

TITLE: Student Academic Integrity Policy	EFFECTIVE DATE: 08/17/2010
SENATE RECOMMENDATION: <i>William R. Keenan</i>	APPROVED DATE: 8/13/10
APPROVED: <i>[Signature]</i>	APPROVED DATE: 8/16/2010
CSN PRESIDENT <i>[Signature]</i>	

1. PURPOSE

CSN is first and foremost an academic community with its fundamental purpose being the pursuit of learning and student development. CSN believes that any instance of academic dishonesty hurts the entire college community and that the values of honesty, trust, respect, fairness, responsibility and professionalism are paramount to maintaining the academic integrity of our programs and courses.

In order to uphold and support standards of personal honesty and integrity for all members of the college community consistent with the goals of a community of scholars and students seeking knowledge, it is the practice of CSN to enforce the standards for academic integrity through fair and objective procedures governing instances of alleged violations of the student academic integrity policy.

This policy enhances the existing CSN Student Code of Conduct with respect to violations of academic integrity.

2. POLICY STATEMENT

Academic integrity is a legitimate concern for every member of the CSN college community. By joining the CSN college community, students accept the expectations to always take the ethical path and uphold the standards for integrity and honesty in their individual academic studies and to encourage others to do the same. It is the policy of CSN to review and investigate all allegations of violations of the academic integrity policy, and if violations have occurred, to impose appropriate sanctions that maintain the integrity of CSN's academic courses and programs.

CSN students assume the obligation to conduct themselves with integrity in their academic pursuits and in a manner that is compatible with this policy, the CSN Student Conduct Code, the NSHE Code, and CSN's mission as an educational institution with high standards of integrity overall. Students who violate these standards for academic honesty and integrity will be subject to CSN's disciplinary process.

Academic dishonesty is defined as any of the following:

- A. Intentionally using the words, creative works, or ideas of another, from the Internet or any source, without proper citation of the sources, commonly called plagiarism.
- B. Receiving external assistance during an examination or any academic exercise unless expressly permitted by the instructor. This includes, but is not limited to:

1. Receiving aid not permitted by the instructor in connection with any academic assignment;
 2. Unauthorized use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous courses, commercial research services, notes or other means to copy or photograph materials used or intended for academic evaluation not authorized by the instructor for use during the academic evaluation or assignment;
 3. Communication in any manner with another student not permitted by the instructor during an examination;
 4. Working with others on course work, including in-class and take-home examinations, unless expressly permitted by the instructor; or
 5. Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration without the knowledge and consent of the instructor.
- C. Turning in the same work in more than one course (or when repeating a course) unless permission is received in advance from the instructor.
- D. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
- E. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and unauthorized changes to any academic record.
- F. Falsifying or misrepresenting hours or activities in relationship to coursework, an internship, externship, field experience, clinical activity, or similar activity.
- G. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
- H. Facilitating, permitting, or tolerating any of the above-listed items.

3. AUTHORITY AND CROSS REFERENCES

CSN Student Conduct Code; Chapter 6 of the NSHE Code.

4. KNOWLEDGE AND RESPONSIBILITY

CSN students, faculty, and staff must know this policy and actively comply. Instructors, academic supervisors/chairs/directors, and the Office of Student Affairs are responsible for implementation.

5. EXCEPTIONS

There are no exceptions to this policy.

6. DOCUMENT HISTORY

1. Origination: Faculty Senate Academic Standards Committee
2. Reviewed: General Counsel
3. Edited: Academic Standards and Faculty Senate Chair
4. Final Edit: Academic Standards Committee
5. Passed: Faculty Senate

7. CONTACT INFORMATION

Contact information or questions about this policy should be directed to the Office of the Vice President for Student Affairs, Office of the Vice President for Academic Affairs, the Dean of the School in question, the Department Chair of the department/discipline in question, the instructor of the course in question, or the Student Conduct Officers.

8. PROCEDURES FOR HANDLING VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

These procedures are designed to provide a fair and appropriate response to alleged violations of the academic integrity policy. They may be modified in individual cases: if the student agrees to the proposed modifications, if the student is provided an opportunity to respond within a reasonable time after the allegations have been made, and if the modifications do not violate fair process. Authority and jurisdiction for initially determining an act of academic dishonesty and the appropriate academic sanction reside with the primary instructor of the course.

- A. Anyone, including the instructor, with a legitimate factual basis to indicate a student is violating this policy should report the alleged violation to the responsible instructor, chair / director, dean, or appropriate designee within the academic unit. The person who pursues the allegation may be the primary instructor or a designee appointed by the supervisor of the academic unit in which the course is located. Final supervisory review should maintain a distinct 'one-level' distance between last consultation and review.

The person making the allegation if other than the primary instructor must complete as much as possible a CSN Academic Integrity Report Form. The primary instructor must complete a CSN Academic Integrity Report Form.

- B. The primary faculty member/designee shall notify the student of the allegation and offer the student an opportunity for an initial discussion regarding the allegation and to present any relevant information. It is recommended that the primary instructor/designee meet in person with the student, but may communicate by telephone or email under appropriate circumstances. A student may bring relevant witnesses and/or an advisor. Neither the responsible instructor/designee nor the student may have legal counsel as an advisor at an initial discussion. An advisor is not permitted to participate directly or speak for the student, but may only be present during initial discussions or any subsequent college hearings. When possible, this initial discussion shall occur within seven (7) calendar days of the alleged violation. If the student fails to attend the meeting, the primary instructor/designee shall proceed to make a determination regarding the allegation and complete the Student Academic Integrity Form.
- C. Upon completion of this initial discussion, if the primary instructor/designee concludes that an academic integrity violation occurred, the instructor must determine an academic sanction. The primary instructor/designee shall forward the completed Academic Integrity Report Form and supporting factual evidence to the Student Conduct Officer for recording, tracking, and further processing in accordance with this Policy.
- D. In the initial discussion, the following results may occur:
 - 1. The allegation is dismissed.
 - 2. The student accepts responsibility for the violation and accepts the academic sanction(s).
 - 3. The primary instructor/designee determines that a violation occurred, and the student disagrees and requests a hearing.
 - 4. The student accepts responsibility for the violation, but disagrees with the academic sanction(s) and requests a hearing regarding the sanction.
- E. The student will be informed of his or her applicable rights and the process(es) for accepting the academic and conduct sanctions and/or appealing the academic decision and sanctions.
- F. A student alleged to have committed a violation of the academic integrity policy is not permitted to drop the course in question before the matter is resolved without the responsible instructor's expressed permission, and is not permitted to do so if dropping the course would negate the academic sanction. The student may continue to attend the course and fully participate until the matter is resolved.

9. HEARING AND APPEAL PROCEDURES FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

In any case where a student requests a hearing beyond the initial discussion, it shall occur in the following order:

1. The student shall file the appeal of the decision and/or any academic sanction(s) to the chair/director of the academic department/unit in which the alleged academic integrity violation occurred. This appeal must be filed within 7 college working days of the student's receipt of the findings of the initial discussion. The student should briefly state in writing the basis for their disagreement with the finding and/or determination of the primary instructor/designee the chair/director shall render a decision within 7 college working days of the receipt of the appeal, sending their decision to the student, the primary instructor/designee, and Student Conduct Officer. The decision shall consist of one of the following:
 - a. Dismiss the allegation
 - b. Uphold the conclusion and the sanction(s)
 - c. Modify the sanction(s)

2. If the student or Faculty member wishes to appeal the findings of the chair/director/, he or she must file the appeal of the decision to the CSN Academic Integrity Appeal Board. This appeal must be filed within 7 college working days of the student's receipt of the chair/director findings. Appeals will be delivered to the Faculty Senate Office and to the Office of the Vice President of Student Affairs. The Academic Integrity Appeal Board will meet and render a decision within 10 college working days of the receipt of the appeal, sending its decision to the student, primary instructor/designee, department/unit and Student Conduct Officer. At the meeting of the Appeal Board meeting, parties may call witnesses. The Academic Integrity Appeal Board may reach one of the following conclusions:
 - a. Dismiss the allegation
 - b. Uphold the conclusion and the sanction(s)
 - c. Modify the sanction(s)

The decision of the Appeal Board is final.

10. SANCTIONS FOR VIOLATIONS OF THE STUDENT ACADEMIC INTEGRITY POLICY

Sanctions for academic dishonesty should be consistent and appropriate for the offense committed. The primary instructor, chair/director, and Appeal Board investigate and determine the appropriateness for academic sanctions, and the Student Conduct Officer determines the appropriateness for conduct sanctions, as set forth in Sec. 13.A. and

proceeds in accordance with the Student Conduct Code/NSHE Code. Potential sanctions for academic dishonesty may include, but are not limited to, any one of the sanctions listed below singularly or in combination:

A. Academic Sanctions

1. Resubmitting an assignment
2. Reduction of points/letter grade for the assignment or other activity
3. Reduction of points/letter grade for the course
4. Failing grade for assignment or other activity
5. Failing grade for course

B. Conduct Sanctions

1. Transcript notation.
2. Academic Integrity Seminar
3. Reflection letter of understanding written by the student
4. Disciplinary warning or probation
5. Suspension or expulsion (approved by College President)
6. Administrative removal from a course
7. Recommendation for withdrawal of credit for previously accepted course or requirement
8. Recommendation for revocation of a degree or certificate
9. Referral to the appropriate legal authorities

11. GENERAL POINTS

- A. All time limits specified in this policy may be extended for good cause.
- B. This policy is not intended to address differences of opinion over grades issued by an instructor exercising good faith and professional judgment regarding a student's work.
- C. Before any action is taken under this policy that may result in the withdrawal, suspension, or expulsion of an international student, both the student and the academic program are advised to consult with the CSN Office of International Students and Scholars.

12. ACADEMIC INTEGRITY APPEAL BOARD

- A. The Academic Integrity Appeal Board members will come from a variety of areas on campus. The Board will consist of the following:
 1. The Student Conduct Officer, who will serve as co-chair of the Board;

2. One member of the CSN Faculty Senate Academic Standards Committee, who will serve as Co-Chair of the Board;
 3. The faculty of each school may designate:
 - one faculty member to serve a term of two years which appointment may be extended by the faculty of that school;
 4. The Administration shall designate:
 - one administrator or member of the professional staff to serve a term of two years which appointment may be extended by the Administration;
 - One member of the student body to serve a term of one year.
- B. Student appeals will be heard by a five (5) member hearing panel consisting of the student conduct officer, the representative of the Faculty Senate Academic Standards Committee, a faculty member, an administration representative, and a member of the student body. Any member of the Academic Integrity Appeal Board pool may serve on a hearing panel unless that member has a conflict of interest involving the student or any other matter relating to that specific hearing. In such cases, specifically designated pool members may be assigned to replace that board member for that specific hearing. Reasonable efforts will be made to eliminate or avoid conflict of interest and bias in each case. Decisions of the Appeal Board hearing panel must be supported by a majority vote.
- C. Before serving on an Academic Integrity Appeal Board hearing, members shall complete an orientation and training on academic integrity and dishonesty.
- D. Recruitment, training and facilitation of the Academic Integrity Appeal Board will be the responsibility of the Student Conduct Officer, in collaboration with the CSN Faculty Senate; and with appropriate authority and jurisdiction being afforded to College designees as dictated in the NSHE and CSN Student Conduct Codes.

13. TRANSCRIPT NOTATION FOR VIOLATIONS OF THE ACADEMIC INTEGRITY POLICY

- A. In instances where it is determined that a violation of academic integrity is of both an intentional and egregious nature, or there is a pattern of repeated infractions, that matter will be referred to the Student Conduct Officer and the conduct sanction shall be recorded on the student's official and unofficial transcript with a transcript notation. The transcript of the student shall be marked "Disciplinary Notation" due to violations of the Student Academic Integrity Policy in (course) during (semester). The transcript notation shall occur only upon completion of the student conduct proceedings. The conduct sanction notation shall not affect the grade point average, course repeatability, or determination of academic standing. This conduct sanction notation is intended to denote a failure to accept and exhibit the fundamental value of academic integrity.
- B. Once a conduct sanction notation is made, the student may file a written petition to the Academic Integrity Appeal Board to have the notation removed. The decision to

remove the conduct sanction notation shall rest in the discretion and judgment of a majority of the board; provided that:

1. At the time the petition is received, at least 180 calendar days shall have elapsed since the conduct sanction notation was recorded; and,
 2. At the time the petition is received, the student shall have successfully completed the designated non-credit Academic Integrity Seminar, as administered by the Office of Student Affairs, or, for the person no longer enrolled at the college, an equivalent activity as determined by the Office of Student Affairs; and,
 3. The Office of Student Affairs certifies that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the College of Southern Nevada or another institution.
- C. Prior to resolving a petition, the Academic Integrity Appeal Board will review the record of the case and consult with the Office of Student Affairs and responsible instructor or appropriate chair/director/supervisor. The decision of the appeal board shall not be subject to subsequent appeal board reconsideration for at least 180 calendar days, unless the appeal board specifies an earlier date on which the petition may be reconsidered. This appeal shall be considered one (1) time only. Subsequent appeal board determinations pertaining to the removal of the conduct sanction notation may be appealed to the Vice President for Academic Affairs. If the Vice President for Academic Affairs removes the conduct sanction notation from the student's transcript, the Vice President for Academic Affairs shall provide a written rationale to the appeal board.
- D. No student with a student conduct notation on the student's transcript shall be permitted to represent the college in any extracurricular activity, or run for or hold an executive office in any student organization that is allowed to use college facilities or that receives college funds.

All records in relation to a student misconduct case will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the U.S. Department of Education guidelines for implementation. Transcripts of academic records shall contain information about academic status as set forth in paragraph 10 (B), including disqualification for academic or conduct reasons, and expulsion, suspension and revocation of admission for disciplinary reasons.