

 CSN Policy	Academic Integrity Policy
Policy Category: Student	Effective Date: 05/24/2017
<p>MOST RECENT CHANGES</p> <p>Version #2</p> <ol style="list-style-type: none"> 1. Includes form for placing a disciplinary hold on the student's record with the Office of the Registrar 2. Removes the ability to appeal severity of an academic sanction 3. Establishes School Academic Integrity Committees 4. Clarifies policy and procedure 	

I. POLICY PURPOSE

- A. This policy:
1. supports faculty and students through a fair, objective, and neutral process governing instances of alleged violations of academic dishonesty;
 2. provides a procedure for CSN to record student violations of academic integrity;
 3. enhances the existing CSN Student Code of Conduct with respect to violations of academic integrity; and
 4. provides a procedure for:
 - i. **instructors** to use when they suspect a student of academic dishonesty and intend to impose academic sanctions; and
 - ii. **students** to use to appeal allegations of academic dishonesty.
 5. Outlines the **Student Conduct Officer's** (SCO) role regarding conduct sanctions, as appropriate.

II. POLICY STATEMENT

- A. CSN is first and foremost an academic community with its fundamental purpose being the pursuit of learning and student development. By joining the CSN community, students accept the expectation to always take the ethical path, uphold the standards for integrity and honesty in their individual academic studies, and encourage others to do the same.
- B. CSN believes that instances of academic dishonesty harm the entire college community. The values of honesty, trust, respect, fairness, responsibility, and professionalism are paramount to maintaining the academic integrity of CSN's programs and courses. Students who violate these standards for academic honesty and integrity will be subject to CSN's disciplinary process as outlined in this Policy and the Student Conduct Code, as appropriate.
- C. Academic dishonesty includes, but is not limited to, behaviors defined in the Glossary and generally classified under the categories of plagiarism; self-plagiarism; cheating; buying, selling, and possessing unauthorized materials; falsifying or altering information connected to academic evaluation; unauthorized use or possession of devices or content; substituting a person in a course for one who is not; and facilitating, permitting, or tolerating any of these behaviors.
- D. This policy applies to behavior that may occur in or outside of class; during in-person, hybrid, or online courses; and at off-site locations, such as clinical settings.
- E. Instructors shall reference the Academic Integrity Policy in their syllabi, as required by the Course Syllabus Policy, section III.J. Examples of syllabus statements can be found in Appendix C. It is recommended that instructors include:
 - i. a brief definition of academic dishonesty as it pertains to the course;
 - ii. the academic sanctions to be used for violations of the Academic Integrity Policy.
- F. This policy is not intended to address disagreements over grades, which are addressed in the Student Grade Appeal Policy.
- G. No student with a transcript notation shall be permitted to represent the college in any extracurricular activity, or run for or hold an executive office in any college student organization.
- H. A student alleged to have committed a violation of the Academic Integrity Policy is not permitted to drop the course in question before the matter is resolved.

III. PROCEDURE

A. Instructor's responsibilities:

1. The instructor makes an initial determination that a student may have committed an act of academic dishonesty based on the instructor's own observations or grading and/or plagiarism detection software and/or a referral from a person with a legitimate factual basis to believe that an act of academic dishonesty may have occurred.
2. The instructor notifies the Office of the Registrar to place a disciplinary hold on the student's account (see Appendix D) to prevent the student from withdrawing from or dropping the course until the matter is resolved.
3. The instructor notifies the student of the allegation within seven CSN working days of discovering the alleged act of academic dishonesty and invites the student to meet, discuss, and respond.
 - i. In setting up the meeting with the student, it is preferable to send the student an email. The email will explain what the meeting concerns, references this policy (for a sample email, see Appendix B), and provides documentation of the instructor's attempt to meet with the student.
 - ii. The email should explain to the student that they:
 - o will not be able to drop or withdraw from the class while the allegation is being investigated; and
 - o may bring one person for support to the meeting, provided that the person is not a witness or legal representative; the support person will not be able to speak for the student, and they will be asked to leave if these guidelines are not followed.
 - iii. The meeting should be in-person if possible, but can also occur via email, video chat, or on the phone if circumstances require.
4. At the meeting with the student, the instructor presents their reasons for the allegation and provides the student with an opportunity to respond.
5. Based on the meeting, one of the following shall occur:
 - i. the instructor determines that no act of academic dishonesty occurred, notifies the student that the matter is concluded, and requests that the disciplinary hold be removed; or
 - ii. the student denies that the act of academic dishonesty occurred; however, the instructor determines based on their observations and considering the student's response that a violation of academic integrity has occurred; or
 - iii. the student acknowledges and/or takes responsibility for the act of academic dishonesty.
6. In the second and third scenarios (III.A.5.ii and III.A.5.iii), the instructor then:
 - i. refers the student to the appeal process (III.C.6), if necessary;
 - ii. continues with the remaining steps of the process, starting with step III.A.8.
7. If the student fails to meet with the instructor and respond to the allegation, the instructor will note this on the Academic Integrity Report form, attach a copy of the email that was sent to the student, then continue with the remaining steps of the process below.
8. The instructor decides on an academic sanction appropriate for the alleged offense committed. Academic sanctions may include but are not limited to:
 - Resubmitting an assignment
 - Reduction of points/letter grade for the assignment or other activity
 - Reduction of points/letter grade for the course
 - Failing grade for assignment or other activity
 - Failing grade for course
9. The instructor fills out the Academic Integrity Report form (see Appendix A). This will be completed during the meeting with the student so that the student may review and sign it. If the student declines to meet with the instructor, no student signature is necessary.
10. The instructor sends the Academic Integrity Report Form, with attached associated documentation, to the relevant School Academic Integrity Committee.
11. In cases when the student appeals the academic integrity violation, the procedure described in III.C.6 will be followed.

- B. Student's responsibilities:
1. Students must pursue their coursework with integrity. Students must understand the instructor's standards and expectations for assignments, test taking and individual/joint work.
 2. If an instructor alleges that the student committed an act of academic dishonesty, the student shall have an opportunity to meet with the instructor and discuss and respond to the allegation. The meeting should occur in person if possible, but if circumstances require, it can occur via email, video chat, or on the phone.
 3. At the meeting with the instructor, the student should openly discuss the allegation. The student may bring one person for support to the meeting (see III.A.3.ii).
 4. If the student denies the allegation but the instructor determines it occurred, the student may appeal the instructor's determination as outlined in section III.C.6.
- C. Student Appeal to the School Academic Integrity Committees:
1. There shall be a School Academic Integrity Committee (SAIC) in each CSN School consisting of the following membership:
 - i. One school faculty member appointed by the Dean for a two-year term
 - ii. One representative from Student Affairs appointed by the Vice President of Student Affairs for a two-year term
 - iii. The president of ASCSN Student Government shall select, in consultation with the President of CSN or designee, one member of the student body to serve a one-year term.
 2. Before serving on an Academic Integrity Appeal hearing, any member who has not had FERPA training must complete it.
 3. The Dean will seek replacement of any member of the Committee who is directly involved in a particular case. If a member of the Committee is unavailable, the Dean will replace the member for that individual appeal.
 4. The Committee members will designate the chair of the Committee, who is responsible for ensuring that the procedure is correctly followed.
 5. General procedure:
 - i. The Committee will receive all relevant Academic Integrity Report Forms and associated documentation from instructors.
 - ii. The Committee will check all paperwork for completion and send back incomplete forms and documentation to the instructor, if necessary.
 - iii. The Committee will hold Academic Integrity Report Forms and associated documentation for seven CSN working days to allow students the opportunity to appeal the alleged violation.
 - iv. If the Committee does not receive an appeal, it will forward all Academic Integrity Report Forms and associated documentation to the relevant SCO, who will begin the procedure in III.D.
 - v. If the Committee receives a student appeal, it will commence the appeal process.
 6. Appeal Process:
 - i. A student may appeal an allegation of an Academic Integrity Policy violation for either of these two reasons:
 - a. The student claims that they did not commit the alleged act of academic dishonesty.
 - b. The student claims the instructor determined that the student committed an act of academic dishonesty on the basis of different factors than were used to evaluate other comparable instances in the same course section.
 - ii. The student begins an appeal process by writing a statement of explanation of their reasons in support of the appeal. The student should attach any supportive documentation (at least the course syllabus, any relevant assignment instructions/criteria and copies of any disputed work). The statement of appeal is directed to the relevant School Academic Integrity Committee within seven CSN business days after the instructor notifies the student of their decision.
 - iii. When an Academic Integrity Appeal is received by a School Academic Integrity Committee, the Committee will schedule a hearing at which the student and the instructor may each make a statement of the case. Additional material may be submitted to the Committee chair at least one week in advance, to be distributed to all parties at the chair's discretion. The Committee may hear other witnesses and examine all submitted materials from the student and faculty as they choose. The petitioning student must be present for the hearing. Absent extraordinary circumstances, the student's absence will result in forfeiting the appeal. The burden of proof is on the student. The Committee may not meet without all members present; a majority of members must agree to any Committee decision.

- iv. The Committee may decide:
 1. to deny the appeal, and uphold the determination that a violation of the Academic Integrity Policy occurred;
 2. to accept the appeal, declare that the violation of the Academic Integrity Policy did not occur and void any sanctions based on the alleged offense.
- v. if the appeal is denied, all documentation related to the Academic Integrity violation will be forwarded to the relevant campus SCO.
- vi. the Committee will decide within one week and the Committee chair will prepare a summary of the appeal and the reasons for their decision, and each Committee member will sign indicating concurrence or dissent from the Committee's decision. The summary will be sent to the student and the faculty member.
- vii. the Academic Integrity Appeal Committee's decision will be final and binding on all parties and unable to be appealed.
- viii. when the matter is resolved, the SAIC will request that the disciplinary hold on the student's record be removed.

D. Student Conduct Officer's responsibilities:

After all decisions have been made regarding academic sanctions, SCOs will determine if conduct sanctions, as described in section III.D.3 should be pursued.

1. The relevant campus SCO receives and reviews the Academic Integrity Form and associated documentation from the School Academic Integrity Committee.
2. Once all paperwork is complete, the SCO will decide whether the circumstances warrant any actions by the Conduct Office. Instructors and/or members of the SAIC are invited to recommend whether any further action by the Conduct Office is appropriate.
3. Any actions by the SCO must be taken pursuant to the Student Conduct Code. By way of example only, conduct sanctions for academic dishonesty may include, but are not limited to, any one of the sanctions listed below singularly or in combination:
 - Academic Integrity Seminar
 - Reflection letter of understanding written by the student
 - Transcript notation
 - Disciplinary warning or probation
 - Removal from course and/or program
 - Suspension or expulsion
 - Recommendation for revocation of a degree or certificate
4. Transcript notations for violations of the Academic Integrity Policy are reserved for cases in which the violation is both intentional and egregious, or there is a pattern of repeated infractions. Transcript notations, recorded on the student's official and unofficial transcript, are marked "Disciplinary Notation-due to violations of the Student Academic Integrity Policy in (course) during (semester)." The conduct sanction notation shall not affect the grade point average, course repeatability, or determination of academic standing.
5. If a conduct sanction notation is made on the student's transcript, the student may file a written petition to the Vice President of Student Affairs to have the notation removed providing that:
 - i. at the time the petition is received, at least 180 calendar days shall have elapsed since the conduct sanction notation was recorded; and,
 - ii. at the time the petition is received, the student shall have successfully completed the designated non-credit Academic Integrity Seminar, as administered by the Office of Student Conduct, or, for the person no longer enrolled at the college, an equivalent activity as determined by the Office of Student Conduct; and,
 - iii. the Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic dishonesty or similar disciplinary offense at the College of Southern Nevada or another institution.
6. The SCO shall remove or reinstate a disciplinary hold on a student at the SCO's discretion.

IV. CONFIDENTIALITY OF RECORDS

All members of a School Academic Integrity Committee must sign a statement that they understand the materials they will review as a committee member are confidential academic records not to be disclosed outside the committee work.

V. GENERAL POINTS

All time limits specified in this policy may be extended for good cause.

VI. AUTHORITY AND CROSS REFERENCES

CSN Student Conduct Code; Chapter 10 of the NSHE Code

VII. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VIII. SIGNATURES

Recommended by:

/s/ Alok Pandey
Signature

5/23/2017
Date

Faculty Senate Chair
Recommending Authority Title

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

5/23/2017
Date

Approved by:

/s/Michael D. Richards
CSN President

5/24/2017
Date

IX. ATTACHMENTS

- A. History
- B. Glossary
- C. Appendix A: Academic Integrity Report Form
- D. Appendix B: Initial Meeting Request Email
- E. Appendix C: Syllabus Statement samples
- F. Appendix D: Placing a Disciplinary Hold on a Student Account

HISTORY

- Version 2:
 - March 2017: Recommended by the Faculty Senate (Alok Pandey).
 - October 2016: Revision submitted by the Faculty Senate Academic Standards committee (T. Chodock).
 - June 2016: Reviewed by General Counsel (R. Hinckley) and returned to the committee for recommended changes.

 - 04/23/2015: Recommended by the Faculty Senate (C. Naaktgeboren).

 - 03/25/2016: Revised and updated by the Faculty Senate Academic Standards Committee (T. Chodock).

- Version 1:
 - 08/16/10: Approved by CSN President (M. Richards)

 - 04/17/2014: Reviewed 04/17/2014: Recommended by Senate Executive Committee ()

 - 04/15/2014: Revision Submitted by (name of Chair/Dept. Head submitting)

GLOSSARY

Academic Sanction: A penalty, assessed by an instructor, in response to a student's academic misconduct.

Buying, selling, and possessing unauthorized materials: Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration without the knowledge and consent of the instructor.

Cheating: Receiving external assistance during an examination or any academic exercise unless expressly permitted by the instructor; or communicating in any manner with another student not permitted by the instructor during an examination; or working with others on course work, unless expressly permitted by the instructor; or receiving aid not permitted by the instructor, in connection with any academic assignment, regardless of the location, including in-class, off-site, such as clinical settings, or off-campus.

Conduct Sanction: A penalty assessed by a Student Conduct Officer (SCO) in response to a violation of the Student Conduct Code.

Falsifying or altering information connected to academic evaluation:

1. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
2. Falsifying or misrepresenting hours or activities in relationship to coursework, an internship, externship, field experience, clinical activity, or similar activity.
3. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and unauthorized changes to any academic record.

Plagiarism: Intentionally using the words, creative works, or ideas of another, from the Internet or any source, without proper citation of the sources.

Self-Plagiarism: Turning in the same work in more than one course (or when repeating a course) unless permission is received in advance from the instructor.

Substitution for another: Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.

Unauthorized use or possession of devices or content: Any means to copy or photograph materials for academic evaluation not authorized by the instructor for use during the academic evaluation or assignment, including but not limited to cameras, telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous courses, commercial research services, and notes.



CSN STUDENT ACADEMIC INTEGRITY REPORT (Academic Integrity Policy)

Send completed form to your School Academic Integrity Committee: Advanced & Applied Technologies, CYA2710; Arts & Letters, WCE254; Business, Hospitality & Public Services, CYC262; Education, Behavioral & Social Sciences, WCH101; Health Sciences, WCK321; Science & Mathematics, WCH301. *This report is placed in the student's temporary disciplinary file and may become part of the student's permanent record if the violation is considered to be egregious, or is part of a pattern of repeated infractions.*

STUDENT: _____ DATE: _____
 CONTACT TELEPHONE NUMBER (if available): _____ NSHE ID: _____
 PRIMARY INSTRUCTOR / DESIGNEE _____ TELEPHONE: _____
 EMAIL ADDRESS: _____ OFFICE/SORT CODE: _____ COURSE NUMBER/SECTION: _____
 SEMESTER/YEAR: _____ DATE OF INCIDENT: _____

ALLEGED ACADEMIC INTEGRITY VIOLATIONS: *Check applicable items below*

- A. Plagiarism: Intentionally using the words, creative works, or ideas of another, from the Internet or any source, without proper citation of the sources.
- B. Cheating: Receiving external assistance during an examination or any academic exercise unless expressly permitted by the instructor; or communicating in any manner with another student not permitted by the instructor during an examination; or working with others on course work, unless expressly permitted by the instructor; or receiving aid not permitted by the instructor, in connection with any academic assignment, regardless of the location, including in-class, off-site, such as clinical settings, or off-campus.
- C. Self-plagiarism: Turning in the same work in more than one course (or when repeating a course) unless permission is received in advance from the instructor.
- D. Substitution for another: Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
- E. Unauthorized use or possession of devices or content: Any means to copy or photograph materials for academic evaluation not authorized by the instructor for use during the academic evaluation or assignment, including but not limited to cameras, telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous courses, commercial research services, and notes.
- F. Buying, selling, and possessing unauthorized materials: Possessing, reading, buying, selling, or using any materials intended for an academic evaluation or assignment in advance of its administration without the knowledge and consent of the instructor.
- G. Falsifying or altering information connected to an academic evaluation: 1. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper; 2. falsifying or misrepresenting hours or activities in relationship to coursework, an internship, externship, field experience, clinical activity, or similar activity; or 3. attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats, and unauthorized changes to any academic record.
- H. Facilitating, permitting or tolerating any of items A. through G.
- I. Other: _____

ACADEMIC SANCTION(S): *Check applicable items below*

<input type="checkbox"/> 1. Resubmitting an assignment.	<input type="checkbox"/> 4. Failing grade for assignment or other activity.
<input type="checkbox"/> 2. Reduction of points/letter grade for the assignment or other.	<input type="checkbox"/> 5. Failing grade for course.
<input type="checkbox"/> 3. Reduction of points/letter grade for the course.	<input type="checkbox"/> 6. Other:

MEETING DATE: _____

DECISION:

<input type="checkbox"/> 1. The allegation is dismissed.	<input type="checkbox"/> 3.-The primary instructor believes a violation occurred, and the student disagrees. The student can then choose to initiate an appeal.
<input type="checkbox"/> 2. The student accepts responsibility for the violation.	<input type="checkbox"/> 4. Student declines initial meeting.

ATTACH DOCUMENTATION FOR REQUEST FOR MEETING IF MEETING WAS DECLINED. COMMENTS:

Student Signature: _____ Date: _____

Instructor/Designee Signature: _____ Date: _____

School Academic Integrity Committee: *Check applicable items below*

<input type="checkbox"/> 1. No Appeal by student; paperwork checked for completion.
<input type="checkbox"/> 2. Student appealed; summary attached.

Appendix B: Initial Meeting Request Email

This example email can be modified to suit the particular circumstances of the course and the alleged instance of academic dishonesty.

Dear [STUDENT NAME],

On [DATE], I discovered that you may have violated CSN's Academic Integrity Policy. This Policy concerns acts of academic dishonesty, such as plagiarism and cheating. The full policy can be found at [WEB ADDRESS FOR POLICY].

The alleged violation occurred in [COURSE AND SECTION NUMBER], when [DESCRIBE ALLEGED VIOLATION].

The Academic Integrity Policy requires that certain procedures now be followed.

Please set up a meeting with me to discuss and respond to the alleged violation. This meeting should be in-person if possible, but can also occur via email, video chat, or on the phone.

You may bring one person to the meeting for support, provided that this person is not a witness or legal representative, does not contribute to the discussion, and is aware that they will be asked to leave if these guidelines are not followed.

At the meeting, I will present the evidence for the allegation and provide you with an opportunity to respond.

If you decline to attend this meeting, or if I do not hear back from you before [SPECIFIED DATE], I will submit an Academic Integrity Report Form to the campus Student Conduct Officer (SCO), and I will apply the following Academic Sanction [DESCRIBE THE ACADEMIC SANCTION]. The SCO will then determine any appropriate conduct sanctions to apply to your case.

Please note that you will not be able to drop or withdraw from [COURSE AND SECTION NUMBER] while this allegation is being investigated.

For further information on this policy, including the potential outcomes of our meeting, and your right to appeal, please see [WEB ADDRESS FOR POLICY].

Please contact me as soon as possible to set up our meeting.

Thank you,

[INSTRUCTOR NAME]

Appendix C: Syllabus Statement

Syllabus Statements

The Course Syllabus Policy requires the inclusion of an Academic Integrity Policy syllabus statement on all CSN course syllabi. Below are sample Academic Integrity Policy syllabus statements, which instructors can use or they can create their own. Syllabus statements should include the following:

1. brief definition of academic dishonesty as it pertains to the course;
2. the academic sanctions to be used for suspected violations of the Academic Integrity Policy;
3. a reference to the Academic Integrity Policy, including its URL: <https://at.csn.edu/documents/student-academic-integrity-policy>.

Sample Syllabus Statements

Example 1

Taking the words of others or presenting the ideas of others as your own not only limits your academic research skills, it also violates the CSN's Student Academic Integrity Policy. Cheating on exams or other course work also violates the CSN Student Academic Integrity Policy. You can find more information about CSN's Academic Integrity Policy at <https://at.csn.edu/documents/student-academic-integrity-policy>. The minimum penalty for such offenses in this course is to fail the assignment. Failing the course will also be considered as an option. Infractions of the CSN Student Academic Integrity Policy may lead to suspensions, expulsion, transcript notations or other sanctions.

Example 2

Please make yourself familiar with the CSN's Student Academic Integrity Policy (<https://at.csn.edu/documents/student-academic-integrity-policy>). There will be zero tolerance for plagiarism and cheating. Copying and pasting from the Internet or paraphrasing a few words is not an acceptable practice in college. Not knowing the rules for plagiarism will not be an acceptable excuse. If you are unsure about what is and is not plagiarism, you can learn more about by speaking to staff at a CSN campus writing center or library or consulting the CSN Library Services' Plagiarism guide: <http://libguides.csn.edu/plagiarism>. The minimum sanction for plagiarism is an F on the particular assignment; repeated offenses carry an F for the class as the minimum penalty.

Example 3

You are expected to complete your own work in this class. Cheating on exams or lab exercises is not fair to students who are honestly studying. Cheating is also subject to penalties, which can include getting a zero for the exam or lab exercise or failing the course. The full list of possible penalties is listed in the CSN Student Academic Integrity Policy. Please make yourself familiar with this policy (<https://at.csn.edu/documents/student-academic-integrity-policy>).

Appendix D: Placing a Disciplinary Hold on a Student Account



ACADEMIC INTEGRITY VIOLATION ALLEGATION HOLD REQUEST

Submitted forms will be sent to the Office of the Registrar. Completed forms may also be scanned and sent to registrar@csn.edu.

STUDENT: _____ DATE: _____

CONTACT TELEPHONE NUMBER (if available): _____ NSHE ID: _____

PRIMARY INSTRUCTOR / DESIGNEE _____ TELEPHONE: _____

EMAIL ADDRESS: _____ OFFICE/SORT CODE: _____ COURSE NUMBER/SECTION: _____

SEMESTER/YEAR: _____ DATE OF INCIDENT: _____