POLICY AND PROCEDURE

TITLE:	Academic Integrity

POLICY STATEMENT:

Goodwin University expects absolute integrity from every student in all academic undertakings. Students are expected to be honest with respect to the intellectual efforts of themselves and their peers. Submission of work for academic credit must be the student's own work. All outside assistance must be acknowledged and documented in the required format.

Excerpt from the student handbook section on Campus/Academic Policies and Procedures:

"At Goodwin University, we value integrity as an essential component in our interactions with each other. We believe that one of the purposes of a University education is for students to learn to think critically and to express their own opinions using their own ideas. Academic honesty in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin University are obligated to uphold high standards of academic honesty in their scholarship and learning. As an institution, it is expected that students take a personal responsibility for their work and to acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose ideas and work they are utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism."

All students will be held accountable for following the Academic Integrity Policy in all of their coursework at Goodwin University. If a student fails to comply with the Academic Integrity Policy, the sanctions outlined below will be applied.

PROCEDURE DETAILS:

The procedures for the Academic Integrity Policy are as follows:

Section 1:

- Charges involving violations of the Goodwin University Academic Integrity Policy may be initiated by faculty, students, staff or administrators by referring the case to the faculty member or Program Director/Dean involved.
- If a faculty member suspects that a student has violated academic integrity standards, the faculty member shall consult the Program Director/Dean about the appropriate course of action. In making such determination, the faculty member shall have the authority to interview any individuals deemed necessary.
- 3. If the faculty member, in consultation with the Program Director/Dean, determines that an instance of

- 5. If the faculty memberoimsaltation with the Program Directord Decamines that there is insufficient evidence to charge the student with the matter will be dropped.
- 6. The Director/Dean may handle all aspects **stigation** deemed ap**inate** by the Program Director/Department Changus sher discretion.

Section 2: Sanctions

A student's record of violations of academic intergritish forward, and violations are cumulative, regardless of changes in the student's status (i.e.: changes is tattilized, color, LOA, or withdraws and returns). Although these steps usually follow a progressive platteen, note that any step may be skipped depending on the seriousness of the situation and the individual and is replicated in the program of the

- 1. Initial offense (warning option):
 - x A student with no prior incidents of acasteomiestly, whose offense is not deemed egregious enough to merit a formal violation chargeeiwella courtesy conversation as follows:
 - i. The offense shall be identified aunghbito the sterrt's attention
 - ii. The student shall receive a copy of attien form, which shall be recorded in the student's academic file
 - iii. The student will be referred to the combite teor review and is expected to ask for clarification on any area is is the clear to them
 - iv. Note: this step may be skipped per faculty discretion
- 2. First official violation:
 - x Student receives counseling zerobagrade for the submission.
 - x Where the incident involves a graded assitgmenseund, ent may not eisser the option of dropping that grade if that copolisely permits deletion of socienament or tegrade. Where the incident involves an assignthmat has been so compedinting the assignment must be voided for the entire class, the offendidgains ligitade for the class will be based on the inclusion of the zerothoe voided assignment.
 - x Counseling shall include:
 - i. Identification to fe offense
 - ii. Instruction on what consists of compl**tanthe @**oodwin University Academic Integrity Policy and how to avoid a future violation of said policy
 - iii. Documentation on a Violation of a Violation of
 - 1. The student shall sign the documderatting receipt of the same
 - 2. The document shall include a niotificathe student's right to appeal
 - 3. The student shall be given a copy@dothevin University Academic Integrity Policy
 - iv. A copy of the document streeprovided to the student
 - v. The faculty member shall record the **offatiah** wby entering a notation of the same in the Goodwin University Database Notes section
- 3. Second official violation:
 - x Student receives a failing grade for the couracyal/fithodn the class will not alter the failing grade
- 4. Third official violation:
 - x Student is permanently disentifsom Goodwin University

Note: Each violation of the Academic Integrity Policy is cumulative, regardless as to where and when the violation occurred. It is possible for a student to have multiple violations occur over more than one class.

Section 3: Appeals

A student sanctioned for a violation of the Academic Integrity Policy may appeal the decision of the instructor or Director/Dean. The appeal must be submitted to the Goodwin University Appeals Board (GCAB) in writing via the petition form located on the website under the Registrar's page as follows: https://www.goodwin.edu/forms/petition/. The petition must be submitted within five (5) days of receipt of the academic integrity violation form or the date it was emailed to the student, whichever is less. The written statement of appeal must include: the name of the person appealing, the basis of the appeal, and the remedy which the person appealing is requesting. A completed petition also requires all relevant documents to be submitted and a summary of findings issued by the faculty member as part of the review. In the event that a hearing is required for additional clarification, the following guidelines shall be enforced:

- The student is allowed to have a support person of the student's choice at the hearing. The support
 person's role is limited to providing advice to the student; the support person is not permitted to ask or
 answer any questions or make oral arguments. Any case made must be presented by the student.
- 2. Digital recording of the hearing by parties prosecuting or defending an appeal is prohibited. The GCAB, in its sole discretion, may record any proceedings.

If the GCAB finds the student not responsible for the violation, the faculty and student shall be so informed and the

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Review	Annually
DATE:	

APPENDIX:

Violation for Academic Integrity Form: https://www.goodwin.edu/files/pdfs/policies/academic-integrity-form-editable.pdf