

Academic Integrity Checklist

Academic Integrity is the guiding principle of all aspects of the educational process. It is defined as respect for one's own work and for the work of others. It is the responsibility of every student at USCA to be familiar with the academic code of conduct, to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic requirements. Any student who violates this principle, attempts to violate it or who knowingly assists another in violating it shall be subject to discipline.

Honor Pledge

As a commitment to maintain academic integrity and accept academic responsibility, the following statement should appear on all major examinations and assignments:

On my honor as a University of South Carolina Aiken student, I have completed my work according to the principle of academic integrity. I have neither given nor received any unauthorized aid on this assignment/examination.

Signature

Date

The principle of academic integrity prohibits all forms of academic dishonesty – including cheating, lying, bribery and plagiarism. The following examples illustrate conduct that violates academic integrity, but this list is not exhaustive.

- Giving or receiving unauthorized assistance, or attempting to give or receive such assistance in connection with the performance of any academic work.
- Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.
- Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
- Use of another person's work without proper acknowledgment of source, i.e., plagiarism.
- Intentional misleading of any person in connection with any academic work (including the scheduling, completion, performance, or submission of any such work).
- Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
- Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

As members of the USCA community, it is also the responsibility of every student, faculty and staff member to report violations of academic integrity to the faculty member in whose course these violations took place or to another person of authority such as a dean/department chair.

Only the appropriate faculty member can "authorize" assistance, use of materials, etc. Whenever a student is uncertain as to whether conduct would violate academic integrity, it is the responsibility of the student to seek clarification from the appropriate faculty member prior to engaging in such conduct.

Student Responsibility

- To conduct all academic work within the letter and the spirit of academic integrity, which prohibits giving or receiving unauthorized aid in all academic endeavors.
- To sign the honor pledge on all graded academic work certifying that no unauthorized assistance has been received or given in the completion of the work.
- To consult with faculty and other sources to clarify the meaning of plagiarism and to learn the recognized techniques of proper attribution of sources used to prepare assignments.
- To consult with faculty to identify allowable resource materials or aids to be used during examinations or completion of any graded work.
- To maintain the confidentiality of examinations by divulging no information, directly or indirectly, to another student who has not yet taken that same examination.
- To report observed academic integrity violations in a timely manner. When possible, violations should be reported to the faculty member in whose course these violations took place.

Consequences for the Violation of Academic Integrity

1. If the violation pertains to an assignment in a course, the faculty member teaching the course in which the violation occurred may assign a **0** on the assignment or an **F** in the course.

2. In addition to the consequences listed above, the faculty member or dean/department chair has the right to refer the violation to the UJB for possible disciplinary penalties. These disciplinary penalties include:

- Expulsion Dismissal from the University without the possibility of readmittance.
- Suspension for a Period of Time Denial of enrollment, attendance, and other privileges at the University for a specified period of time. Permission to apply for readmission upon termination of the period may be granted with or without qualifications.
- Sanction Sanctions may include (but are not limited to) attendance at or participation in a program or community service, program development, and researching and writing a paper on a topic related to the violation.

The consequences listed in number three above (a through c) may be imposed by the University Judicial Board or at higher levels in the judicial process. These consequences are intended to be disciplinary only, and nothing in these procedures, including the imposition of any disciplinary penalty, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the academic code of conduct. If an instructor determines that, because of academic dishonesty, a student's performance in an academic program merits a grade reduction or a failing grade, the instructor's authority to award such an appropriate grade is not limited by the imposition of any penalty under this section.

What to do if a student violates the Academic Code of Conduct

1. Assign a grade of **0** for the assignment or an **F** for the course.
2. Meet with the student to discuss the violation. This is important since many students indicate they do not fully understand what they have done or the consequences of the violation.
3. Within 10 class days of assigning the grade you must notify the student in writing through a letter. This letter must include the following:
 - A specific description of the violation
 - A brief narrative of the conversation with the student regarding the incident
 - A description of the sanction (e.g. a 0 for an assignment or F for a final grade)
 - A statement informing the student that he or she has the right to appeal the decision as outlined in the academic code of conduct
 - An explanation that copies of the letters are maintained by the EVCAA and that upon the accumulation of three violations, a hearing of the University Judicial Board shall be convened
 - Supportive evidence (i.e., copies of tests, papers, etc.).

The letter must be delivered by certified mail or hand-delivered (the student must acknowledge receipt of the letter). Copies of the letter should be sent to the Unit head of the faculty member making the charge, to the Unit head of the student's major, and to the Executive Vice Chancellor for Academic Affairs. Supporting evidence should be submitted for the Executive Vice Chancellor's files. This will allow for fair, complete presentation of the violations should a hearing occur.

4. You may also seek further sanctions within ten (10) class days by requesting a hearing by the University Judicial Board through the UJB Chair. You also need to inform the student by delivering the letter as specified under the definition of delivery of written notice, with a copy to the unit head of the request for a hearing.

What the student can do

1. The student may accept the penalty imposed by the faculty member for violating academic integrity.
2. The student may appeal the penalty to the University Judicial Board. The student must request a hearing by the UJB in writing. The student's written request for a hearing should be sent by certified mail or hand-delivered to the Academic Judicial Officer. Such a request must be submitted within ten class days of being made aware of a penalty for violating academic integrity (that is, receipt of the letter from the faculty member).

You have the right to appear at the appeal hearing. In the event of an appeal, the UJB chair will provide further information.

The UJB cannot alter or reverse a faculty member's imposed penalty (i.e., grade). In the case of a student appeal of a faculty-imposed penalty, the UJB may not impose a penalty stronger than the initial one.