


**ALLEN COLLEGE – UNITYPOINT HEALTH  
STANDARD OPERATING PROCEDURE**

Supersedes: 7/01, 5/02, 4/04, 1/09, 2/11  
5/12, 5/17, 11/17, 2/18

No: 2-P-900-01  
Last Review Date: February 2020  
Required Review Date: May 2024  
Administrative Unit: APG Committee  
Approved By:

  
\_\_\_\_\_  
Jared Seliger, PhD, CNMT  
President

**SUBJECT:** Policy on Academic Integrity

**PURPOSE:** To provide students with a definition of academic integrity and the process used to determine actions if a violation of this policy occurs.

**EFFECTIVE DATE:** Summer 2020; prior to summer 2020 use SOP last reviewed February 2018

**EFFECTIVE FOR:** Allen College Students, Faculty and Staff

**POLICY:**

**The following definitions support this policy.**

**Academic Integrity:** Academic Integrity is a core value of any academic institution; thus the values of trust, fairness, respect and responsibility are fundamental to Allen College. Allen College students are responsible for learning and upholding standards of academic integrity during their enrollment at the College. Examples of violations of Academic Integrity include but are not limited to: plagiarizing; falsifying records, papers, or clinical hours; collaborating without authorization on tests, quizzes, papers, problems or other graded assignments; retaining, without the college representative's permission, materials that are the property of the college or the college representative; and behaving unethically in the clinical setting. Students' written or oral work of any kind is expected to be the work of the student alone (unless otherwise assigned or approved). It is also inappropriate to obstruct the academic opportunities of other students by impeding their access to educational materials through their removal from common places or the destruction of such resources. Failure to observe these requirements is a violation of Academic Integrity.

**Unauthorized Collaboration:** Unauthorized collaboration is working with others to complete tests, quizzes, papers, problems, or other graded assignments without the course professor's explicit permission to do so. Unless the activity instructions explicitly state that collaborating with others is permitted, students should assume collaboration is not authorized.

**Plagiarism:** Plagiarism is using the words or ideas from a source, intentionally or unintentionally, without giving credit to that source. If a student desires to use the words or ideas from a source, the student must quote, paraphrase, or summarize accurately and make sure that what has been borrowed is accurately punctuated and clearly marked. The student must credit the source by citing it regardless of the form of the borrowing. Paraphrasing is preferable to quoting, and the source of paraphrased information must be cited. Quotations should be used sparingly and with good reason. A direct quote must be formatted as a quotation (e.g., enclosed in quotation marks or formatted as a block quotation) and accompanied by a citation that includes the page or if the source is unpaginated, the paragraph locator. Information that did not originate in the student's own mind and information borrowed from sources must be cited in the text of the work and documented in the accompanying reference list. *Work* includes discussion board postings, presentation slides, papers, and any other course assignments. Plagiarism includes submitting any assignment that has been written by another student or received from commercial writing services. It is also unethical to submit one's own work (self-plagiarism) for a course assignment that has been previously submitted for another course assignment, unless otherwise specified by the professor.

**Facilitation of academic dishonesty:** Academic dishonesty is defined as knowingly assisting or attempting to assist other students in any act of academic dishonesty or violation of the academic integrity policy. It also includes knowingly or negligently allowing one's work to be used by other students without reporting this behavior to the college representative.

**Cheating:** Cheating is defined as the use or attempted use of unauthorized or unacknowledged materials, information, or study aids that would provide an unfair advantage on a test, assignment, or exercise. Using books, notes, calculators, and/or cell phones, and/or conversing with others about the academic activity is forbidden except when authorized by the college representative. The use of these materials, without prior authorization from the college representative, constitutes cheating. Students may not take quizzes or tests in the place of other students and must not allow others to take quizzes or tests in their place.

**Fabrication:** Fabrication is defined as the invention or falsification of any information related to assignments of any type, both inside and outside of the classroom. Students may not invent citations for academic exercises or forge signatures, documents, or timelines for assignments completed outside the classroom.

**PROCEDURE:**

All students will be required to sign the academic integrity policy (attached) upon admission, and this signed acknowledgement will be placed in their student academic file.

If the student violates academic integrity while enrolled at Allen College, the following **PROCEDURE** will be followed:

1. The college representative shall notify the Dean of Enrollment Management or designee that an academic integrity violation has occurred. The Dean of Enrollment Management or designee will review the student's file and inform the college representative of any previous student violations on file. Previous violations apply only to current program of study (e.g. violations filed during Bachelor's program do not apply to the Master's program). Once an incident has been reported, the college representative must initiate the document of concern within 48 business hours (attached)
  - a. The college representative shall provide a description of the academic integrity violation and evidence to support that a violation has occurred.
  - b. Based on the current academic integrity violation and any applicable historical evidence, the college representative will determine a recommended action.
  - c. Each case shall be considered on its individual merits and penalties may vary accordingly.
2. The college representative and a third-party representative from the college, acting as an observer, shall meet with the student regarding the violation within 5 business days after discovery of the violation. The third party shall be a faculty member outside the discipline for which the student is enrolled, or professional staff member (excluding the Ombudsperson) not involved in the violation, to observe as arranged by the college representative. The purpose of this meeting is as follows:
  - a. to explain the academic integrity violation to the student, along with any supportive evidence and the action.
  - b. to provide an opportunity for the student to explain their perspective of the violation.
  - c. to educate the student about strategies to prevent future academic integrity violations and refer to appropriate academic support services as indicated.
3. If the student does not agree with the recommended action, refer to policy 2-F-100-02, Fair Treatment Policy for Students.
4. If the recommended action is dismissal, the college representative shall meet with their Program Director and the appropriate Dean and additional administration as necessary prior to meeting with the student.
5. The faculty member shall submit copies of the completed Documentation of Concern form and all other related documents to the student and the Dean of Enrollment Management. Copies are maintained in the office of the Dean of Enrollment Management.

Documentation of Concern  
Related to Issues of Academic Integrity  
Evidence Form

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Violation

\_\_\_\_\_  
Course Name & Number

\_\_\_\_\_  
Faculty or Administrator Completing

Previous Academic Integrity Violation? Yes\_\_\_ No\_\_\_

Description of prior academic integrity violation(s), if applicable:

REASON FOR ACADEMIC INTEGRITY CONCERN (check all that apply):

**Plagiarism**       **Fabrication**       **Cheating**       **Other:**

**Facilitation of Academic Dishonesty**

DESCRIPTION OF ACADEMIC INTEGRITY CONCERN (please attach or include any evidence related to the concern):

COLLEGE REPRESENTATIVE'S ACTION (check all that apply):

Referral to student success coordinator

Course failure

Resubmission of assignment for partial credit

Dismissal from Allen College

Zero or failing grade for assignment

(recommended)

Lowered score on assignment – Specify: \_\_\_\_\_

Other: \_\_\_\_\_

COMMENTS/OTHER CONSIDERATIONS:

FACULTY MEMBER'S SIGNATURE/DATE

\_\_\_\_\_

\_\_\_\_\_

COMMENTS/OTHER CONSIDERATIONS:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
College Representative Signature

\_\_\_\_\_  
Third Party Signature