Quick Guide on Academic Integrity Policy

Step-by-Step

1. *If you have any questions at any time in the process, call or email Associate Dean Dennis Shea (814-863-2901; dgs4@psu.edu) for consultation. Program PICs and department heads may also be consulted.*
2. *If you believe a student has violated academic integrity, gather the information that you believe documents the violation and send an email to the student requesting an in-person or Zoom meeting. The email should note your concern about the assignment and the urgency to discuss this, but avoid accusations or conclusions about academic integrity that are premature.*
3. *Consult Penn State's academic integrity sanctioning guidelines and consider a planned sanction. Minor violations may be sanctioned simply with a warning or small penalty on the assignment. Moderate or major violations may be sanctioned with a zero on the assignment, additional penalties on the overall course grade, etc.*
4. *Students cannot drop your course once you have notified them of your concern. If they do, notify the HHD Office of the Associate Dean for Undergraduate Programs. If no form is filed or the student is later found not to have violated academic integrity, they may drop the course.*
5. *Meet with the student and describe what you believe has occurred, sharing a copy of the documentation you gathered. Ask the student for an explanation.*
6. *Depending on the student's explanation, make a final determination of whether a violation has occurred and what the appropriate sanction is.*
7. *If you have concluded that a violation has occurred, complete the electronic form at* https://ai.la.psu.edu/*. You should be prepared to upload a copy of your syllabus, a copy of the assignment (including any additional academic integrity policies that apply to that assignment in your class), and a copy of the documentation that you believe shows the student's violation.*
8. *The electronic system will complete a process where the student has an opportunity to respond. If they accept responsibility for the violation and the sanction you have proposed, AND they have no prior violations, the Office of the Associate Dean in HHD will notify you and the student and you can implement the sanction.*
9. *If the student contests their responsibility or the sanction or has a prior violation, there will be an opportunity for the student to respond to what you have submitted, and for you to respond to what the student then submitted. Once those opportunities conclude, the material is reviewed by a panel of HHD's Academic Standards Committee. They make the final determination of the student's responsibility and appropriate sanction. The Office of the Associate Dean in HHD will communicate about the progress of academic integrity form and the final outcome.*
10. *If grades need to be filed while an academic integrity form is still in progress, faculty can file an NG grade.*

Penn State syllabus policy states that all syllabi **must** include "the academic integrity policy" for the course. At a minimum you should include the following suggested statement in your syllabus:

> "Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle.
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> According to Penn State policy G-9: Academic Integrity, an academic integrity violation is "an intentional, unintentional, or attempted violation of course or assessment policies to gain an academic advantage or to advantage or disadvantage another student academically." Unless your instructor tells you otherwise, you must complete all course work entirely on your own, using

only sources that have been permitted by your instructor, and you may not assist other students with papers, quizzes, exams, or other assessments. If your instructor allows you to use ideas, images, or word phrases created by another person (e.g., from Course Hero or Chegg) or by generative technology, such as ChatGPT, you must identify their source. You may not submit false or fabricated information, use the same academic work for credit in multiple courses, or share instructional content. Students with questions about academic integrity should ask their instructor **before submitting work**.

Students facing allegations of academic misconduct may not drop/withdraw from the affected course unless they are cleared of wrongdoing (see G-9: Academic Integrity). Attempted drops will be prevented or reversed, and students will be expected to complete course work and meet course deadlines. Students who are found responsible for academic integrity violations face academic outcomes, which can be severe, and put themselves at jeopardy for other outcomes which may include ineligibility for Dean's List, pass/fail elections, and grade forgiveness. Students may also face consequences from their home/major program and/or The Schreyer Honors College."

While that statement meets the required minimum expectations, departments may also provide additional statements on academic integrity. Instructors should consider adding more detailed guidelines regarding specific assignments, either in the syllabus or on the assignment itself. **These may be especially helpful in stating your expectations for team activities, out-of-class assignments, exams, papers etc.**. It is also strongly recommended that clear information about types of violations of academic integrity and the range of sanctions be provided or linked to on your syllabus.

Your syllabus should not indicate that you will take actions above and beyond University policy. For example, some instructors indicate that "any violation of academic integrity will result in a grade of F". This statement is contrary to University policy, which assigns sanctions based upon various factors, including the importance of the assignment, evidence of premeditation and more. The College of Health and Human Development takes a strong stance on academic integrity, and we seek to hold our students to high ethical standards. This is consistent with the professions in which many of our students will be employed where professional and ethical expectations are high. This orientation aims to cover the basics with additional sources linked below:

- University policies and procedures related to academic integrity
- HHD overview of academic integrity policy and procedures.
- University Guidelines on Academic Integrity Sanctions
- University website for reporting Academic Integrity Violations

There are a few critical steps faculty can take to create a strong environment for academic integrity. In fact, policy expects faculty to take "reasonable steps to anticipate and deter acts of dishonesty in all assignments". These steps include:

Prevention:

- Work with colleagues, instructional designers, and others (e.g., Schreyer Institute for Teaching Excellence) to design assignments that reduce the likelihood of violations
- Communicate to students on the first day of class and on each assignment (especially major ones) that academic integrity is required and will be enforced. Research shows that regular and sincere communication on the importance of integrity, connecting academic integrity to important learning goals and future professional expectations helps deter violations.

- The Office of Undergraduate Education and Office of Student Conduct have put together a tutorial on academic integrity: http://tutorials.istudy.psu.edu/academicintegrity/. You can put this information on your syllabus and encourage or require students to complete it, so students cannot claim to be ignorant of the policies.

Detection:

- Use the Penn State Testing Center for exams (https://www.testing.psu.edu/).
- Give in-class or evening proctored exams (if your department cannot provide Graduate Assistants for proctoring, instructors and department leaders should discuss hiring wage-payroll proctors).
- Learn about and use Penn State's Online Proctoring Tool, HonorLock
- Proctor an out-of-class exam using Zoom
- Follow best practices for security of unproctored exams on Canvas, including, creating an adequate test bank for your exam and using Canvas settings to protect exam security (https://community.canvaslms.com/t5/Canvas-Admin-Blog/Quiz-Settings-to-Maximize-Security/ba-p/259456).
- Review and remove course material from Course Material Sharing Websites (see Quick Guide on this).
- Be aware of "contract cheating" (https://elearningindustry.com/contract-cheating-reasons-and-ways-to-stop) and use baseline in-class writing, review of file properties, and submission of multiple paper drafts to prevent it.
- Use the *Turnitin* program, or similar programs to discover plagiarism: http://turnitin.psu.edu/
- Many faculty have also become concerned about student use of artificial intelligence (e.g., Chat-GPT) to complete assignments, draft or write papers, etc. Penn State has created policies and guidance for faculty on this. Information on AI, Pedagogy and Academic integrity is available to all faculty: https://aiai.psu.edu/

Enforcement:

- We ask that HHD instructors please report all academic integrity violations. If each instructor gives a student a "second chance", then the student can violate academic integrity over and over with few consequences. The only way for us to detect repeat offenders is if instructors report all offenses. Minor offenses can have minor sanctions, including just a warning or a re-submission with a minor point deduction.
- If you suspect a student has committed an academic integrity violation, take the following steps:
    - Consult with your department or program head or Associate Dean Dennis Shea, reviewing the information that you have, appropriate sanctions, and the process for meeting with the student.
    - Contact the student involved and arrange for a 1-1 meeting to describe your concerns with the student and give them an opportunity to explain. Keep the need for confidentiality in mind. **INSTRUCTORS MUST HAVE A 1-1 MEETING WITH A STUDENT BEFORE SUBMITTING THE ACADEMIC INTEGRITY FORM.** If there are multiple students, they should be met with separately. If a student does not reply to repeated attempts to set up a meeting to discuss the violation, the instructor may submit the academic integrity violation without a student meeting.
    - After meeting with the student, if you have concluded that a violation has occurred, organize your documentation (e.g. a short description of the events and meeting with student, the documents showing the violation, a copy of your syllabus, a copy of the assignment, the course/assignment academic integrity policies) and submit an academic integrity form through the online reporting system.

On both the University and College web sites, there is additional important information regarding policies and procedures for academic integrity, including what happens when a student asks for a review of the academic integrity violation. Reviewing these now and whenever you are considering a violation is important.

In summary, keep these best practices in mind:

- Communicate your academic integrity policies frequently and clearly
- Connect academic integrity in your class to learning goals and larger ethical expectations of your field and emphasize expectations for academic integrity repeatedly, ideally on each assignment.
- Design evaluative assignments to make academic integrity violations more difficult.
- Take advantage of the resources available at Penn State to detect academic integrity violations.
- Work with your Department and the College to follow appropriate policies and procedures and to **REPORT ALL VIOLATIONS**. Handling academic integrity violations on your own without reporting it to the Associate Dean's Office, permits serial violators to escape notice and sanction and violates the rights that students have for a fair process.