

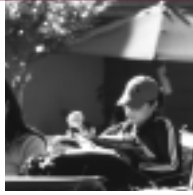


AZUSA PACIFIC UNIVERSITY



# ACADEMIC INTEGRITY POLICY

*of the Undergraduate Community  
at Azusa Pacific University*



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## TABLE OF CONTENTS

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<b>I. Introduction</b> .....	2
<b>II. Academic Integrity Pledge</b> .....	2
<b>III. Academic Integrity Responsibilities: Student</b> .....	3
A. Knowledge and Education of Responsibilities	
B. Academic Behavior: Personal	
C. Academic Behavior: Collaborative	
D. Responsible Actions	
E. Academic Integrity Peer Counselors	
F. Opportunities and Responsibilities of the Review Committees	
<b>IV. Academic Integrity Responsibilities: Faculty</b> .....	5
A. Knowledge and Education of Responsibilities	
B. Academic Behavior: Classroom Expectations	
C. Academic Environment	
D. Responsible Actions	
<b>V. Alleged Violations Handled by Faculty</b> .....	6
<b>VI. Alleged Violations Referred to a Review Committee</b> .....	6
A. Preliminary Procedures	
B. Hearing Procedures	
C. Assignment of Sanctions	
D. Notification Process	
<b>VII. Records of Violations and Repeated Violations</b> .....	9

*Azusa Pacific University is an evangelical Christian community of disciples and scholars who seek to advance the work of God in the world through academic excellence in liberal arts and professional programs of higher education that encourage students to develop a Christian perspective of truth and life.*

AZUSA PACIFIC UNIVERSITY MISSION STATEMENT

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## I. INTRODUCTION

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The mission of Azusa Pacific University includes cultivating in each student not only the academic skills that are required for a university degree, but also the characteristics of academic integrity that are integral to a sound Christian education. It is therefore part of the mission of the university to nurture in each student a sense of moral responsibility consistent with the biblical teachings of honesty and accountability. Furthermore, a breach of academic integrity is viewed not merely as a private matter between the student and a professor, but rather as an act fundamentally inconsistent with the purpose and mission of the entire university.

This Academic Integrity Policy represents a valuable educational tool for guiding both faculty and students in their efforts to create a sense of community and for expressing the values that are at the core of a Christian university. As members of an academic and spiritual community, we work together to answer difficult questions, often collaborating to answer these questions, to solve problems, and to communicate effectively the knowledge we acquire through inquiry. This document calls attention to the responsibilities we have to one another in being faithful in our attempts to represent others' views, and it helps us to understand the responsibilities we have toward one another, students and faculty alike, and toward academic scholarship, as we endeavor to uphold the moral standards of our community.

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## II. ACADEMIC INTEGRITY PLEDGE

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The undergraduate students of Azusa Pacific University, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenges posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Academic Integrity Policy. Specifically, students agree to uphold the following pledge on their admissions application, as part of their enrollment, and for each class:

*“As a student at this Christ-centered university, I will uphold the highest standards of academic integrity. I will not lie, cheat, or steal in my academic endeavors, nor will I accept the actions of those who do. I will conduct myself responsibly and honorably in all my academic activities as an Azusa Pacific University student.”*

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## III. ACADEMIC INTEGRITY RESPONSIBILITIES: STUDENT

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It is the responsibility of the community of students and faculty to strive to assure honorable behavior in academic work.

### **A. Knowledge and Education of Responsibilities**

A student has the responsibility to become familiar with the Academic Integrity Policy as well as the philosophy behind it. The university is a place where moral integrity is learned and emphasized as a critical component of an academic education. Personal integrity and community responsibility are a core part of university life.

1. As a precondition for admission to the university, students must sign a pledge to the community to uphold the Academic Integrity Policy in all academic affairs at Azusa Pacific University.
2. Students should familiarize themselves with the directives given by the professor in each class concerning what is and is not permitted, especially in matters of group projects, lab reports, and the attribution of research to sources (footnoting), including the Internet.

### **B. Academic Behavior: Personal**

The pledge to uphold the Academic Integrity Policy includes an understanding that a student's submitted work (examinations, draft copies, papers, homework assignments, etc.) must be his or her own. The following serves as a guide for clarifying the faculty's expectations regarding academic integrity:

1. All work submitted for credit, including exams, is accepted as a student's own work, unless otherwise understood and approved by the professor.
2. Students may not, without proper citation and approval of the professor, submit work that has been copied, wholly or partially, from another student's paper, notebook, or exam. Nor may students without proper citation submit work which has been copied, wholly or partially, from a book, article, essay, newspaper, the Internet or any other written, printed, or media source, whether or not the material in question is copyrighted.
3. Written work that paraphrases any written or printed media material without acknowledgement may not be submitted for credit. Ideas from books and essays may be incorporated in students' work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited. Any online materials students use for a paper are also governed by rules about plagiarism; students need to cite electronic sources as well as printed and other sources.
4. Students may not use notes or other forms of assistance on a test unless explicitly approved by the professor, nor may they provide such aid to other students.
5. Students may not submit any work for credit that has been used to fulfill the requirements of another course previously taken or currently in progress at this or any other institution without obtaining permission of the professor in advance.
6. Students must be aware that violations are not limited to the actions prohibited in the guidelines above. Any kind of dishonesty related to academics is a violation. Other examples of academic dishonesty, apart from giving or receiving unauthorized aid as described by the professor in each course, include but are not limited to listing false reasons for taking a make-up examination, falsifying data, concealing information about a known violation that would impact students negatively, and misrepresenting oneself as being cleared to participate in commencement.

## **C. Academic Behavior: Collaborative**

Working on material with other students is of great pedagogical value, and this policy should not be construed as discouraging such work. Unless such consultation is forbidden by a professor, students may work with other students on assignments and present ideas and even written work to their peers for comment and criticism. Each student, however, should be guided by the following:

1. If a professor explicitly permits or forbids certain collaborative work with other students, such work is permissible or forbidden as the professor indicates. A professor's explicit guidelines take precedence in determining whether certain actions are permissible.
2. It is a presupposition that ideas and expressions in a submitted paper or report originate from the writer unless otherwise indicated. Consequently, if ideas or expressions in written work originate from another, whether the person is an author or fellow student, that source should be cited in an endnote or footnote. If an idea arises from the common effort of two or more students in conversation, this fact should be cited.
3. If a student is unclear about whether certain forms of consultation or common work are acceptable or what the standards for citation are, the student is responsible for consulting his or her professor.

## **D. Responsible Actions**

Each student, as an integral member of the academic community, must make the ethical and moral commitment not to act dishonestly and not to tolerate academic dishonesty on the part of other students. If a student witnesses a violation of the Academic Integrity Policy or otherwise has reason to believe that a violation has occurred, the student may urge that person to report himself or herself to the professor or may discuss this allegation with the professor of the course. In situations where a student has knowledge of a violation which will negatively impact other students, he or she is expected to report that violation to a professor, department chair, or dean in a timely manner.

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*The reputation of a thousand years may be determined by the conduct of one hour.*  
*~Japanese Proverb*

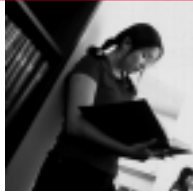
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## **E. Academic Integrity Peer Counselors**

1. Up to one academic integrity peer counselor per school or college will be selected in the spring semester by the vice provost to serve a one-year term in this position in the following academic year. The appointment is renewable. Nominations will be solicited from deans and department chairs; the students must be approved by the vice president for student life or his or her designee.
2. Academic integrity peer counselors will assist in orienting new students to the expectations of the Academic Integrity Policy, and will promote knowledge of and adherence to the policy among all students, and provide leadership in its implementation. Any student found responsible for violation of the policy will immediately forfeit his or her eligibility to serve as an academic integrity peer counselor.

## **F. Opportunities and Responsibilities of the Review Committees**

Students may participate in investigating and determining responsibility in alleged cases by serving on review committees (see section VI.A.1.). Any student found responsible for violation of the Academic Integrity Policy will immediately forfeit his or her eligibility to serve on a review committee.



## IV. ACADEMIC INTEGRITY RESPONSIBILITIES: FACULTY

### **A. Knowledge and Education of Responsibilities**

1. All members of the faculty are required to become aware of the policies and procedures as outlined in the Academic Integrity Policy.
2. Deans and department chairs are responsible for introducing new faculty to the policy. The orientation procedures should, when possible, be done prior to faculty activities in the classroom. The faculty member in charge of a particular course is responsible for educating and establishing guidelines for any teaching assistants in the course.

### **B. Academic Behavior: Classroom Expectations**

1. Faculty are expected to explain the conditions under which students are permitted to share their work, for example, outlines that can form the basis of an exam or paper, take-home exams, lab reports, and in-class examinations. Faculty should also offer guidelines when asking students to work in teams or groups, for example, when inviting students to collaborate on problem sets, or to develop computer programs, either inside or outside of class.
2. Faculty are encouraged to distribute a handout with information about what constitutes plagiarism when assigning writing in their courses, keeping in mind the goal of teaching students how to use and document sources appropriately.
3. Faculty are encouraged to make provision for early submission of drafts of written work so that students can refine their documentation skills before the final due date of the assignment.
4. Faculty are encouraged to take note of the principles articulated in sections III.B. and III.C., to reinforce these principles in their discussions of the Academic Integrity Policy with students, and to explain how these principles apply to the work in their class.

### **C. Academic Environment**

1. Each faculty member will strive to establish an environment which supports the evaluation of students in a fair and reasonable manner. The purpose of this policy is not to test the students' ability to perform in a highly competitive and stressful environment, but to help them develop habits of moral character.
2. Faculty hold the primary responsibility for maintaining the above "fair and reasonable" learning environment. Faculty members will usually be present in classrooms during examinations, fostering an environment which does not create temptations for dishonest action.

### **D. Responsible Actions**

1. Anyone with the responsibility to teach or assist in a course will not tolerate dishonesty.
2. Faculty are expected to follow standard procedures in cases where they suspect academic dishonesty has occurred (see below).
3. If aware of a situation in which dishonest behavior may have occurred, faculty must take one of the following actions:
  - a. Submit, in writing, a formal report describing the suspected offense to the vice provost for undergraduate programs, usually within two weeks from the time the alleged infraction is discovered. The allegation will be evaluated by a review committee per section VI.

- b. Assess whether there is adequate information to conclude that a violation occurred. If so, the faculty member will assign a sanction as appropriate and will report the infraction and the sanction in writing to the vice provost for undergraduate programs. Additional sanctions may apply (see section V ).

## V. ALLEGED VIOLATIONS HANDLED BY FACULTY

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1. The faculty should discuss the situation with the student(s) suspected of violating the policy if the faculty member feels that such a discussion may aid in evaluating the situation. If this discussion results in the decision that the initial suspicion was unjustified, no additional action need be taken.
2. If there is still a reason to suspect dishonesty, the faculty member may assign a sanction as appropriate according to the syllabus for that class. If the syllabus is not specific, the faculty member may use his or her discretion in assigning a sanction based upon the guidelines in section VI.C.
3. The faculty member will promptly notify the student of the sanction, preferably in writing.
4. The faculty member must report the infraction and the sanction in writing to the vice provost for undergraduate programs within two weeks from the time the alleged infraction is discovered and the sanction applied.
5. In the case of a first violation, the vice provost for undergraduate programs will send a letter to the student notifying him or her that additional infractions may result in suspension or dismissal. A copy of the letter will be sent to the faculty member, the department chair of the student's major, and the dean of students. Additional sanctions (e.g., academic probation for the major) may be applicable to students in disciplines where such action is specified in student handbooks (e.g., Nursing, Social Work, Athletic Training). In the case of a repeated violation, see section VII.
6. If the student feels that the sanction is unwarranted or unjust, he or she may utilize the informal process of appealing first to the professor of record, then to the department chair, and then to the dean. A formal grievance can only be filed after the informal process has taken place, and within 15 working days from the date of the vice provost's letter confirming the violation. Grounds for a grievance may only include new information, procedural error, or excessive or unjust penalty.

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*The measure of a man's real character is what he would do if he knew he never would be found out.*  
~Thomas Babington Macaulay

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## VI. ALLEGED VIOLATIONS REFERRED TO A REVIEW COMMITTEE

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### A. Preliminary Procedures

1. Upon receiving a written allegation of a suspected violation from a faculty member, the vice provost for undergraduate programs will appoint a review committee. Alleged violations of an academic nature not directly connected to one class may be referred to the vice provost by APU faculty or administrators for subsequent action by a review committee. Each review committee shall include two faculty members and two undergraduate students. One of the faculty members will serve as the review committee chair. Student appointees must be approved by the vice president for student life or his or her designee. As many review committees can be formed as necessary to address pending cases.
2. The chair will schedule a hearing as soon as possible, but with at least two days notice. The chair will also notify the student of the names of the review committee members with a request that, if the student has any

reason to believe any member is biased, he or she should notify the chair immediately. The chair shall also inform the student(s) under suspicion that he or she can bring to the hearing a member of the university community (faculty, staff, or student) for support and may also invite witnesses. Legal counsel is not permitted. The student and faculty must disclose which witnesses they will bring and the topics the witnesses will address, as well as what information or documents they may bring, if any.

- a. If any member of the review committee has a relationship with someone involved in the case which may compromise his or her objectivity, he or she should recuse him or herself. The vice provost for undergraduate programs may appoint new members to the committee.
- b. Review committees ordinarily do not meet during the final examination period. However, if the student is suspected of a violation is a graduating student during his or her final semester, the review committee must make every reasonable effort to meet prior to graduation.

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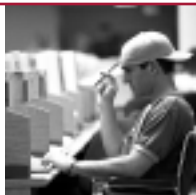
*Our character is what we do when we think no one is looking.*

*~H. Jackson Browne*

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## **B. Hearing Procedures**

1. Except for the required notifications, as set forth throughout this policy, all review committee proceedings are to be strictly confidential and information regarding such proceedings is to be disclosed only as set forth in this policy on a legitimate need-to-know basis, and as required by law. If the student provides written consent, and if a parent or guardian of the student under suspicion inquires about the suspected violation, the chair of the review committee may describe the general nature of the suspected violation and the procedures defined in this policy. However, the chair should not engage in a detailed discussion of the issues.
2. Before the hearing, committee members should not discuss the allegation or the evidence with the student suspected of the violation. If a student suspected of a violation has questions about the Academic Integrity Policy and the procedures of the hearing, he or she should contact an academic integrity peer counselor or a faculty member who is not involved in the review of the student's case. Neither the peer counselor nor the consulted faculty member should discuss the evidence against the student under suspicion nor make any recommendation about how the student should respond to the suspicion of a violation, but should only discuss the hearing procedures and principles of the policy.
3. The hearings are administrative and concern internal university affairs; accordingly, the hearings are informal and are not subject to formal rules of civil procedure or evidence. The hearings are not open to the public, nor does the student under suspicion (or any other individual involved) have the right to legal counsel at the hearing.
4. The student under suspicion may bring any witnesses to the hearing, as well as a member of the university community for support (fellow student, administrator, faculty member) if he or she so desires. The support person, if any, may not participate in the proceedings.
5. The chair of the review committee should open the hearing by briefly presenting the allegations. Next, the professor of the course and/or any other individual(s) reporting the allegations should present their evidence of the alleged violation. The student suspected of a violation may question the professor or other witnesses concerning the evidence, as may the review committee members. The student may then present his or her own witnesses, including his or her own testimony, and any other evidence. The review committee members may then question the student under suspicion and any of the other invited witnesses. Witnesses called by the student and the committee will testify individually and will not be present during the testimony of other witnesses.
6. At the end of this process, the professor and any other witnesses are excused. At this point the student has the opportunity to respond further to the charges if he or she desires by making a statement to the committee members; the student is then dismissed, and the review committee members deliberate.



7. After deliberation, the review committee decides, by a majority vote, whether the evidence supports a finding that the student under suspicion more-likely-than-not violated the Academic Integrity Policy, or whether the evidence does not support such finding, in which case, the charges are dismissed. In the case of a tie, the committee chair's decision prevails.
8. If it is found that the evidence does not support a finding that a violation has occurred, the chair of the review committee notifies the student and the professor in writing of this decision. This notification should, if possible, be sent within two days of the hearing. The chair of the review committee then sends all records of the case to the vice provost for undergraduate programs and comments, either orally or in writing, on any problematic feature of the case, or any feature which merits attention.

### **C. Assignment of Sanctions**

If a student is found to have violated the Academic Integrity Policy, the review committee must decide on the sanction. These judgments are left to the discretion of the review committee, and this policy does not attempt to offer an algorithm for deciding these questions. However, the committee should take into consideration the syllabus of the course and the faculty's recommendation on the reporting form. In addition, the committee should be guided by the following broad distinction between offenses and sanctions.

1. A minor offense is a less serious violation, which normally carries the sanction of zero credit for the work with respect to which the violation occurred. Such an offense has some of the following characteristics: the dishonesty involved a more limited portion of the work submitted; it would not have considerably increased the student's grade in the course; and the student did not engage in extensive premeditation and planning prior to the act.
2. A major offense is a more serious violation, which normally carries the sanction of an *F* in the course. Such an offense is characterized by having one or more of the following: the dishonesty involved a substantial portion of the work submitted; it would have considerably increased the student's grade in the course; and there is evidence of fairly extensive premeditation and planning prior to the act.
3. The review committee may decide the offense was flagrant, which is a violation of an unusually grave nature, and in this case, it may recommend suspension or dismissal of the student. A flagrant offense would be one with all the characteristics of a major violation listed above (VI.C.2.), plus additional features, which makes the offense more grave. For example, the student may have convinced a substantial number of classmates to participate in serious acts of dishonesty and led them in this endeavor; or the review committee may discover that the student engaged in several serious acts of dishonesty in the course in question, or serious acts of dishonesty in a number of courses.

Suspension is separation from the university for at least one semester. The student is eligible to apply for re-admission to Azusa Pacific University, but re-admission is not automatic.

Dismissal is permanent separation from the university with no opportunity to apply for re-admission.

The review committee, when it assigns a sanction, may also consider as a mitigating factor the degree to which the student was honest and forthcoming regarding the violation, or any other evidence of sincere contrition. The review committee should take into account sanctions invoked in previous cases of a similar nature, and may find it helpful to consult the vice provost for undergraduate programs for this information.

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*The time is always right to do what is right.*  
~Martin Luther King Jr.

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#### **D. Notification Process**

1. If the review committee decides a student is responsible for an offense and assigns a sanction, the chair of the review committee notifies the student in writing of the committee's decision and of the sanction within one week of the hearing. A copy of the letter will be sent to the vice provost for undergraduate programs, the dean of students, the department chair of the student's major, and the professor of record. The letter will note that the student may grieve the result per the policy in the university catalog (e.g., within 15 working days of that letter). Grounds for a grievance may only include new information, procedural error, or excessive or unjust penalty. If the letter confirms a sanction other than suspension or dismissal, it will also make clear that an additional violation of the Academic Integrity Policy will normally result in suspension or dismissal from the university.
2. The professor of the course, upon receipt of the letter from the review committee chair, will execute the sanction that the review committee has determined to be appropriate. The chair then sends all documents relevant to the case to the Office of the Vice Provost for Undergraduate Programs.
3. If the semester's grade must be submitted before the necessary hearing procedures and appeals are completed, an IP (in progress) grade will be authorized by the Office of the Vice Provost for Undergraduate Programs.
4. A finding of responsibility for academic dishonesty with regard to a particular course will void any earlier withdrawal from that course. A grade of *F* in a course assigned due to an academic integrity violation will preclude a subsequent withdrawal from that course. A finding of responsibility for academic dishonesty may be considered in academic probation extensions and appeals.

## **VII. RECORDS OF VIOLATIONS AND REPEATED VIOLATIONS**

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1. All documents related to a violation are kept in the Office of the Vice Provost for Undergraduate Programs. That office will retain such records for seven years after the student's graduation and will reveal their contents to others only with the written approval of the student or if required by law. A copy of the letter documenting a violation will also be kept in the student's student life file.
2. When the Office of the Vice Provost for Undergraduate Programs receives a report that an academic integrity policy violation has been established, that office checks the files to determine if the student has a previous violation. If so, the vice provost for undergraduate programs will forward the violation records to the dean of the school of the student's major who may assign a further sanction for the repeated offense. In the case of a student with an undeclared major, the vice provost may assign a further sanction. The standard sanction for a repeated offense is suspension or dismissal from the university.
3. It is the responsibility of the vice provost for undergraduate programs, upon recommendation of the dean of the student's major in all cases but undeclared students, to notify the student, the dean of the school/college in which the violation occurred (if this differs from the school/college of the student's major), the dean of students, and the registrar of the suspension or dismissal of a student.
4. In order to be readmitted to the university, a suspended student must submit an application which must be approved by the vice provost and the dean of the school or college to which the student wishes to be admitted as well as other university offices as is otherwise required.
5. In the case of suspension, a student's transcript will read "Academic Integrity Suspension"; in the case of dismissal, it will read "Academic Integrity Dismissal".

*Adapted with permission from the Notre Dame Honor Code.*

*Live so that your friends can  
defend you but never have to.*

*~Arnold H. Glasow*





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