

Information for Students and Academic Integrity Form The Pennsylvania State University

The Penn State student Code of Conduct includes a section entitled Violations of Academic Integrity. When a faculty member believes that a student has engaged in behavior covered by the Code, both the faculty member and the student are required to participate in the academic integrity process as outlined in the G-9 procedures mandated by the Faculty Senate. The Code of Conduct may be found at studentaffairs.psu.edu/conduct and G-9 procedures are located at www.psu.edu/dept/oue/aappm/G-9.html.

Information for Student: (please note that this is a two page document)

A faculty member has made an allegation that you have participated in behavior that violates Code #10 *Violations of Academic Integrity* of the University's Code of Conduct. Following these instructions is a form on which the faculty member describes the alleged violation. S/he will also share with you any supporting documentation that led to the allegation. Also listed on the form is an academic sanction that the faculty member believes appropriate for the behavior. An academic sanction is a penalty that can range from a warning to a penalty that may affect a specific assignment, test, or project or may affect the overall final grade for the course.

It is important that throughout this process you continue to participate in the class until your case is closed. Students are not permitted to drop a course once an allegation has been made that an academic integrity violation occurred. If the academic integrity review process extends beyond the semester of the alleged violation, it may be necessary to assign a deferred grade (DF) until the completion of the process. If you are a student in the Schreyer Honors College, you should consult the College guidelines concerning academic integrity violations. The Schreyer Honors College may impose additional sanctions on its students. The Schreyer Honors College policies concerning academic integrity can be found at www.shc.psu.edu/students/advising/ai/.

As a participant in the academic integrity process you have the right to:

- Discuss your view of the incident with the faculty member
- Review all evidence and documentation which supports the allegation and present evidence in your defense
- Seek advice from an adviser chosen by you who is an administrator, faculty or student member of the University community
- Receive a completed copy of the Academic Integrity Form that indicates both the alleged violation(s) and the recommended sanction(s)
- *Not* sign the Academic Integrity Form by the deadline below; however, if you do not sign and return the form, the adjudication process will go forward following campus or college procedures

Upon receipt of the Academic Integrity Form you have five (5) business days to:

- 1) Accept the allegation(s) and academic sanction(s), or
- 2) Contest the allegation(s) and/or academic sanction(s)

If you accept the allegation(s) and academic sanction(s), your case is closed **unless** you have previous academic integrity violations, in which case the sanction(s) that you received may increase after the campus or college Academic Integrity Committee reviews the case. This committee is a committee of the academic college or unit offering the course, not the college or unit in which your major is offered. If a sanction is changed due to a prior academic integrity violation, the College Committee will issue you a new Academic Integrity Form and you will have the opportunity again to accept or contest the allegation(s) as well as the increase in sanction(s). If you choose again to accept, your case will be closed.

If you contest the allegation(s) and/or academic sanction(s), your case will be reviewed by the campus or college Academic Integrity Committee in accordance with its specific procedures. This committee is a committee of the academic college or unit offering the course, not the college or unit in which your major is offered. You will be able to provide to the campus or college committee your view and evidence of what occurred, as well as question and respond to all information provided in support of the allegation. If this review finds you responsible for committing an academic integrity violation, the academic sanction recommended by the Academic Integrity Committee will be imposed. You will receive notification of the decision and the sanction. You can appeal the sanction **only** when the academic sanction assigned is a dismissal from your academic program.

Disciplinary sanction(s):

On occasion, due to the seriousness of the alleged violation, a faculty member may recommend and/or an Academic Integrity Committee may determine that, in addition to any academic sanction(s), *disciplinary* sanction(s) should be assigned. At the conclusion of the college or campus committee process, the case will be referred to the Office of Student Conduct or OSC designee. Disciplinary sanctions include Disciplinary Warning, Disciplinary Probation, Disciplinary Suspension, Indefinite Expulsion, Permanent Expulsion and the "XF" transcript notation. Disciplinary sanction(s) are assigned by the Office of Student Conduct. You may review its process at studentaffairs.psu.edu/conduct.

Your completed form should be returned to the Associate Dean for Undergraduate Education, 201 Henderson Building, University Park, PA 16802). If you have questions about this process, please contact Douglas Ford (dof1@psu.edu). In addition, you are encouraged to read Faculty Senate policy 49-20: Academic Integrity (senate.psu.edu/policies/47-00.html - 49-20), the G-9 Academic Integrity procedure (www.psu.edu/dept/oue/aappm/G-9.html), and the college/campus academic integrity website at www.hhdev.psu.edu/policies/academicintegrity.

**Academic Integrity Form
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TO BE COMPLETED BY INSTRUCTOR:

1. Student name and email address:	2. Student ID number:
3. Instructor name and email address:	4. Course, section and semester of incident:
5. Campus location:	6. Select one: Classroom instruction _____ Web-based: World Campus _____ Non World Campus _____
7. Description of alleged violation(s) (please attach supporting documentation):	
8. Proposed academic sanction(s):	
9. Recommend disciplinary sanction(s): ___ No ___ Yes. If yes, indicate suggested disciplinary sanction:	
I have discussed, either orally or in writing, the allegation(s), academic sanction(s) and all related evidence with the student.	
_____	_____
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 drop this course or withdraw from the university unless I am found **not responsible** in this process.

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

I understand that if I choose to contest the allegation(s) and/or academic sanction(s), the outcome of the process will be decided by an Academic Integrity Committee that will determine the final academic 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 am required to return the signed Academic Integrity Form indicating my decision to either accept or contest the allegation(s) and/or academic sanction(s) within five (5) business days of the date on the form. If I do not respond within that period, the case will continue as if I chose not to contest the allegation(s) and/or academic 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 academic sanction(s).

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

► PLEASE SIGN:

Student signature

Date

