



# Academic Integrity Policy

## Preface

The University of Miami community recognizes integrity as a core institutional value. The responsibility to uphold the University Honor Code and high academic standards is a shared value between faculty, students, and administrators. It is each community member's responsibility to ensure that academic integrity is upheld. Faculty, in particular, have a vital role to play in this regard and should be diligent in reporting violations.

This policy acknowledges that the norms and the responsibility of academic integrity are to be jointly upheld by the faculty and student members of the University community. Substantial responsibility is vested in the several schools and colleges to manage first-time offenses and to coordinate their faculty's efforts.

# I. Membership and Hearing Panel Structures

School/College Academic Integrity Committee	
<b>Adjudicates</b>	Alleged Class I and Class II violations
<b>Hearing Panel Structure</b>	3 Faculty
<b>Membership</b>	6 Faculty*, DoUG (non-voting) *At the school's discretion, committee membership may be altered to compose more than two hearing panels, or decreased to constitute one panel as long as the cases are adjudicated in a timely manner
<b>Selection</b>	Faculty appointed by the school council of the school/college for 2-year term

Honor Council	
<b>Adjudicates</b>	Alleged Class III violations and appeals for Class I and II violations
<b>Membership</b>	18 Faculty, up to 31 Students, Dean of Students (non-voting)
<b>Hearing Panel Structure</b>	2 Faculty, 2 Students (Dean of Students will resolve any ties) In exceptional cases when the Dean of Students is unable to find 2 students to serve on a hearing panel within 7 days, the parties may agree to one of the following options for an expedited hearing: 1) A panel deviating from the regular number and structure of members. 2) An administrative hearing with the Dean of Students (or designee) and an Academic Dean (or faculty designee).  **Parties in the policy are defined as the student(s) suspected of academic dishonesty, and the faculty reporting the suspected behavior.
<b>Selection</b>	Faculty: Appointed by the school council of each school/college for 2-year term Students: Multi-layered interview process

Appeals Board	
<b>Adjudicates</b>	Appeals for Class II and Class III violations
<b>Hearing Panel Structure</b>	VP for Student Affairs DoUG of the school where the violation occurred U/G Student Government President Speaker of the Honor Council hearing panel (non-voting)

## II. Examples of Violation by Class and Sanction Guidelines

1. The University distinguishes between 1) first-time violations that are of low severity, 2) first-time violations that are more severe, and 3) repeat violations of any type and highly egregious offenses.
2. For greater consistency of sanctions for the same violation across the University, faculty are encouraged to consult the examples of violation classes and guidelines for potential sanctions suggested by the University. These guidelines may be used to set course specific policies and/or for recommending sanctions when course specific expectations are not clearly outlined in the syllabus.
3. When faculty have clearly outlined expectations and sanctions in their syllabus, those penalties will supersede the sanctions recommended by the University.
4. The suggested violation classes and corresponding recommended sanctions are only examples and do not provide an exhaustive list. The determination of the severity of a violation and the corresponding sanction will often fall on the faculty and the hearing boards.

# 1. Examples of Class I Violations and Sanctions Guidelines

First-time violations that need to be addressed, but offer an expedited process at the school level due to the low severity of the offence.

Alleged Violation*	Recommended Sanction(s)
<ul style="list-style-type: none"> <li>• Studying from someone else’s notes, when prohibited by the instructor.</li> <li>• Utilizing tutor or writing center in violation of the rules and guidelines set by the instructor.</li> <li>• Providing false or misleading information to be excused from class or delay taking a quiz, exam, or extending a deadline.</li> <li>• Plagiarism: Submitting an assignment where up to 25% of the assignment is not the work of the student and/or properly cited.</li> <li>• Copying homework or providing homework to another student to copy.</li> <li>• Signing in for another student for attendance purposes.</li> <li>• Working with a group (collusion) on an assignment, exam, or paper that should be done individually.</li> <li>• Submitting the same work for more than one course.</li> <li>• Any use of digital technologies prohibited by the instructor.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum “F” on the assignment.</li> <li>• Maximum “F” in the course.</li> <li>• Educational sanction related to academic integrity.</li> <li>• Not a reportable disciplinary concern to graduate or professional schools, etc.</li> </ul> <p>For an expedited process, student can accept faculty recommended sanction or the minimum sanction (“F” on the assignment) when faculty recommendation is not available.</p> <p>If a student wishes a hearing with the AIC, and is found responsible, the committee may recommend increasing or decreasing the sanction suggested by the faculty.</p> <p>The parties can appeal to the Honor Council as the final adjudicator.</p>

**\* This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s).**

## 2. Examples of Class II Violations and Sanction Guidelines

First-time violations that are more egregious than Class I violations with higher penalties, but allow for an expedited process at the school level.

Alleged Violation*	Recommended Sanction(s)
<ul style="list-style-type: none"> <li>• Possession of or use of any materials prohibited by instructor.</li> <li>• Unauthorized use of term paper or exam (e.g., past exams or other source).</li> <li>• Giving exam to students in a later section.</li> <li>• Plagiarism: Submitting an assignment where 25% to 50% of the assignment is not the work of the student and/or properly cited.</li> <li>• Bringing a cheat sheet or unauthorized notes or formulas into the exam.</li> <li>• Facilitating the academic dishonesty of another student (e.g., texting or emailing exam answers to another student, helping another student write a paper).</li> </ul>	<ul style="list-style-type: none"> <li>• At minimum, “F” in the course.</li> <li>• At maximum, dismissal from the University.</li> <li>• Educational sanction related to academic integrity.</li> </ul> <p>The parties can appeal to the Appeals Board as the final adjudicator.</p>

**\* This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s).**

### 3. Examples of Class III Violations and Sanction Guidelines

Repeated violations of any kind, or a violation so egregious it requires an Honor Council Hearing, with more severe sanction guidelines than Class II.

Alleged Violation*	Recommended Sanction(s)
<ul style="list-style-type: none"> <li>• Any repeat alleged violation that the student has been found responsible for previously.</li> <li>• Falsifying or forging academic credentials or University documents including internship documentation and letters of recommendation.</li> <li>• Submission or use of falsified data.</li> <li>• Sabotage of someone else’s work.</li> <li>• Taking a test or writing a paper for someone else.</li> <li>• Plagiarism: Submitting an assignment where 50% or more of the assignment is not the work of the student and/or properly cited.</li> <li>• Obtaining/purchasing exam answers or term papers from someone else.</li> <li>• Unauthorized distribution of a quiz or exam.</li> <li>• Any other type of fraud.</li> </ul>	<ul style="list-style-type: none"> <li>• At minimum, “XF” in the course.</li> <li>• At maximum, expulsion from the University.</li> <li>• Educational sanction related to academic integrity.</li> </ul> <p>The parties can appeal to the Appeals Board as the final adjudicator.</p>

**\* This is not an exhaustive or strict list. These examples are provided only as a guideline to determine severity of the violations and commensurate sanction(s).**

### III. Reporting and Adjudication Process

1. Any member of the University can confidentially report academic dishonesty to the faculty teaching the course or directly to the Dean of Students when there is strong evidence that an academic integrity violation has occurred.
2. If no evidence is present or when suspicion is not strong, faculty may give the student a warning and close the matter.
3. When faculty have a strong suspicion, or when evidence is present, faculty shall report the violation through the process described herein and have the authority to recommend a sanction.
4. Faculty must also report all cases of academic integrity violations in which they have taken an adverse action affecting a student’s grade but have not invoked the adjudication process described herein.
5. Appropriate hearing board will adjudicate the case.

#### 1. Process for Class I Violations

<b>Recommended Sanction</b>	<b>Minimum “F” on the <u>Assignment</u> - Maximum “F” on the <u>Course</u></b>
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1. Faculty must immediately report the suspected violation to the Department Chair (or relevant administrator in the non-departmentalized schools) and complete the online Academic Integrity Reporting Form. The Department Chair will immediately inform the DoUG of the school.
2. The faculty may or may not recommend a sanction.
3. The DoUG will determine the violation class and meet with the student within 5 academic days of receiving a report to present the charges (and potential sanctions) and go over the student’s options as follows:
  - i. Admit responsibility and take faculty suggested sanction (Expedited Process).
  - ii. Admit responsibility and take the minimum sanction when faculty recommendation is not available (Expedited Process).
  - iii. Request a hearing with the AIC.

4. The student will get 3 academic days to make a decision. If the student does not respond within the allowed time, faculty sanction (or the minimum sanction in case where faculty does not recommend a sanction) will hold and the student will waive the right to any further hearing.
5. If the student accepts responsibility and agrees with the faculty sanction (or the minimum sanction in cases where faculty does not recommend a sanction), the DoUG will administer the Academic Integrity Resolution Form. No further action will be needed. The DoUG will report the case to the Dean of Students for record-keeping within 3 academic days of the resolution.
6. If the student does not admit responsibility or does not agree with the sanction recommended by the faculty, the DoUG will refer the case to the AIC within 3 academic days of the student's decision. The AIC will meet within 2 weeks of receiving the DoUG's notice. AIC will listen to both parties and make a recommendation within 3 academic days of the hearing. AIC's recommendation may be more or less stringent than the faculty's recommended sanction.
7. The parties will have 3 academic days to consider AIC's recommendation and make a decision. If the student fails to respond within the allotted time, the faculty sanction will hold and the student will waive the right to appeal. If the parties agree with AIC's recommended action, the DoUG will administer the Academic Integrity Resolution Form and will report the matter to the Dean of Students within 3 academic days for record-keeping.
8. If either party does not agree with the AIC, an appeal can be made to the Honor Council. Such requests must be made in writing to the Office of Dean of Students within 3 academic days of communication of AIC's determination.
9. The Dean of Students within 7 academic days of receiving the report of the alleged violation will establish the Honor Council hearing panel and will inform the parties.
10. The Honor Council's decision will be binding for both parties.
11. The adjudication process will continue as outlined herein even if the student withdraws from the course. If the student is found responsible, the course where the violation occurred will reflect on the student's transcript with a failing grade (in addition to any other sanctions determined by the hearing panel).



12. When there is a prior record of violations that student has been found responsible for, the DoUG will forward the case to the Dean of Students to be adjudicated by the Honor Council and will inform the parties.
13. A student who wants to contest a grade affected due to academic integrity violation may request a hearing with AIC by reporting to the DoUG within 3 days of receiving the grade. DoUG will report the violation to the Dean of Students and will refer the case to AIC.

## 2. Process for Class II Violations

<b>Recommended Sanction</b>	<b>Minimum “F” on the Course – Maximum Dismissal from the University</b>
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These are first time violations that are deemed more severe than the Class I violations.

The reporting and hearing process for Class II violations will be the same as Class I violations **except:**

1. The minimum recommended sanction for Class II violations is “F” on the course.
2. Parties will have the right to appeal to the Appeals Board after Honor Council’s determination in accordance with the grounds for appeal outlined in Section 8.2 for Class II violations.
3. The Appeals Board’s decision will be binding for both parties.

## 3. Process for Class III Violations

<b>Recommended Sanction</b>	<b>Minimum “XF” on the Course – Maximum Expulsion from the University</b>
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The Honor Council will hear repeated violations of any kind, or a violation so egregious, it requires the Honor Council hearing with more severe sanctions.

1. Faculty reporting process would be the same as for Class I and II violations.
2. The DoUG will determine the violation class and meet with the student within 5 academic days of receiving a report to present the charges (and potential sanctions) and

to inform the student about next steps. DoUG will forward the case to the Dean of Students for adjudication by the Honor Council.

3. The Dean of Students within 7 academic days of receiving the report of the alleged violation will establish the Honor Council hearing panel and will inform the parties.
4. Parties will have the right to appeal to the Appeals Board after Honor Council's determination in accordance with the grounds for appeal outlined in Section 8.2 for Class III violations.
5. The Appeals Board's decision will be binding for both parties.
6. The adjudication process will continue as outlined herein even if the student withdraws from the course. If the student is found responsible, the course where the violation occurred will reflect on the student's transcript with a failing grade (in addition to any other sanctions determined by the hearing panel).

# IV. Process of Appealing to the Appeals Board

## 1. Class I Violations

1. After AIC's determination either party can appeal to the Honor Council within 3 academic days of communication of AIC's recommendation. The request should be made in writing and to the Office of the Dean of Students.
2. The Honor Council's decision will be binding for both parties and no further appeal will be allowed.

## 2. Class II and III Violations

1. After the Honor Council's determination, parties have the right to appeal to the Appeals board.
2. The decision of the Appeals Board will be binding for both parties.
3. The only grounds for appeal to the Appeals Board are:
  - a. that the failure to follow the procedures established for adjudication of an academic integrity violation constituted an error
  - b. that the sanction(s) imposed was (were) not commensurate with the offense.
4. Allowable appeals must be made in writing and submitted to the Office of the Dean of Students within 3 academic days from the date the determination of the Honor Council is communicated to the student, stating with specificity the grounds for the appeal and facts upon which it is based.
5. The Dean of Students within 7 academic days from the date of receipt of an appeal, will establish the hearing panel.
6. Upon establishment, the hearing panel will make a determination within 5 academic days as to whether the appeal is timely and made on proper grounds. The Dean of Students will communicate that determination to the student within the next 3 academic days.
7. If the appeal is determined to be timely and made on proper grounds, the hearing panel will make a decision on the merits of the appeal within 10 academic days of its determination on the validity of the appeal. The Vice President of Student Affairs (or

designee) will communicate the hearing panel's decision to the student within 3 academic days of the determination.

## V. Sample Forms

### A. Academic Integrity Reporting Form (example)

A form that would route to the appropriate Academic Dean for Undergraduate Studies and the Dean of Students.

#### Background Information

Reporter's Name:

Reporter's Title/Role: (student, Professor of Biology, etc.)

Reporter's phone number:

Reporter's email:

Reporter's campus address:

Date of incident:

Course Name and Number:

Course School/College:

#### Student(s) Involved

Student's Name:

Student's C#:

Student's Email Address:

#### Incident Details

Alleged violation (check all that apply) Descriptions of all violations available at [Miami.edu/academicintegrity](http://Miami.edu/academicintegrity).

- |   |   |
|---|---|
| <input type="checkbox"/> Cheating                         | <input type="checkbox"/> Academic Sabotage                            |
| <input type="checkbox"/> Fabrication                      | <input type="checkbox"/> Violation of Research or Professional Ethics |
| <input type="checkbox"/> Facilitating Academic Dishonesty | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Plagiarism                       |   |

#### Description of Incident

Percentage of the final grade this assignment is worth:

How would you like to be contacted for follow up information about this report?

- Email
- Phone

#### Supporting Documentation

Attach photos, videos, emails, and any other supporting documents.

#### Recommended sanction (if the reporter is the faculty teaching the class)

### Action Taken

- Discussed the matter with the student.
- Informed the student about the recommended sanction.
- The student accepts guilt and the recommended sanction.
- The student does not accept responsibility and/or the sanction.
- No action taken.

## B. Academic Integrity Resolution Form (example)

This form is for Class I and Class II violations wherein the student chooses between a hearing with the AIC or the expedited process with the sanction imposed by the faculty (or the minimum sanction when faculty recommendation is not provided). This form can be executed by the Academic Dean for Undergraduate Studies or their designee.

Charge presented on (date and time): \_\_\_\_\_

### Sanction

- Faculty Recommendation: \_\_\_\_\_
- Minimum sanction: \_\_\_\_\_

### Student's Decision

- I accept the charge and the sanction(s) indicated by the faculty.
- I accept the charge but request a hearing to challenge the sanction(s) indicated by the faculty.
- I accept the charge and the minimum sanction.
- I plead not responsible for the charge and request a hearing with Academic Integrity Committee.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Sanction

Please note that Academic Integrity Committee may decide a higher or lower sanction than what is recommend by the faculty. As a result, the faculty are to adhere to the decision of the AIC.

You have the right to request a hearing with the Honor Council if you do not accept the sanction imposed at this stage.