

ACADEMIC INTEGRITY POLICY

I. INTRODUCTION

Seattle University is a community of learning in which integrity and mutual trust are vital. This Academic Integrity Policy (“Policy”) is grounded in respect for each faculty member’s initial evaluation of academic work and by the shared conviction that a University-wide Academic Integrity Policy and process be consistent with Seattle University’s mission and values.

Students are expected to adhere to the standards of academic integrity defined in this Policy and as guided by the faculty and staff supporting their education, thus contributing to an environment in which academic integrity is respected. Moreover, because the University seeks to prepare students for lives of integrity and occupations of trust, it regards academic integrity violations in any form as serious offenses against the academic community. Academic integrity violations and Academic Fraud are addressed according to this Policy.

II. DEFINITIONS

Academic Fraud: Any act of deception, collusion, or misrepresentation in connection with academic work or in the academic context.

Cheat(ing): Any act in connection with an assignment, examination or other activity related to a course or education program that seeks to gain an unfair advantage by violating rules or instructions established by faculty, or misrepresenting one’s knowledge, abilities, work, or identity.

Dean’s Designee: An individual appointed by the dean, often an associate dean or assistant dean.

Dismissal: Immediate dismissal (expulsion) from the University and no right to return.

Plagiarism: The use of the work or intellectual property of other persons or the outputs of Generative Artificial Intelligence (“AI”) programs when presented as one’s own work without appropriate citation, attribution, or acknowledgment, and regardless of intent.

Provost’s Designee: An individual appointed by the Provost, often an Associate Provost.

III. STANDARDS OF CONDUCT

Academic Integrity Violations are prohibited in all forms. A non-exhaustive list of the types of academic integrity violations includes:

A. ***Plagiarism and Cheating***

1. **Plagiarism**

Plagiarism is considered academically dishonest and is prohibited. While different academic disciplines have different modes for attributing credit, all recognize and value the contributions of individuals to the general body of knowledge and expertise. Students are responsible for educating themselves as to the proper mode of attributing credit in any course or field. A student does not need

to have intended to plagiarize; the accidental unacknowledged use of another's work is sufficient.

Examples of Plagiarism include, but are not limited to, copying, paraphrasing, summarizing, or borrowing ideas, phrases, sentences, quotations, paragraphs, code, images, or an entire paper from another person's work or AI program's output without proper citation and/or acknowledgment, as required by faculty.

2. Cheating

Cheating is also prohibited. The following is a non-exhaustive list of examples of Cheating:

- Submitting work that has been entirely or substantially written by someone else as one's own work.
- Copying another person's work or enabling another person to copy one's work.
- Using, receiving, or transmitting unauthorized materials or information during an examination (e.g., through use of a phone or other device).
- Obtaining test materials before they are administered or sharing test materials with someone else before they are administered.
- Having someone take an exam in one's place or taking an exam for someone else.
- Using AI output for any form of academic work including, but not limited to, writing, programming, computer programming, or mathematics assignments if prohibited by the faculty member.

3. Special Notes on Plagiarism and Cheating:

a. AI: Faculty members are permitted to have specific policies regarding the use of AI programs, including prohibiting their use, and such policies should be communicated to students at the beginning of the course or at the time when a task or assignment is officially given.

b. Devices: The use of any electronic device during an examination is expressly prohibited unless explicitly authorized by the instructor of the course. All electronic devices, including cell phones, must be turned off and kept in a secure location out of view. Students with disabilities who require electronic devices as an approved accommodation during exams are required to coordinate the use of electronics during exams with their course instructor and Disability Services. Failure to follow these guidelines may result in the filing of an academic integrity violation.

c. Collaboration: It is the responsibility of the student to consult with the faculty member concerning what constitutes permissible collaboration for assignments, examinations, papers, and projects. Unless otherwise permitted, collaboration on assignments is not permitted.

B. Academic Fraud

Academic Fraud, defined above, encompasses behaviors that undermine the integrity of academic processes, including:

- Data falsification: Any attempt to fabricate, alter, or contrive data in such a way as to be deliberately misleading.
- Falsifying Academic Documentation: Any attempt to forge or alter academic documentation—such as admissions applications, transcripts, diplomas, letters of recommendation, certificates of enrollment or good standing, or registration forms—for oneself or others.
- Falsifying Academic Credentials or Standing: Any attempt to claim or imply that one possesses an academic credential or standing that has not been earned.
- Reuse of Work: Students are not permitted to submit their own work in identical or similar form, for multiple purposes, without prior and explicit approval of all faculty members to whom the work will be submitted. This includes work first provided in connection with courses at Seattle University (repeated or new), other institutions attended by the student, or work completed on behalf of other organizations.

IV. PROCESS FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

A. Initial Notices

Faculty may decide, if appropriate, to first investigate a potential academic integrity violation. Following any (discretionary) investigation of a potential academic integrity violation, faculty who have reason to believe that a student has engaged in an academic integrity violation should, within a reasonable amount time (as determined by their Dean's Designee), notify the student of the allegation by email to the student's Seattle University email address. In providing this notice, the faculty member should include a description of the violation and any evidence or rationale that supports the allegation, subject to FERPA constraints. All evidence must be provided to the Dean's Designee.

The faculty member should copy the department chair or program director for program or department in which the course is taught on the email to the student.

B. Meeting with the Student

Either before or after the notice mentioned in subsection A, above, the faculty member should schedule a meeting to discuss the alleged academic integrity violation with the student and the department or program chair (or their designee). If the faculty member is the department chair or program director, the dean of the college or school or their designee should refer the case to the chair or program director of a related department. If the student believes in good faith that they are unable to attend the meeting, they should notify the faculty member at least 48 hours before the date and time for which the meeting is scheduled, so that it can be rescheduled. If the student is unable or unwilling to confer, the faculty member may, after making reasonable attempts to confer, proceed with the process of reporting the violation and determining penalties.

During the meeting, the faculty member should present and discuss the evidence regarding the academic integrity violation with the student and the circumstances that led to the faculty member's allegation of an academic integrity violation. The meeting also provides an opportunity for the student to ask questions to clarify the nature of the violation and present any additional information or evidence that supports their position, and for the student and faculty member to discuss the

sanctions that may be imposed. This meeting is private and recording is not permitted.

C. Faculty Member Decision

After the meeting, if the faculty member continues to believe that the student committed an academic integrity violation, they will determine the appropriate course penalty and complete an Academic Integrity Violation Report form. This form, along with all supporting material, will be promptly forwarded to the Dean's Designee of the college or school in which the course is offered, the student, and to the chair or program director of the department in which the course is offered, ideally within ten business days of the student-faculty meeting (although this timeline can be extended at the Dean's Designee's reasonable discretion).

The Dean's Designee will review the Academic Integrity Violation Report form and all supporting materials and the student's record and may modify or implement further sanctions, as may be appropriate, depending on the circumstances. The Dean's Designee will send copies of the Academic Integrity Violation Report form and all supporting materials to the Office of the Provost. The Office of the Provost will keep the Academic Integrity Violation Report form and supporting material on file. In cases of multiple violations, the Office of the Provost will notify the Dean's Designee in the school in which the student is a major and any other academic officials, if appropriate.

D. Appeals

A student whose faculty member concludes that they have violated this Policy may appeal that determination, and/or the sanctions imposed by the faculty member, dean, or Dean's Designee. This is done through the processes described below. Decisions by the Provost or Provost's Designee, including Dismissal from the University, may not be appealed. All proceedings associated with the appeal process are private and recording is not permitted. The Dean's Designee and Provost or their designee may be referred to below as the "Appeal Officer."

1. Appeal of Decisions by Faculty

Appeals of decisions by faculty and/or sanctions imposed by faculty should be sent to the dean or Dean's Designee of the school or college in which the course is offered. Such appeals will be reviewed by a college- school-based review panel of faculty members within that school or college. To obtain a reversal or modification of the faculty member's decision regarding whether a violation occurred, the student must demonstrate, based on clear, cogent, and convincing evidence that the faculty member was in error in determining that the student violated this Policy. To obtain a modification of the sanctions imposed by a faculty member, the student must demonstrate, based on clear, cogent, and convincing evidence, that the faculty member acted in an arbitrary and capricious manner in determining the sanction(s).

2. Appeal of Decisions by the Dean or Dean's Designee

Appeals of sanctions imposed by a dean or Dean's Designee should be sent to the Provost. Such appeals will be reviewed by a University review panel. In order to obtain a modification of the sanctions imposed by the dean or their designee, the student must demonstrate that the dean or Dean's Designee acted in an arbitrary and capricious manner in imposing the sanction.

3. Time Limits for Filing an Appeal

The student must submit their appeal no more than ten business days after the faculty member emails

them the Academic Integrity Violation Report form and supporting material. Appeals submitted later will not be considered.

4. Content of Appeal

The appeal must be in writing and must contain the date, the student's name, the name of the underlying course, the faculty member's name, and student's signature. In addition, the student must describe in detail whether the violation or the sanction (or both) is being appealed, the evidence that supports the appeal, and the remedy that the student proposes.

5. Resolving the Appeal

Step 1: Faculty Member Notification

After receiving the appeal, the dean or their designee or the Provost or their designee will send the faculty member a copy of the appeal.

Step 2: Composition of Appeal Review Panels

1. Faculty Decisions by School-Level Panel

The dean or their designee will periodically appoint three full-time faculty members from their college or school to serve on their college- or school-based appeal panel to review the student appeals under this Policy. Members of these college- or school-based appeal panels should not serve on appeal hearings if they were involved in making the initial determination or imposing a sanction. In such instances, the dean or their designee will replace the faculty member for the purposes of the appeal by another faculty member in the college or school.

2. Dean's Decision by University-Level Panel

The Provost will periodically appoint three full-time faculty members to serve on the University appeal panel to review students' appeals under this Policy. The members of this panel can be from any school or college in the University and must meet the criteria for serving on the college- or school-based panels. Members of the University review panel should not serve on hearings if they were involved in the initial determination or imposing a sanction. In such instances, the Provost or their designee will replace that faculty member for that hearing. Otherwise, the process for appeals of a sanction imposed by the dean follows the same process as an appeal of a decision or sanction imposed by a faculty member, as described below.

Step 3: Challenges for Bias

After selecting the review panel members who will hear the appeal, the Appeal Officer will send both the faculty member and the student a list of the proposed panel members by email. The faculty member and the student each may challenge members of the appeal panel for bias within two business days. Such challenges must be in writing and must identify the reasons for the challenge. The Appeal Officer will rule on the challenges, and, if appropriate, appoint new members to the panel.

Step 4: Scheduling the Hearing

The Appeal Officer will then schedule the appeal review hearing. Generally, the hearing should be scheduled at least five business days in advance, although this timeline can be shortened or extended if reasonably necessary, in the dean or their designee's discretion. The Appeal Officer will oversee

the distribution of the written documentation to the panel in advance.

Step 5: Conducting the Hearing

The Appeal Officer will preside over the hearing. As a general rule, the hearing will be conducted as follows:

1. Neither the student nor the faculty member may bring legal representation to the hearing. However, both the student and faculty member may bring to the hearing a support person of their choice from within the University community. If the student and/or faculty person elects to invite a support person, that information should be provided to the Appeal Officer at least two business days in advance of the hearing.

2. The Appeal Officer will open the hearing by introducing the student, the faculty member, and the panel members who will review the appeal. Any support persons present will also be introduced, but are not permitted to speak, question, or otherwise participate in the hearing process. Recording is not permitted in any form.

3. The Appeal Officer will ask the student to present their reasons for overturning the decision of the faculty member. The student has the burden of providing by *clear, cogent, and convincing evidence* that the faculty member erred in determining that the student was in violation of the Policy and/or acted in an arbitrary and capricious manner in assigning sanctions in conjunction with the violation.

4. The Appeal Officer will ask the faculty member to respond to the student's evidence and to explain the evidence and the process leading to the decision.

5. The Appeal Officer will provide the student with an opportunity to respond to the faculty member's statements and evidence.

6. The Appeal Officer will give the panel members hearing the appeal an opportunity to ask both the student and faculty member questions.

7. The Appeal Officer will end the hearing by asking if the student and faculty member have any final statements and by telling the student and faculty member that the panel members, but not the Appeal Officer, will meet in a closed session to decide the merits of the appeal. The student and faculty member are each allowed, but are not required, to make a final statement summarizing their respective positions. They and the Appeal Officer will then leave the hearing.

8. If mutually agreed upon by the student and faculty member, the parties can choose to conduct the hearing "on the papers," meaning that it will be decided based on the documentation submitted by the student and faculty member, as opposed to in a live hearing. In this situation, all submissions (narratives, evidence, and responses) will be provided in written form to the Appeal Officer and then distributed by the Appeal Officer to the other party. Each of the faculty member and student shall be permitted to have one opportunity to respond to the other party's written submissions.

9. The appeal panel will then meet (or set a meeting time) to conduct their deliberations.

Step 7: Deciding the Appeal

To change the finding of or the sanction for an academic integrity violation, a simple majority of the

panel members must vote in favor of doing so. If a majority of the panel members does not agree, no change will be made.

Step 8: Preparing the Written Decision

Reasonably promptly after the hearing, the review panel should report their decision to the Appeal Officer (via email is sufficient). The Appeal Officer will email notice of the decision to the student and the faculty member. The panel's decision is final and cannot be appealed.

V. SANCTIONS

A student who has violated this Policy may be subject to developmental or disciplinary sanctions imposed by the faculty member reporting the violation and any additional penalties that may be imposed by the dean or the Provost (or their designees). Possible penalties assigned by the faculty member, dean, or Provost include, but are not limited to:

A. Reprimand (Warning) - A letter of reprimand may be issued for minor violations of this Policy, as determined by the faculty member in their sole discretion. The letter of reprimand is issued by the dean or other appropriate academic official and will be placed in the student's University academic file.

B. Final Grade Cap: The faculty member may place a maximum limit on the final grade the student can earn in the course, regardless of their actual performance and fulfillment of course requirements.

C. No Credit - The faculty member may give the student no credit ("zero") for the assignment, examination, or other activity with respect to which the academic integrity violation has occurred and may count the no-credit ("zero") as an "F," or allow the student to fully or partially make up such assignment, examination, or activity. The faculty member may also lower the student's course grade or fail the student for the course.

D. Probation - At the dean's discretion, the student may be placed on academic probation, beginning with the quarter following the violation. The dean will specify the length of the probation and may notify the student's academic advisor to make suggestions for further support.

E. Suspension - At the dean's discretion, for serious or multiple violations, the student may be suspended from the school or college for up to two quarters. The dean will specify the length of the suspension at the time of suspension. This sanction will be permanently noted on the student's transcript with a notation of "Suspended: Acad Integrity."

F. Dismissal from University - The dean may recommend to the provost that the student be dismissed from the University pursuant to the procedure outlined in Section VI.

G. Denial of Recommendation - For programs involving professional certification, the University may be asked to provide students with recommendations for the professional certificate. In deciding whether to provide such a recommendation, the University considers personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the student is seeking training or certification. A determination that a student has violated the Academic Integrity Policy may affect the ability or willingness of the program to provide such a

recommendation.

VI. DISMISSAL

At any time, a dean may recommend to the Provost or Provost's Designee that a student be dismissed (*i.e.*, expelled) from the University for a violation of this Policy. In the event of a recommendation of dismissal, the provost will convene a panel. The panel will be chaired by the Provost's Designee with two deans from schools or colleges other than that in which the student is enrolled or in which the violation occurred, or by the designees of two deans from schools or colleges other than that in which the student is enrolled or in which the violation occurred. The Provost's Designee will email the student to notify them of the dean's recommendation and convene the panel within a reasonably prompt period after the student is notified of the dean's recommendation.

The panel will review the materials submitted to it by the dean (or designee) who has recommended dismissal. The panel's role is not to rehear an appeal or reconsider an underlying determination that the student violated the Policy. Instead, the panel may reverse or revise the dean's recommendation only if it determines that the dean lacked any reasonable basis for the decision or made a clear error of judgment. A majority (two of three) is needed to reach a decision. Reasonably promptly upon the panel making its decision, the Provost's Designee will email the student to notify them of the panel's decision. The student may remain in classes while the panel is reviewing the dean's recommendation. The decision of the panel is final and unappealable.

If the panel affirms the dean's recommendation, the student will be dropped from all classes for which they are registered. This sanction will be permanently noted on the student's transcript with the notation of "Dismissed: Acad Integrity." Where the circumstances warrant, the President, Provost or Provost's Designee may also revoke degrees or academic credit already earned.

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