

Chapman University Mission Statement

The mission of Chapman University is to provide personalized education of distinction that leads to inquiring, ethical and productive lives as global citizens.

Academic Integrity at Chapman

Chapman University is a community of scholars that emphasizes the mutual responsibility of all members to seek knowledge honestly and in good faith. Students are responsible for doing their own work, and academic dishonesty of any kind will be subject to sanction by the instructor/administrator and referral to the University's Academic Integrity Committee, which may impose additional sanctions up to and including expulsion.

The five fundamental values of academic integrity as defined by The International Center for Academic Integrity include: honesty, trust, fairness, respect and responsibility. Furthermore, “the courage to act on [on these values] even in the face of adversity, [is] truly foundational to the academy. Without them, everything that we do in our capacities as teachers, learners, and researchers loses value [...] More than merely abstract principles, the fundamental values serve to inform and improve ethical decision-making capacities and behavior. They enable academic communities to translate ideals into action.” (ICAI, *The Fundamental Values of Academic Integrity*, third edition. 2021)

The Academic Integrity policy and procedure for students and instructors are separated into several sections. Information about possible violations and consequences are included in the section for students. The section for instructors explains the range of violations, suggests appropriate sanctions, and offers step-by-step instructions for reporting a violation.

Link for students: Information about procedure, Explanation of possible violations

Link for instructors: Information about the procedure for reporting a possible violation

Authority

The Academic Integrity Committee (AIC) is charged by the Faculty Senate under the Faculty Constitution and bylaws to be responsible for defining academic integrity and establishing policies and procedures for hearing and sanctioning alleged violations of academic integrity. The committee shall make policies and procedures for students and faculty related to the violations, hearings, sanctions and appeals as stipulated by Chapman University’s policies on academic integrity. The committee includes:

- 1) Faculty membership: The committee shall include at least three faculty members from diverse disciplines, one of whom must teach in graduate programs, plus the chair (at least four faculty total). All faculty members serve two–year, staggered terms.
- 2) Chair: The chair shall be elected from among the second year/returning faculty members.
- 3) Ex–officio members: The Dean of Students or their designee shall serve as an ex–officio, non–voting member.

- 4) Student members: One undergraduate student appointed by the Student Government Association and one graduate student appointed by the Graduate Student Association, shall serve on the committee. Newly elected officers will identify student representatives in the spring prior to the year that they will serve. Student members will complete FERPA training before attending their first meeting.

- 5) Voting privileges: Faculty and student members serve as voting members of the committee.

Academic Integrity Violations

Actions that may lead to violations of the academic integrity standards can take a number of forms including, but not limited to, cheating, fabrication, plagiarism, misrepresentation of academic records, violation of professional ethics and the facilitation of academic dishonesty. For a detailed description of possible violations, [click here](#).

Guidelines to avoid an accusation of academic dishonesty:

- Understand the instructor's expectations for the course.
 - *In addition to the five fundamental principles (honesty, trust, fairness, respect and responsibility), many classes have discipline-specific academic integrity standards. These should be explained in the syllabus and in class by the instructor.*
- When completing work for class, cite all sources.
 - *Sources must be cited whenever the words and/or ideas of someone else are used. All work must be cited, from homework assignments to major projects.*
- Do your own work.
 - *Unless working on a group project, or shared work is explicitly permitted by the instructor.*
- During assessments, carefully read and follow the instructor's instructions.
 - *Be sure to use only resources that are allowed. During the assessment, turn off all electronic devices that are not permitted. During an in-class exam, do not look at the work of other students. If there is a question regarding the parameters of the exam, contact the instructor for clarification.*
- Plan ahead.
 - *When rushed, there may be a temptation to use resources that are not permitted. Time management is important. Allow time to make an appointment with the instructor for guidance and support. Communicate with the instructor should any problems arise.*
- Understand what constitutes academic integrity.

- *Carefully read this policy. Ask the Academic Integrity Committee (email: aic@chapman.edu) or the instructor any questions regarding academic integrity. Some students are unaware that they have committed a violation until it is reported by the instructor. Be proactive.*
- If you are uncertain, don't do it!
 - *If something feels wrong, get information. Ask the instructor for guidance before turning in the work.*

Academic Integrity Sanctions

The instructor and/or the AIC may initiate sanctions in any order, if the circumstances so warrant. Nothing in the policy shall be construed to limit the right of the AIC to impose any form of discipline on a student without a prior violation, including suspension or expulsion. Generally, the order of recommended sanctions are as follows:

First violation: Sanctions for a first violation are determined by the instructor and/or the AIC. Depending on the severity of the violation, sanctions generally range from 0 on the assignment to failing the course. If the recommended sanction is an F grade for the course, the student cannot drop the course and the F grade cannot be eliminated by retaking the course. In addition to the instructor-imposed sanction, a letter from the AIC explaining the violation and the imposed sanction will be sent to the student and placed in their permanent file.

Second (and subsequent) violations: In addition to the instructor's sanction, the AIC may also impose a sanction appropriate to the nature of the violation, which may include, but is not limited to, a warning, a recommendation for suspension, or recommendation for expulsion from the University. When appropriate, the AIC may also have the student write a short reflection paper.

- For students who complete undergraduate as well as graduate work at Chapman, the AIC will only consider more than one violation under the same designation as a second offense. That is, a violation as an undergraduate and a violation as a graduate will both be considered first offenses.
 - Programs retain the right to address academic integrity violations according to their own policies.

Sanctions

The sanction given to a student is **entirely up to the instructor/administrator based on the severity of the violation**. Sanctions may include but are not limited to:

- Disciplinary warning.
- A make-up assignment that may be more difficult than the original assignment.
- No credit for the original assignment/exam.
- A failing grade on the assignment/exam.
- A reduced final grade for the course.

- A failing grade for the course.
- Denial of access to internships or research programs.
- Referral to Dean of Students for unintentional plagiarism (see below).

Unintentional plagiarism

Students should review this policy and understand what constitutes plagiarism. However, if a student reasonably lacks a clear understanding of what constitutes plagiarism such that their actions are considered unintentional in a particular case, in lieu of a grade sanction, instructors may refer students to the Dean of Students for additional training and educational lessons on plagiarism and how to avoid it. If the student completes this program satisfactorily by the assigned deadline, the violation will not be noted in the student's file unless a subsequent violation occurs. The AIC will retain record of the incident, which will be treated as a first violation if the student commits a second academic integrity violation. If the student does not complete the training, then a grade sanction will apply (which will be determined by the instructor). The student retains the right to appeal the sanction.

Additional Information on Sanctions

- When an alleged violation occurs at the Tutoring, Learning and Testing Center, the Testing Center will notify the faculty and student. The instructor may request to see the video taken during the exam to aid in determining whether a possible violation has occurred. If so, the instructor should follow the procedure for requesting that an AIC designee attend a meeting with the student.
- A student cannot withdraw from a course before receiving the violation notification from the AIC. If a student withdraws prior to notification, the AIC may reinstate the student to the course. Withdrawing from a class does not automatically remove the violation report.
- After the sanction has been determined, a student may withdraw from the class with the instructor's permission, providing that the alleged violation occurred during the university deadline for withdrawing, and provided the sanction is not a failure for the course. Withdrawing from a class does not automatically remove the violation report.
- If instructor assigns an automatic course grade of F as a result of an academic integrity violation, it cannot be removed from the calculation of the GPA should the course in question be repeated. If the instructor imposes a lesser sanction which results in a course grade of F, repeating the course will replace the F in the GPA calculation.
- Any grade received as a result of a second academic integrity violation cannot be removed from the calculation of the GPA should the course in question be repeated.
- For students taking a course P/NP, the instructor may choose to impose the letter grade of an "F" as the sanction for an academic integrity violation.
- The AIC sanction letter will be placed in the student's file in the Office of the Provost along with the instructor's report.

- A copy of the letter will also be sent to the Vice President for Student Affairs and Dean of Students and the University Registrar.
- False statements made during the course of the process may result in additional sanction(s) and a referral to the Vice President for Student Affairs/Dean of Students for a Student Conduct Code violation.

Interim Action

- The Provost or their designee may suspend the student from one or more classes, experiential clinics or labs for an interim period prior to resolution of the academic integrity proceeding if they believe that the information supporting the allegations of academic misconduct is reliable and determine that the continued presence of the student in classes or experiential assignments poses a significant threat to any person or property.
- The Provost or their designee must provide a written notice of the interim suspension to the student, with a copy to the Provost and the Dean of Students Office. The interim suspension will become effective immediately on the date of the written notice.
- A student who is suspended for an interim period may request a meeting with the Provost or their designee to review their decision and to respond to the allegations that they pose a threat by making a written request to the Provost or their designee for a meeting. The Provost or their designee will schedule the meeting no later than five (5) days following receipt of the written request and decide whether the reasons for imposing the interim suspension are supported by the evidence.
- The interim suspension will remain in effect until a final decision has been made on the pending academic misconduct charges or until the Provost or their designee determines that the reasons for imposing the interim suspension no longer exist or are not supported by the available evidence.