



INSTITUTIONAL POLICY

V. Academic Affairs

Academic Integrity Disciplinary Policy

Policy number:

Last revised: 2/5/2021

Effective date: Fall 2018 Semester

Purpose

To establish expectations and guidance in addressing academic dishonesty and misconduct, as defined by the [CSI Student Code of Conduct](#).

Scope

The policy applies to all students taking credit courses at the College of Southern Idaho, and may be applied to Workforce, Community Education, and other CSI students at the discretion of the appropriate Dean or Director. All CSI students are afforded due process regardless of the type of course or courses in which they are enrolled. This policy will impact students, and may impact faculty, staff, and/or administration.

Responsible party

Office of the Provost

Policy Statement

We, the faculty, staff, students, and administration at the College of Southern Idaho, believe that academic integrity goes far beyond not participating in unethical activities. Acting with integrity is upholding the values of honesty, trust, fairness, respect, responsibility, and courage (as defined by the International Center for Academic Integrity) in all aspects of our pursuits. Having an academic community based upon these values allows us to build authentic relationships between faculty, students, staff, and administration, and to confer degrees and certificates that represent a high-quality education earned through sincere effort.

The scope of this Academic Integrity Disciplinary Policy is to guide faculty, staff, and administration through appropriate steps once a violation has been suspected. Proactive, preventative, and positive actions regarding Academic Integrity are highly valued and encouraged, but outside the scope of a Disciplinary Policy. The processes embedded in this policy maintain a high degree of faculty discretion, grant students appropriate protections of due process, and create consistency and accountability that protect CSI and its employees.

Violations

Academic dishonesty and misconduct is any form of behavior which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. The following are defined acts of academic dishonesty and misconduct. Other behaviors not itemized below, but still fitting the broad definition above are also classified as academic dishonesty and misconduct.

- A. Cheating – using or attempting to use unauthorized materials, information, or study aids in any academic exercise including all work submitted for credit or hours.
- B. Fabrication – unauthorized falsification or invention of any information or citation in an academic exercise.
- C. Plagiarism – the adoption or reproduction of ideas, words, or statements of another person without appropriate acknowledgement.
- D. Unauthorized Collaboration – sharing information or working together in an academic exercise when the course faculty member does not approve of such actions.
- E. Facilitation – helping or attempting to help another to violate a provision of the academic dishonesty and misconduct policy listed above.
- F. Interference with Others' Learning – abuse, theft, or vandalism of shared or communal learning resources, including digital resources.

When a faculty member believes a violation(s) of academic integrity has occurred, it is his/her responsibility to initiate the Resolution Process.

Course Level Resolution Process

- A. The faculty member will provide a written explanation of the alleged violation to the student(s) and arrange a meeting with the student(s) within five (5) business days of the discovery of the alleged violation(s).
- B. During the meeting with the student(s), the faculty member will review the information with the student(s) and allow the student(s) an opportunity for explanation and/or acceptance of the allegation(s). Based on the information discussed and presented, the faculty member will then determine if the student(s) is/are responsible for violations of the policy. The faculty member will then impose any sanctions up to and including failure of the course. Note, if the student(s) fails to show up for the meeting and fails to arrange a new time prior the meeting, the faculty member may move forward without the student's input. Involvement of the department chair both before and during the meeting is strongly encouraged but not required.
- C. The goal of the disciplinary system at the College of Southern Idaho is to educate students and hold students accountable for violations to the behavioral expectations set by the college. Appropriate sanctions help the college to teach, and the student to learn, that there are consequences to inappropriate or dishonest actions. The college strives for consistency in sanctions imposed for acts of

academic dishonesty and misconduct, while still allowing for professional discretion of the faculty member. Faculty are strongly encouraged to report accurately and consistently in order to facilitate the functioning of the whole system. Below is a non-exhaustive list of possible actions available to the faculty member:

1. Educate the Student
 2. Verbal Warning
 3. Additional assignment related to Academic Integrity
 4. Re-do the work.
 5. Completion of additional work comparable to the original.
 6. Reduced or zero credit for the work.
 7. Other sanctions by approval of IAA.
 8. Failure of the course.
- D. Once a course-level sanction has been determined, the faculty member will (within five (5) business days) provide the student, in writing, the outcome and rationale for the decision made. The faculty member will also "[Report a Concern](#)" online through the CSI Home Page for review by the Office of the Provost. The Office of Provost will monitor for repeat offenses, clarify any ambiguities or missing information in the report(s), and ensure all documentation is filed.
- E. If it is discovered that a student has been found responsible for repeat violations of the Academic Integrity Disciplinary Policy, the Dean of Students will convene the Academic Integrity Panel for further administrative procedures.

Academic Integrity Panel Resolution Process

- A. Academic Integrity Panel: The Academic Integrity Panel will be made up of three (3) administrators and will be established by the Dean of Students. The Dean of Students will be the only standing member on the panel and will serve as Chair. The other two members will be Instructional Deans representing the department or program in which the violation occurred, and that in which the student's major resides. If both of those roles are occupied by the same Instructional Dean, a second Instructional Dean shall be selected by the Dean of Students to serve as the third member of the Academic Integrity Panel. Any member of the panel, including the chair, should recuse him/herself and request that a replacement be found if there is a real or perceived conflict of interest.
- B. Three circumstances will automatically result in an Academic Integrity Panel with associated findings and potential sanctions:
 1. in cases, such as cohort programs, where the faculty member's course level sanction results in a *de facto* dismissal from a program;
 2. the student has been reported for repeat violations; or
 3. the student appeals and is found to have grounds for appeal. As a part of the due process rights afforded to students, students may choose to file an appeal

of an outcome if they believe they have grounds for such an appeal. Below is the list of items that are grounds for an appeal of an outcome:

- a) Policies were not followed at the faculty member/departmental level in the determination of the outcome.
- b) The sanctions are non-commensurate with the violations.
- c) There is a demonstrable conflict of interest on the part of the faculty member. A conflict of interest on the part of the chair may also be grounds for appeal if the chair was involved in the process.
- d) There is new information that was not available at the time of the original decision that could reasonably change the outcome.

C. Appeals Process:

1. All appeals must be submitted in writing to the Dean of Students within five (5) business days of the notification of the outcome. The Dean of Students will determine if grounds have been met for an appeal.
 2. If grounds have not been met, the Dean of Students will inform the student(s) in writing within five (5) business days of the delivery of the appeal letter with the decision and the rationale used to determine that grounds have not been met. At this point, the decision will be final.
 3. If it is determined that grounds have been met, the Dean of Students will notify the student(s) and the Office of the Provost, deliver all the documentation for review within five (5) business days, and convene the Academic Integrity Panel.
- D. Academic Integrity Panel Responsibilities: Academic Integrity Panel will review all documentation, may seek additional information and clarification regarding documentation, meet with the student(s) and render a finding/or decision regarding the appropriate sanctions. This meeting will take place within five (5) business days of the submission of documentation to the Dean of Students. The Panel will then have 24 hours after the conclusion of the meeting to communicate its decision in writing to the student(s).
- E. Sanctions available to the Academic Integrity Panel include, but are not limited to
1. All sanctions available at the course level
 2. Upholding, overturning, or modifying the course-level sanctions
 3. Formal suspension from a program and/or CSI
 4. Formal expulsion from a program and/or CSI

F. Appeal to the Provost

1. Appeal to the Provost is available only for students facing suspension or expulsion from CSI, and only when one or more of the following grounds have been met, as judged by the Vice President of Student Services.
 - a) Policies were not followed at the Academic Integrity Panel level in the determination of the outcome.

- b) The sanctions are non-commensurate with the violations.
 - c) There is a demonstrable conflict of interest on the part of one or more of the Academic Integrity Panel members.
- 2. All appeals must be submitted in writing to the Vice President of Student Services within five (5) business days of the notification of the outcome. The Vice President of Student Services will determine if grounds have been met for an appeal.
 - a) If grounds have not been met, the Vice President of Student Services will inform the student(s) in writing within five (5) business days of the delivery of the appeal letter with the decision and the rationale used to determine that grounds have not been met. At this point, the decision will be final.
 - b) If it is determined that grounds have been met, the Vice President of Student Services will notify the student(s) and the Provost, and deliver all the documentation for review within five (5) business days.
 - c) The Provost will then have five (5) business days to review the information and render a decision in writing to the student(s) and other process participants. The decision may be to uphold, overturn, or modify the Academic Integrity Panel's decision(s). At this point, the decision is final.

G. Definitions and Communication Processes

- 1. "Preponderance of Evidence" is the standard which the College of Southern Idaho uses in determining responsibility for alleged violations of the [Student Code of Conduct](#) and is therefore used in determinations of all academic dishonesty and misconduct allegations. This standard of evidence asks decision makers to consider whether it is more likely than not that a violation of policy has occurred.
- 2. For processes that require written notification, email to the csi.edu address is adequate and preferred. For official documentation, reports and associated documentation should be submitted to [Report a Concern](#).
- 3. In order to maintain reasonable timelines and due process for all, college officials may assign a designee to act in their absence.