



FRANKLIN PIERCE UNIVERSITY
Academic Affairs

FPU Academic Integrity Policy

PREAMBLE

The Academic Integrity Policy is intended to provide guidelines as to the University's expectations and procedures for enforcing its commitment to academic values and goals in the instances of suspected or alleged academic misconduct. It is in the interest of students, faculty, and all University members to maintain the highest standards of academic integrity ensuring the value of the educational process and the credibility of the institution.

Academic integrity is built upon the values of honesty, fairness, social responsibility, trustworthiness, and ethical awareness and are at the core of a Franklin Pierce education. Any action or attempted action that by reasonable standards is considered to violate these fundamental values creating an unfair advantage for oneself/or for another strikes at the very heart of the academic enterprise and would constitute academic misconduct. For the definitions of academic misconduct, the procedural process, and sanctions, see the Academic Integrity policy available from the Office of Academic Affairs.

DEFINITIONS OF ACADEMIC MISCONDUCT

Academic Misconduct is defined as any dishonest or disruptive act that occurs in relation to or in furtherance of an academic exercise. Any student having been found to commit an act of academic misconduct are subject to disciplinary actions in accordance with the University policy.

Cheating: Cheating is an intentional, attempted or completed, act to give, obtain, receive, or use unauthorized assistance on any academic exercise. Cheating includes, but is not limited to:

- acquiring answers from an authorized source in completing an examination.
- sharing materials such as textbooks, notes or other materials during an examination without the instructor's permission.
- collaborating on any academic work unless specifically authorized by the course instructor.
- having someone else complete a paper, research, project, or any other academic assignment for you.
- recording and/or distributing course materials either electronically or in print without permission.

Plagiarism: Plagiarism is a form of theft where one acquires and reproduces another's intellectual property presenting it as their own. Plagiarism applies to all aspects of human creativity—oral or written words, symbols, numbers, visual images, design, objects, and sounds—from any source, including the Internet. Diana Hacker identifies three specific acts that constitute plagiarism: “(1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks and (3) failing to put summaries and paraphrases in your own words” (Hacker, 359 and 418). Specific examples of plagiarism include, but are not limited to:

- copying verbatim the words of another from examinations, themes, term papers, or theses.
- copying the printed words or ideas of a writer without giving credit to the author.
- using, borrowing, stealing, presenting or downloading another's ideas or writing and submitting such material as one's own work.
- paraphrasing excessively the work of another without appropriate citation.
- providing inaccurate or insufficient sourcing.
- using a reference source in order to substitute words for the words of a source and subsequently passing as one's own work
- resubmitting work in whole or in part, that has previously been submitted in another course, without permission from both current and former instructors.

Misrepresentation: Misrepresentation is an intentional or, in select cases negligent, act or omission to deceive or defraud an instructor for the purpose of obtaining an unfair academic advantage. Misrepresentation examples include:

- falsifying, unauthorized altering, or presenting misleading information, verbal or written, to an instructor concerning an academic exercise and presenting it as legitimate.
- submitting altered, invented, counterfeited or forged information, data or official documents affecting academic records.
- changing responses on an exam after the examination period concludes.
- lying to an instructor to positively affect one's grade.
- providing a false excuse for missing the submission of an assignment or falsely claiming to have submitted the work.
- lying to an instructor or other University officials when confronted with allegations of academic misconduct.
- furnishing false information to or withholding pertinent information to an investigation from any University official, faculty member or office (e.g. failing to produce University identification to a University official).
- failing to disclose a criminal conviction in appropriate circumstances when a conviction is relevant to the disciplinary area of study, professional credentialing, internships, placements, or practice.

Misuse of Academic Materials: The misuse of academic materials entails intentional acts preventing others from the ability to complete their work. This includes:

- willfully disrupting the academic work of others.
- preventing other students or instructors from accessing course material by either mutilating or stealing library material or disabling computer equipment or databases; or
- stealing or destroying another student's notes or materials
- taking the materials of another without permission.
- the unauthorized possessing and/or using examinations or answer keys to examinations.
- unauthorized selling or purchasing of examinations, papers, or assignments.

Disruptive Behavior: Any behavior that interferes with the teaching or learning process.

Complicity in Academic Misconduct: Any intentional act or omission to act in furtherance of another's academic misconduct or attempts thereof. Examples of complicity include, but are not limited to:

- allowing another student to copy from one's own work during an academic exercise or examination.
- providing another student with course materials from a prior semester or from a different section without instructor permission.
- collaborating on an academic exercise or examination when such collaboration is prohibited.
- distributing any substantive information, in any format, about an academic assignment or examination without the instructor's permission.
- falsely representing oneself as another student in order to take an examination.
- signing another student's name on any academic assignment or official document.
- knowingly entering and agreement with other students to commit an act of academic misconduct.

PROCEDURAL PROCESS

The purpose of this procedure is to provide an equitable and fair means to address alleged violations of the University's academic integrity policy. It is intended to inform students, faculty and staff as to the proper steps for adjudicating alleged infractions and to afford every opportunity for parties to engage with the process. Protecting the due process rights of students and faculty are paramount to the integrity of the procedural process, for providing a learning opportunity, and for reaching a just resolution.

RIGHTS AND RESPONSIBILITIES

Students

- Students have the right to be treated fairly and impartially in matters related to academic integrity.
- Students have the right to be informed of the Academic Integrity process upon an accusation of impropriety and the conceivable sanctions if accusation is substantiated.
- Students have the right to be heard and to present evidence to the appropriate academic integrity body.
- Students have the right to have academic integrity matters resolved in a timely manner.
- Students have the right to confidentiality of all proceedings and of all supporting material.
- Students are responsible for knowing what constitutes academic misconduct.
- Students are responsible for acting ethically and adhering to the rules established by the academic integrity policy.
- Students are responsible for seeking clarification from faculty on matters of academic conduct as needed.

- Students are responsible for procuring permission from faculty to initiate or to conduct an assignment inconsistent with stated guidelines.

Faculty

- Faculty have the right to impose penalties as viewed appropriate in the first instance.
- Faculty have the right to be informed of the Academic Integrity process pertaining to submission of accusatory document.
- Faculty have the right to confidentiality of all proceedings and of all supporting material.
- Faculty are responsible for implementing reasonable steps to minimize opportunities for academic misconduct.
- Faculty are responsible for providing a clear course policy about academic expectations and sanctions.
- Faculty are responsible for reporting incidents of academic integrity violations in accordance with established policy.