

Summary of Integrity Policy at Andrews University

Academic Integrity

University learning thrives on the rigor of individual investigation, the authentic exchange of ideas, and a corporate commitment to integrity and mutual respect. It requires all members of the academic community to behave honestly—speaking truthfully to colleagues, co-learners, and teachers, and completing all homework, tests, papers and projects with integrity. Andrews University anchors its practices in the teachings of the Bible as well as in widely established and honorable academic traditions. Much as the apostle Paul calls us to authenticity in our Christian walk, so the educational institution demands of its participants true and accurate self-representation. In Ephesians, Paul invites believers “to be renewed in the spirit of your minds, and to clothe yourselves with the new self, created according to the likeness of God in true righteousness and holiness” (Eph. 4:23-24, NRSV). As scholars and as Christ servants, we build His living body through our honesty in all things, both small and great. To that end, Andrews University’s students pledge to learn and grow together, committing to the following Standards and affirming honesty as a core component of an Andrews University education.

Integrity Standards

Students promise to:

1. Present assignments, lab reports, and research findings that are not falsified in any way.
2. Respect copyrighted and/or licensed material (whether it be directly quoted or paraphrased) by citing print or electronic sources as appropriate.
3. Follow the source citation guidelines outlined by the course professor.
4. Submit work that is solely created by the person to whom it is assigned.
5. Contribute equitably when participating group-work.
6. Prepare for quizzes and examinations by study and review without stealing, accepting, or using unauthorized quizzes or examination materials.
7. Follow the professor’s instructions regarding allowable aids during a quiz or examination.
8. Complete quizzes and tests without seeking answers from or sharing answers with other students or unauthorized sources.
9. Encourage others to high standards of integrity by refusing to assist in acts of academic dishonesty.

Integrity Pledge

Because academic honesty is central to who we are and what we do at Andrews University, the following pledge is required of every student scholar that agrees to join this community:

I promise on my honor as a member of the learning community at Andrews University that I will faithfully adhere to these Integrity Standards in the completion of all coursework requirements and scholarly projects.

General Principles

The Andrews University integrity policy aims to create an environment in which academic integrity is considered by all members of the community to be the expected norm. The University is committed to principles of trust, accountability, clear expectations and consequences. It is also committed to redemptive efforts, which are meaningful only in light of these principles.

Academic dishonesty offenses generally are subject to incremental disciplinary actions. Some first offenses, however, receive severe penalties, including dismissal from the University or degree cancellation. Some offenses are subject to legal action in addition to University disciplinary action. Discipline may be retroactive if academic dishonesty becomes apparent after

the student leaves a course, a program or the University. If evidence of academic dishonesty becomes apparent after a degree has been granted, the degree may be annulled and a notification affixed to the student's official transcript record.

Student Academic Integrity Council (SAIC)

This Council consists of 11 students chosen from undergraduate and graduate schools in the spring to be representatives for the following year. Students interested in serving on the FAIC should apply to the chairs of their departments by March 15 to be chosen for the following year.

Among the Council's responsibilities are the following:

- 1) Educate the Andrews campus regarding the academic integrity policy
- 2) Provide members to serve on Integrity Panels as required.
 - a. The Panels consist of 3 students, 2 faculty, and 1 non-voting faculty moderator.
 - b. These Panels meet to determine whether a student is to be considered responsible for a breach of the integrity policy and to determine the appropriate consequence of any breach when
 - i. A student accumulates multiple violations
 - ii. A student disputes a charge of having violated the integrity policy.
- 3) Consider requests from students to have records cleared of violations
- 4) Give annual reports to the University community on all actions taken by the SAIC that year.
- 5) Give an annual report to the Provost of the University on any recommended changes to the Integrity Policy they feel are needed.

Faculty Academic Integrity Council (FAIC)

This Council also consists of 11 members chosen from programs across the University.

Among the Council's responsibilities are the following:

- 1) Provide two members to act as advisors to the SAIC
- 2) Provide members to serve on Integrity Panels as required
 - a. The Panels consist of 3 students, 2 faculty, and 1 non-voting faculty moderator.

While the intent of the policy is to educate the campus in ways to avoid breaches of integrity and to bring us together in a community of honest academic effort, the consequences of intentionally breaking a pledge to the University community are also spelled out and should be considered carefully.

What happens when a student is accused of violating the academic integrity policy?

- A faculty member that believes a student is responsible for violating the academic integrity policy will:
 - discuss the matter with the student, asking for a response
 - should the faculty member believe there has been a violation, they will determine the level of violation committed and assign a sanction.
 - There are 5 levels of violation described in the integrity policy.
 - The faculty member is responsible for determining the violation except in cases where a student has committed multiple violations or when the violation is a level 4. Consequences in these situations are determined by an Integrity Panel.
- the faculty member will file a report of the violation.
 - the student will fill in their section of the report, either accepting or rejecting the allegation and/or consequence
 - the only persons with access to this record are the student, the student's advisor, and the chair of the student's department.
 - an overall record of all a student's reported violations is maintained.

-In most situations where the student agrees that they are responsible for the violation and accepts the recommended sanction, no further action is taken.

-In cases where the student denies the charges, disputes the recommended sanction, or where the student's record alerts the SAIC that multiple violations have occurred, an Integrity Panel is formed.

-the number of violations that will trigger the formation of an Integrity Panel depend on the level of the violations

-3 level 1 violations (or 2 level-1 and 1 level-2)

-2 level 2 violations

-1 level 3 or 4 violation

-level 0 violations are considered to be those committed without any intent on the part of the student and are not considered toward the formation of an Integrity Panel.

Integrity Panels:

-Integrity Panels consist of 3 students, 2 faculty, and 1 non-voting faculty member acting as a moderator.

-Integrity Panels are responsible for

-determining whether a student is responsible for committing a violation

-and, when responsibility is assigned to the student, determining the appropriate sanction.

Disciplinary Actions for Specific Offenses

Some academic dishonesty offenses call for specific disciplinary actions. The following have been identified:

-Falsification of documents: Students who falsify or present falsified documents may be dismissed. Prospective students who are discovered to have presented falsified admission documents prior to admission shall be denied admission to any of the programs of the University. Should it be discovered after admission that a student had presented falsified documents for admission, such admission may be annulled and the record of academic achievement removed from the academic record, with appropriate notations. Such annulments or denials may be reviewed after one year.

The "XF" Grade

In cases where an Integrity Panel has determined that a student is responsible for violating the integrity policy, they will then determine the sanction to be applied. The Integrity Panel has the authority to apply the sanction recommended by the faculty member or to render a different sanction in cases where the majority feels the original sanction was too harsh or too lenient. Any sanction, from minor ones through expulsion from the university, that is considered appropriate by the Integrity Panel, may be applied.

One possible sanction is the application of the XF grade to the student's record for the class in question. The XF indicates that the student received an "F" in the class for violation of academic integrity policies and is recorded on the student's transcript with the notation "failure due to academic dishonesty."

The following applies to the XF grade:

-It is treated in the same way as an "F" for the purposes of grade point average, course repeatability, and determination of academic standing.

-No student with an "XF" notation on his or her transcript shall be permitted to represent the

University in any extracurricular activity, or run for or hold office in any student organization that is allowed to use University facilities, or receives University funds.

A student may apply to the SAIC to have the “X” portion of the “XF” removed if

- 12 months have passed since the violation was imposed
- the student has not been found in violation of any other academic integrity policies in that 12-month period.
- The student has completed, at their own cost, an academic integrity seminar assigned by the FAIC and submits evidence of completion to the Chair of the FAIC
- The SAIC makes all decisions regarding removal of the X. For breaches of integrity committed with significant planning and intent, the X will not be typically be removed.

School or Departmental Policies

Individual Schools and Departments within the University may have policies that supersede the University policy. For instance, some programs may have a policy that results in dismissal from the program if a student is found to have breached the AU integrity policy. Students should consult the policies of their particular Schools/Departments.

PDF of full policy