Are people cheating more or are people getting caught more?

❖ Yes.



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Types of Academic Integrity Violations

1. Copying
2. Submitting another person's work as one's own or submitting another person's work without proper citation
3. Unauthorized test possession, purchase, or supplying
4. Ghosting
5. Altering exams or assignments
6. Improper use of technology
7. Facilitating academic dishonesty by others
8. Submitting work previously used without permission
9. Unauthorized collaboration
10. Unauthorized use of study aids

As described on the [Sanctioning Guidelines for Academic Integrity Violations](#)



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Know your Students' Heroes

- Do you know about so-called 'study sites' such as Course Hero and StudyLib?
- These study sites encourage students to upload completed homework assignments, exams, or essays. This **violates Penn State's policies**.
- Students doing this could be in violation of multiple Academic Integrity (facilitating dishonesty, unauthorized test possession) **and** Copyright violations.
- The current syllabus template addresses this issue. Make sure you are always using the newest version of the template.



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Definitions:

Academic Sanctions vs. Conduct Sanctions

Academic Sanctions are consequences affecting a student's **course grade** based on a violation (zero on an assignment, reduction of course letter grade, etc.).

Review the [Sanctioning Guidelines for Academic Integrity Violations](#) to better understand the severity of academic consequences for different violations.

Conduct Sanctions are consequences affecting a student's **standing as a Penn State student** (warning, probation, notation of XF on transcript indicating failed for cheating and [in extremely rare circumstances] expulsion).

Conduct Sanctions are implemented in Academic Integrity cases which are particularly egregious or demonstrate a pattern of dishonest behavior across multiple courses.

The College of EMS Academic Integrity Committee generally does not increase a recommended academic sanction proposed by the instructor. The Committee may request a conduct sanctions to the Office of Student Conduct for students with prior violations of academic integrity and/or particularly egregious behavior.

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You think someone cheated. Now what do you do?

- 1. Have a conversation with the student.
- 2. If you still believe there was a violation, fill out an academic integrity form. **Give the form to the student and immediately send by email to Martha Traverse in the Ryan Family Student Center.** Martha will “start the clock” on the process. **The student has five days to contest the charge.** If they do not respond within five days, they are assumed to be accepting responsibility for the violation.

<https://www.ems.psu.edu/sites/default/files/documents/undergraduate/ems-academic-integrity-form.pdf>

Academic Integrity Form
The Pennsylvania State University

To be completed by instructor:

1. Student name and email address:	2. Student ID number:
3. Instructor name and email address:	4. Course number and semester of incident:
5. Description of alleged violation(s) [please attach supporting documentation]:	
6. Proposed academic sanction(s):	
7. Recommend disciplinary sanction(s): <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate suggested disciplinary sanction:	
8. Read and sign. I have discussed, either orally or in writing, the allegation(s), sanction(s) and all related evidence with the student. <div style="display: flex; justify-content: space-between;"> </div> Instructor signature Date	

To be completed by the student:

► **PLEASE READ THE FOLLOWING STATEMENTS:**

I understand my rights and responsibilities as described on Page 1, the Student Information page.

I understand that once I have been notified of allegation(s) of a violation of academic integrity, I cannot withdraw from this course unless I am found not responsible in this process.

I understand that I have the right to accept or contest the allegation(s) and sanction(s) assigned by the instructor.

I understand that if I choose to contest the allegation(s) or sanction(s), the outcome of the process will be decided by an Academic Integrity Committee that will determine the final sanction(s) if I am found responsible.

I understand that if I am a member of the Schreyer Honors College, the College will be notified if I am found responsible for an academic integrity violation.

I understand that I have five (5) business days to decide if I wish to accept or contest the allegation(s) and/or sanction(s) by returning a completed Academic Integrity Form to my instructor. If I do not respond within that period, the case will continue as if I chose not to contest the allegation(s) and sanction(s).

I understand that I may be subject to additional sanctions not identified on this form if it is determined that I have prior academic integrity violations.

► **PLEASE CHOOSE AND INITIAL ONE OF THE FOLLOWING STATEMENTS:**

..... I ACCEPT the allegation(s) and sanction(s). I CONTEST the allegation(s) and/or sanction(s) and wish to exercise my right to a review.

► **PLEASE SIGN:**

.....
Student signature Date



Example:

5. Description of alleged violation(s) (please attach supporting documentation):

Student copied the answers to an assignment from the internet.

6. Proposed academic sanction(s):

A score of “0” on the assignment.

See <http://undergrad.psu.edu/aappm/sanctioning-guidelines.html> for a helpful discussion of sanctions

7. Recommend disciplinary sanction(s): Yes No. If yes, indicate suggested disciplinary sanction:



This is where you would specify a conduct sanction. Both the charge and the sanction can be contested by the student. Conduct sanctions are *recommended* to the Office of Student Conduct, who makes the final decision.



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What if the student contests?

- There may be a hearing with the EMS Academic Integrity Committee.
- You will need to provide evidence of the infraction for the hearing.
- The student can submit a letter and any evidence that supports their side.
- Both sides see all of the evidence and arguments before the hearing.
- You can attend the hearing in person or over the phone. Your attendance is separate from that of the student. You are not required to attend.
- The EMS Academic Integrity Committee will let you know the outcome, which is based on a **preponderance of the evidence**. If the student is found responsible, you will apply the academic sanction you recommended. The AIC will submit a recommended conduct sanction based on your recommendation as well as information about prior offenses.
- **It's important that you wait to apply an adjusted grade until after the process is complete and you have been notified of the outcome.**



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Can the student file an appeal?

- The EMS Academic Integrity Committee's decision to impose **Academic Sanctions** for students found responsible of academic dishonesty is final, except when the **Academic Sanction** is **dismissal from College programs**, which may be appealed to the Dean or the Dean's representative.
- **Conduct Sanctions**, either recommended by the Instructor and/or Academic Integrity Committee are sent to the **Office of Student Conduct** for resolution/implementation. Conduct sanctions may not be appealed.



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The process is summarized in a flowchart on our website.

FLOW CHART EMS Academic Integrity Process

