

**East Carolina University
Faculty Manual**

PART IV

ACADEMIC INTEGRITY
(formerly Appendix N)

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I. Principle

Academic integrity is expected of every East Carolina University student. Academic honor is the responsibility of the students and faculty of East Carolina University.

II. Academic Integrity Violations

Academically violating the Honor Code consists of the following:

- A. Cheating - Unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work.
- B. Plagiarism - Copying the language, structure, ideas, and/or thoughts of another and adopting same as one's original work.
- C. Falsification - Statement of any untruth, either spoken or written, regarding any circumstances relative to academic work.
- D. Attempts - Attempting any act which if completed would constitute an academic integrity violation as defined herein.

III. Student Observation of Suspected Violation

A student or group of students knowing of circumstances in which an academic violation of the Honor Code may have occurred or is likely to occur is encouraged to bring this knowledge to the attention of the responsible faculty member, or to the dean or department chairperson, or to the attention of a member of the University Academic Integrity Board.

IV. Organization and Procedures

- A. The faculty member has original jurisdiction in all suspected violations. In cases where the faculty member believes a violation has occurred, the faculty member must summon the student to a primary interview in accordance with the procedure below.
- B. Primary Interview
 1. Notification
A student who is believed to have violated academically the Honor Code shall be informed of the charge by the faculty member who identified the violation. Subsequently, the student will be called to an interview with the faculty member concerned. The interview shall be set within three class days after the alleged violation has come to the attention of the faculty member.
 2. Composition
The student and the faculty member may each have a nonparticipating observer at the interview. The faculty observer shall be the chairperson of the department or dean, associate dean, or assistant dean of the college or school. The student may select a student or faculty member as he/she desires. The observer(s) is/are to observe the procedures impartially and to be prepared to testify in the event of an appeal from the judgment of the faculty member.
 3. Procedure
 - a. At the interview, the faculty member shall present evidence in support of the charge or charges against the student. The student shall be given an opportunity to respond and present evidence to rebut the charge or charges.
 - b. After hearing the student, the faculty member may either dismiss the charge or find it supported on the basis of the evidence. If supported, the faculty member may record a failing grade in the course or some portion thereof or take other appropriate action. He or she shall report the action taken to the associate dean of students and director of student services.
 4. Referral to Academic Integrity Board
After completion of the primary interview and on the basis of the evidence presented, if the faculty member is of the opinion that a failing grade in the course(s) is inadequate disciplinary action, the faculty member may refer the entire case to the Academic Integrity Board for appropriate action. Such referral must be made within fourteen calendar days after the primary interview. In each case, a new hearing will be conducted by the Academic Integrity Board without regard to the findings made or any disciplinary action taken during the primary interview.
 5. Appeals
 - a. The student may appeal the decision of the primary interview to the Academic Integrity Board if:
 - (i.) the student believes the penalty too severe considering the offense or
 - (ii.) the student contests the decision of the faculty member on the basis of the evidence presented.
 - b. The appeal must be submitted to the office of the Associate Dean of Students and Director of Student Services within five class days after notification of the decision by the faculty member.
- C. University Academic Integrity Board
 1. Composition
 - a. Four faculty members and four alternates elected for three-year staggered terms by the Faculty Senate.
 - b. Three students and four alternates nominated by the SGA Executive Council and elected by the SGA Legislature. These students shall serve for a year and may be reelected for one additional year.
 - c. A quorum shall consist of four faculty members and three students.
 - d. The chairperson, elected for a one-year term, shall be a faculty member of the board, elected by members of the entire board and may be re-elected.
 - e. The associate dean of students and director of student services shall serve as administrative officer of the board.
 2. Original Jurisdiction

The Academic Integrity Board shall have original jurisdiction over academic violations of the Honor Code if the faculty member elects to refer the case after the primary interview.

3. Appellate Jurisdiction

The Academic Integrity Board shall have appellate jurisdiction in cases appealed by the student pursuant to the provisions of IV.B.5., above.

4. Procedures

- a. The associate dean of students and director of student services on behalf of the chairperson, shall notify the parties involved of a meeting of the Academic Integrity Board within ten class days after an appeal by a student. The faculty member, the student, witnesses, and the independent nonparticipating observer(s), shall be provided not less than seven days notification of the date, time, and place of the meeting. If a grade for the student in the course must be submitted, the faculty member shall record a grade of incomplete, pending a decision by the board.
- b. Those present at the hearing shall be:
 - 1) the student, who has the right to be accompanied by witnesses;
 - 2) the faculty member, who has the right to be accompanied by witnesses;
 - 3) independent nonparticipating observer(s) if present at the primary interview;
 - 4) any other person called by the chairperson; and
 - 5) the student attorney general and the student public defender.
- c. Should the student or the faculty member fail to appear without prior approval of the administrative officer, the Academic Integrity Board shall proceed with an absentia hearing.
- d. The Academic Integrity Board will follow the hearing procedures established for the University Honor Board.
- e. A majority of the board shall decide the issue. The chairperson shall vote only in the case of a tie.
- f. The associate dean of students and director of student services shall serve as administrative officer for maintaining accurate and complete records of the proceedings.
- g. The administrative officer of the Academic Integrity Board shall, on behalf of the chairperson, notify each party of the decision of the board.

5. Actions by the Board

a. Evidence insufficient to sustain charge or charges

When this action is taken, in order to protect both the student and the faculty member, continuation in the class(es) and other related issues must be resolved by the dean or department chairperson in consultation with the student and the faculty member.

b. Evidence sufficient to support the charge or charges

The board may impose one or more of the following sanctions:

- 1) sustain the decision of the faculty member or recommend to the faculty member that the student receive a failing grade for the course(s) or some portion thereof;
- 2) impose probation for a period of time not to exceed one year;
- 3) impose suspension or dismissal from the university;
- 4) require a period of counseling with a member of the university staff or a counseling professional of the student's choice. It will be the responsibility of the student to provide evidence to the board of having fulfilled this requirement; and/or
- 5) take any other action commensurate with the findings. See *Student Government Association Handbook*.

6. An appeal of a decision of the Academic Integrity Board may be submitted to the vice chancellor for student life. The vice chancellor for student life and the vice chancellor for academic affairs shall jointly review the decision and take appropriate action.

7. Annual Reports

The Academic Integrity Board shall submit a summary report of its proceedings to the Faculty Senate, the SGA Legislature, the vice chancellor for student life, and the vice chancellor for academic affairs.

Approved: 26 April 1983
East Carolina University Chancellor
Amended: 18 January 1985
East Carolina University Chancellor