

Academic Integrity Statement and Procedures
Approved by the Faculty of Cedarville University
April 19, 2013 (Updated November 2015)

Academic Integrity Statement:

“The Academic Integrity Pledge is a commitment to live with integrity in all areas of life including the classroom. All forms of academic dishonesty violate this pledge and could result in dismissal from this community.”

Academic Integrity Pledge:

“With my pledge to affirm the Cedarville Covenant I attest that all work I submit in person, online, or in any other format as my own is my own work and is in accordance with the standards of the Academic Integrity Policy. As a member of the community I will love God and others, live with integrity, and pursue excellence in all that I do.”

Academic Integrity Policy:

Failure to act with academic integrity includes, but is not limited to, the following:

- cheating on examinations or quizzes
- plagiarism
- knowingly furnishing false information by forgery, alteration, or misuse of documents, records, or identification related to the course activities, requirements, or responsibilities
- knowingly providing correct information to another student concerning exams and other individual work which is still future for the student receiving the information. This includes, but is not limited to, questions to be asked on exams or answers for questions which will be asked
- representing another’s work as one’s own

Typical penalties assigned by faculty for a lack of academic integrity include, but are not limited to, the following:

- reducing the letter grade for the work involved
- reducing the letter grade for the course
- giving a failing grade for all work involved
- giving a failing grade for the course

The assignment of penalties for lack of academic integrity shall be at the discretion of the faculty member of record for the course in consultation with the chair or dean of the faculty member’s academic department/school. All cases of academic dishonesty shall be reported to the office of the vice president for academics in writing within six (6) instructional days of the resolution of the incident. Any student involved in academic dishonesty may be subject to suspension or dismissal by the vice president for academics.

Academic Integrity Procedures:

The procedure to address academic dishonesty is as follows:

1. When an instructor suspects a case of academic dishonesty, the instructor will confront the student involved. If after that interaction an instructor concludes that academic dishonesty has occurred, then the student will be informed in writing of the instructor's academic penalty. The instructor will also provide written notification to the instructor's department chair or school dean and the chair or dean of the academic department/school of the student's major (in case they are different) as well as to the office of the vice president for academics to inquire about any previous involvement in academic dishonesty.

2. Any disciplinary action beyond a grade penalty is to be determined by the vice president for academics in consultation with the chair/dean of the instructor and the chair/dean of the student (e.g., three-day suspension, suspension for a semester, or academic dismissal) who will notify the student and the instructor of this additional penalty. This will occur at the conclusion of any appeal process or after the time limit for such has passed.

3. If the decision of the faculty member is a failing grade for the course, the student is not permitted to withdraw their registration for the course once the written finding has been received by the student. The student is permitted to continue full participation in the course until any appeal process is concluded or the time for an appeal has passed.

4. A student may appeal an instructor's finding of academic dishonesty and subsequent impact on course grades. This appeal must be in writing and submitted to the chair/dean of the department/school that offers the course within six (6) instructional days of the instructor's written statement to the student. If the instructor of the course is the chair/dean of the department/school offering the course, the appeal moves to #5.

a. In response to the appeal, the instructor's chair/dean may request the student to present the basis for dissatisfaction with the grade awarded and/or the explanation given by the instructor member. In the process of consideration of the appeal, the chair or dean will consult privately with the instructor, as well as the student, in an effort to reach a resolution that is satisfactory to both parties. The chair/dean should refer to the instructor's perspective and documentation, together with the student's reasoning and evidence for the appeal, and with pertinent course materials and other relevant information.

b. The chair/dean should notify in writing the student and the instructor involved concerning the chair's/dean's findings and recommendations. A copy should also be forwarded to the office of the vice president for academics.

5. If either the student or the instructor wishes to appeal the decision of the instructor's chair/dean or if the instructor is the chair/dean, within six (6) instructional days after receipt of the written notification of the decision of the chair/dean or receipt of the decision by the instructor if the instructor is the chair/dean, the matter will then be referred to the dean of undergraduate studies. The dean of

undergraduate studies will appoint and chair an academic integrity committee that will be configured as follows:

- a. one member of the middle-management staff appointed by the vice president for student life and Christian ministries;
- b. two instructor members selected by the chairs/deans of the respective department(s)/school(s) (in the case where they are different), with one being from the instructor's department or school and one from the department or school of the student's major; in the case where they are the same, one instructor will be from the department or school and one will be appointed by the vice president for academics from among the members of the faculty academic advisory committee from a department or school not involved in the appeal process; and
- c. a student from the student academic advisory board who is not from the same department or school as the instructor or student involved.

6. The academic dishonesty committee shall conduct a hearing. Both the student and the instructor will have the opportunity to present their respective cases. In addition, the chair of the committee shall present the findings and conclusions which support the chair/dean's decision. The academic integrity committee may, on its own initiative, request or collect evidence or testimony to be presented at the hearing as it deems pertinent. The finding of the academic integrity committee shall be final. Its decision concerning the appropriate academic actions must be documented by the dean of undergraduate studies, who will inform the student, the instructor, and the chair/dean of the department/school of the student's major and the chair/dean of the instructor (if applicable) of the committee's decision. The record of the results will be filed with the office of the vice president for academics.

7. Because the foregoing is an internal hearing procedure, neither the student nor the instructor may be represented by legal counsel during any of these internal meetings. Any grade change recommended above will not be processed until the appeal process has concluded and will be executed by the faculty member involved or the vice president for academics.