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## ACADEMIC INTEGRITY

### POLICY:

Academic Integrity is essential to the educational mission of Nazareth College; for the free pursuit of knowledge and understanding is seriously impeded by any form of academic dishonesty. Hence, no form of academic dishonesty will be condoned by the college.

"Academic dishonesty" is understood as any act of deceit bearing on one's own or another's academic work, where "academic work" is understood to mean any activity pertaining to the educational mission of the college. Such acts include, but are not limited to, plagiarism in any form and the use during an exam of information or materials not authorized by the instructor for such use. Procedures pertaining to this policy are available in the Office of Graduate Student Services.

### PROCEDURES:

**Note:** *If the student's home department is different than the department in which the course resides, throughout all steps of the appeals process, the program director, chair and dean of the student's home department must be informed of the status of the appeal.*

In the event that an instructor believes a student to be guilty of some form of academic dishonesty, the instructor will ordinarily meet with the student as soon as possible to discuss the basis for this belief. After such a meeting, the instructor may impose sanctions on the student. Sanctions may include a failing grade for the relevant work or for the course, at the discretion of the instructor. The instructor will inform the student as well as the program director and chair of the department in which the course resides of the sanctions as soon as possible. In the event that an instructor judges that a student's dishonesty requires sanctions beyond failure of the course, such as a dismissal from the college, he or she may recommend such an action to Vice President for Academic Affairs, after informing the appropriate program director, chair, and dean.

If a student wishes to appeal the judgment or the sanctions of the instructor, he or she will inform the instructor to this effect within ten working days of being informed of the judgment and the sanctions. At that point the student will submit a written request for appeal, including his or her reasons for appeal, to the program director of the program in which the course resides. In a case where the instructor is also the program director the appeal will be submitted to the chairperson of the department in which the course resides. If a student wishes, he or she may meet with the program director after which the student, the instructor and the program director will meet in an effort to resolve the matter. The program director may not revoke the sanctions of the instructor.

If the student remains unreconciled, he or she may appeal in writing, including his or her reasons for appeal, to the chairperson of the department in which the course resides. If the student wishes, he or she may meet with the chairperson, after which the student, the instructor, and the chairperson will meet in an effort to resolve the matter. The chairperson may not revoke the sanctions of the instructor.

If the student remains unreconciled, he or she may appeal in writing, including his or her reasons for appeal, to the dean of the school/college in which the course resides, who will then judge the appeal in consultation with two appointed faculty members and one student representative.

If the student remains unreconciled, he or she may appeal in writing, including his or her reasons for appeal, to the Vice President for Academic Affairs or designee. The instructor and the appealing student will submit copies of all relevant materials to the Vice President for Academic Affairs or designee. The Vice President for Academic Affairs or designee will attempt to resolve the matter through consultation with the instructor, the student, the program director, the chairperson, and the dean of the relevant department, as needed.

All judgments of the Vice President for Academic Affairs or designee are final, except when the sanctions of suspension or dismissal are involved. These sanctions may be appealed to the President of the College. Such an appeal, however, shall be entertained solely at the discretion of the President.

If such an appeal is entertained by the President, an informal meeting of the principals involved will be arranged. After the President is satisfied with the content and extent of the information presented, the meeting will be adjourned. The President's findings will be communicated in writing to the student and other relevant parties within five working days of the appeal hearing. Decisions of the President are final.