

# COLLEGE OF IST SANCTIONING GUIDELINES for VIOLATIONS OF ACADEMIC INTEGRITY

This document is designed to aid faculty in their consideration of sanctions for academic integrity violations. These are guidelines only. The University's academic integrity policy provides for two types of sanctions: *academic* and *disciplinary*.

Academic sanctions range from a warning or reduced grade on a single assignment to removal from the student's academic program. Academic sanctions are recommended and assigned by the instructor in accordance with the College of IST Academic Integrity Guidelines.

Disciplinary sanctions are recommended by the instructor, the College Academic Integrity Committee, or the Associate Dean, but are assigned exclusively by the Office of Student Conduct. Disciplinary sanctions range from disciplinary warning or disciplinary probation to permanent expulsion. For more information, see section VIII of Procedures for the Discipline System. Note that the XF grade is a disciplinary sanction that is assigned only with the concurrence of the instructor, the College Academic Integrity Committee, and the Office of Student Conduct. In accordance with University G-9, the XF grade should be reserved for the most serious breaches of academic integrity.

In recommending a proposed sanction for an academic integrity violation, one should take into account the severity of the infraction. The chart below contains guidelines that faculty may find useful as they determine their recommended sanction. The chart uses the terms "*minor*," "*moderate*," and "*major*" as related to various offenses; recognize that this is not an all-inclusive listing and that some interpretive judgment is necessary in cases not covered by the guidelines.

**Note:** These guidelines also pertain to World Campus students under the cognizance of the College of IST-University Park

## **OFFENSE TYPES**

**MINOR OFFENSES:** In general, minor offenses involve errors in judgment without a clear intent by the student to violate academic integrity and typically involve only themselves.

**MODERATE OFFENSES:** In general, moderate offenses are unpremeditated dishonest acts that may involve another student.

**MAJOR OFFENSES:** In general, major offenses are premeditated dishonest acts or dishonest acts that represent a gross violation and/or directly affect the grade of other students.

**REPEAT OFFENSES:** For Faculty Use - applies where the AI offense occurred in the current course.

**For AI Committee Use:** A records search is conducted on AI cases and scrutinized for prior AI violations. The results of which are used during the sanctioning phase of the AI Hearing process, or as necessary during an Academic Case Review (for repeat offenders); or for cases that are referred to the Office of Student Conduct.

**Questionable Violations of AI:** There are cases where a clear AI violation cannot be established; or where the infraction is below the threshold to bring a formal AI case, BUT, where the faculty wishes to gain the attention of the student. A recommended remediation for such a case is to have the student write a paper detailing the tenets of Academic Integrity (including proper citations). This is a technique that may preserve a student's academic record, and at the same time prevent further occurrences. Such an AI paper can also be coupled with a formal AI sanction, where deemed appropriate. The key to having the student write an Academic Integrity paper is learning.

**Improper posting to Course-Share sites:** The College of IST has established that Course-Share-Sites exist for the purpose of violating our academic integrity policies. To that end, the posting or retrieval of course material to/from a course share site will be treated as both an academic integrity violation and a copyright infringement and will be pursued

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accordingly. All faculty are encouraged to advertise the IST course share-site policy across their course. The general descriptions above apply to improper use of course-share-sites, and in the determination of AI sanctions.

**MINOR OFFENSES:** As pertains to improper use of a course-share site, a minor offense might be the posting of course materials that have no direct learning assessment connection and without the intent to violate academic integrity (course notes or slides, etc.).

**MODERATE OFFENSES:** As pertains to improper use of a course-share site, a moderate offense might be the posting and/or retrieval of course materials directly related to learning assessment (assignment, quiz, or exam questions/answers, etc.). By definition, this type of usage has the potential to affect another student.

**MAJOR OFFENSES:** As pertains to improper use of a course-share site, a major offense might be the habitual posting and/or retrieval of course materials directly related to learning assessment (assignment, quiz, or exam questions/answers, etc.), or the solicitation to buy/sell course materials. By definition, this type of usage has the potential to affect another student.

**REPEAT OFFENSES:** Constitutes a Major Violation. Two (2) cases apply: For Faculty Use - applies where the offense occurs multiple times in the current course and for AI Committee Use – applies when a College of IST-UP/WC student having been notified of a prior improper use of course-share site is determined to have repeated the offense, regardless of course status.

Note: By definition, posting to a course-share site of ANY assessable material automatically has the potential to affect other students and thus could be considered a Moderate violation.

VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Cheating:</b> Using crib sheets; pre-programming a calculator; using notes or books during a closed book exam; etc.	When sanctioning, consider whether or not the misconduct was premeditated, the impact it potentially had on student's course grade, and the level of dishonest activity in which the student engaged.	1 <sup>st</sup> offense minor	Reduced exam grade or failure of exam to reduced course grade	
		1 <sup>st</sup> offense moderate	Failure of exam to reduced course grade to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to ...	... disciplinary sanction(s) which may include the XF grade

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VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Improper use of electronic devices while taking a test:</b> Using a cell phone, mobile device or other electronic aids during the course of a quiz or exam	When sanctioning, consider whether or not the use of the device was incidental (user claim checking a text), vice the deliberate use in order to aid and abet cheating. Any use of an electronic device is strictly prohibited in the Testing Center.	1st offense moderate	Failure of exam to reduced course grade	... disciplinary sanction(s) which may include the XF grade.
		2nd offense moderate or major	F for course to ...	
<b>Copying on test:</b> Looking at other unsuspecting students' exams and copying; copying in a complicit manner with another student; exchanging color-coded exams for the purpose of copying; passing answers via notes; discussing answers in exam; etc.	In determining severity, consider the weight of the exam as related to total percentage of course grade, the frequency of copied answers, whether or not it was premeditated or spontaneous, and any other significant factors.	1 <sup>st</sup> offense minor	Reduced exam grade or failure of exam to reduced course grade	
		1st offense moderate	Failure of exam to reduced course grade to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to ...	... disciplinary sanction(s) which may include the XF grade.
<b>Plagiarism:</b> Fabricating information and/or citations; copying from the Internet or submitting the work of others from professional journals, books, articles and papers; submitting other students' papers or lab results or project reports and representing the work as one's own; fabricating, in part or total, submissions and citing them falsely; etc.	In determining severity, consider the weight of the paper as related to the total percentage of course grade, whether or not the fabrication or plagiarism was a substantive portion of the assignment, and attempt to determine whether this was a clear case of intentional dishonesty or careless scholarship	1 <sup>st</sup> offense minor	Reduced assignment grade to F for assignment	
		1 <sup>st</sup> offense moderate	F in assignment to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to ...	... disciplinary sanction(s) which may include the XF grade.

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VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Tampering with work:</b> Changing one's own or another student's work product such as lab results, papers, or test answers; tampering with work either as a prank or in order to sabotage another's work.	The motive for this behavior is a critical issue. Such acts may be motivated by an immature sense of humor or competition for grades, or may be a form of harassment of another student. If such misconduct induces conflict between students in your class, Judicial Affairs should be contacted.	1 <sup>st</sup> offense minor	Reduced assignment grade to F for assignment	
		1 <sup>st</sup> offense moderate	Failure of exam to reduced course grade to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to ...	... disciplinary sanction(s) which may include the XF grade.
<b>Improper use of Course Share Sites (Current Student):</b> Student uploads course material to course share sites (exams, quizzes, graded assignments, etc.) thus facilitating an academic integrity violation by others, OR downloads similar materials and thus violates academic integrity themselves.	This constitutes a deliberate act, is inherently premeditated and deceptive with the intent to defraud.  Note: Cases where a (current) student uploads faculty materials to a course share site may constitute a copy write violation.	1 <sup>st</sup> offense minor	Zero on assignment	
		1 <sup>st</sup> offense moderate (extensive use)	F for assignment to F for course	
		1 <sup>st</sup> offense major (sale or advertisement to sell) or 2 <sup>nd</sup> offense minor or moderate (repeat or extra-ordinary use)		F for course to disciplinary sanction which may include the XF grade (determined by Student Conduct).

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VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Acts of aiding or abetting:</b> Facilitating academically dishonest acts by others; unauthorized collaboration of work; permitting another to copy from exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited; etc.	1) For students who are enrolled in your class, consider the impact their actions had on the grade of the student they were assisting in measuring the severity of the violation.	1 <sup>st</sup> offense minor	Reduced assignment grade to F for assignment	
		1 <sup>st</sup> offense moderate	F in assignment to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to ...	... disciplinary sanction(s) which may include the XF grade.
	2) In cases where the student is facilitating an act that is dishonest for another, the facilitator may not be enrolled in your class and thus you may not be able to assign a failing grade. You may consider making a direct referral to Judicial Affairs, as well as notifying the college in which the student is enrolled for their records.	1 <sup>st</sup> offense moderate		... disciplinary sanction(s) which may include the XF grade.
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate		... disciplinary sanction(s) which may include the XF grade.
		<i>1<sup>st</sup> offense minor: Not applicable. It is recommended that all sanctions resulting from this misconduct be drawn from either moderate or major ranges.</i>		
<b>Material theft:</b> Electronic theft of computer programs or other software, data, images, art, or text belonging to another.	This misconduct includes premeditation and intent to deceive. Depending on the nature of the theft, the student may have also committed violations of computer policy AD-20, so, it is recommended that Judicial Affairs and Network Security be notified.	1 <sup>st</sup> offense moderate	Reduced course grade to F in course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.

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VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Ghosting or misrepresenting:</b> Taking a quiz or exam, or performing a laboratory exercise or similar evaluation in place of another; or having another do the same in one's place.	This form of misconduct is inherently premeditated and deceptive with the intent to defraud. 1) Range of sanctions for students who are enrolled in the class:	<i>1st offense minor: Not applicable. It is recommended that all sanctions resulting from this misconduct be drawn from either moderate or major ranges.</i>		
		1 <sup>st</sup> offense moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.
	2) Also note that one of the actors may not be enrolled your class and as such you may not have the option to assign an academic sanction. In such instances you should notify the college in which the student is enrolled and refer the case to Judicial Affairs.	1 <sup>st</sup> offense moderate		... disciplinary sanction(s) which may include the XF grade.
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate		... disciplinary sanction(s) which may include the XF grade.
<b>Altering exams:</b> Changing incorrect answers and seeking favorable grade adjustments when instructor returns graded exams for in-class review and subsequently collects them; asserting that the instructor made a mistake in grading. Other forms may include changing the letter and/or the numerical grade on a test.	This form of misconduct is deceptive with the intent to defraud, and may also affect the credibility of an instructor. Consideration should be given to whether the act was premeditated or spontaneously committed out of panic. In determining severity, consider the extent to which the exam was altered, the weight of the exam as related to total percentage of course grade, and other significant factors.	1 <sup>st</sup> offense minor	Failure of exam to reduced course grade	
		1 <sup>st</sup> offense moderate	Reduced course grade to F for course	
		1 <sup>st</sup> offense major 2 <sup>nd</sup> offense minor or moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.

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VIOLATION	CONSIDERATIONS	OFFENSE	ACADEMIC SANCTION RANGE	DISCIPLINARY SANCTION RANGE
<b>Unauthorized possession:</b> Buying or stealing exams; failing to return exams on file; selling exams; photocopying exams; any possession of an exam without the faculty member's permission.	This form of misconduct is inherently premeditated and deceptive with the intent to defraud. The nature in which the exam was obtained is critical in determining appropriate action in this type of case. For example, if a student were to break into an office to steal an exam, we are then dealing with not only an academic violation, but is also theft.	<i>1st offense minor: Not applicable. It is recommended that all sanctions resulting from this misconduct be drawn from either moderate or major ranges.</i>		
		1st offense moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.
		1st offense major 2nd offense minor or moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.
<b>Submitting previous work:</b> Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor.	Students are often less informed regarding this form of academic dishonesty, and in some cases you may find that this breach occurs to some degree in an inadvertent manner as compared to other forms of academic dishonesty.	1st offense minor	Redo assignment to redo assignment and reduced grade for assignment	
		1st offense moderate	Redo assignment with reduced grade to F for assignment	
		1st offense major 2nd offense minor or moderate	F for assignment to F for course	
<b>Improper Influence:</b> The use of coercion, intimidation, or other unjust pressure to share, buy, sell course assignments, exams quizzes or any such assessment materials, including the demand for or the suggestion of payment for such services.	This form of misconduct is inherently premeditated and deceptive with the intent to defraud. The nature in which the materials were obtained, or services rendered, is critical in determining appropriate action in this type of case. For example, if a student were to demand payment or even hint that a payment (of any kind) is due for services rendered, the case concerns not only an academic violation, but is also misconduct.	<i>1st offense minor: Not applicable. It is recommended that all sanctions resulting from this misconduct be drawn from either moderate or major ranges.</i>		
		1st offense moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.
		1st offense major 2nd offense minor or moderate	F for course to...	... disciplinary sanction(s) which may include the XF grade.

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## Notes on improper use of course share sites:

The College of IST adopted the following changes to its AI policy:

- Course-Share-Sites exist for the purpose of violating our academic integrity policies.
- Improper use of a course-share site is defined as the use/sharing of unauthorized material drawn from/posted to a course-share-site. Such materials include Intellectual Property (belonging to another) and/or course materials pertaining to the assessment/evaluation of the learning process (assignments, quizzes, examinations, etc.).
- The improper posting of course material to a course share site may be treated as both an academic integrity violation and copyright infringement.
- For University Park students currently enrolled in an IST course:
  1. Improper use of a course-share-site is considered a violation of Academic Integrity.
  2. Faculty who discover or who are notified of course materials posted to a course-share site should treat such behavior as a violation of College of IST AI policy and follow-through with AI procedures.
  3. Serious/Repeat Offense cases may be referred to the Office of Student Conduct as a conduct issue.
- For University Park students not currently enrolled in an IST course (e.g., a course completed in a previous semester or have yet to declare an IST major):
  1. Improper use of a course-share-site is considered a violation of Academic Integrity.
  2. AI violations will be brought directly by the AI Committee.
  3. Serious/Repeat Offense cases may be referred to the Office of Student Conduct as a conduct issue.

## EXPLANATION of DISCIPLINARY SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Code of Conduct. More than one of the sanctions listed below may be imposed for any single violation.

### Primary Administrative Sanctions:

**CONDUCT CONVERSATION:** A conduct conversation is used in limited circumstances in very minor level cases. It is formal documentation that the student's misconduct has been discussed and future violations may result in further discipline action.

**CONDUCT WARNING:** A conduct warning is an indication to a student that his/her conduct violated the Code of Conduct and that further misconduct will result in more severe disciplinary action.

**CONDUCT PROBATION:** Conduct probation is assigned for a specified period of time and is intended to foster reflection, responsibility, and improved decision-making. Additional conditions and/or educational programs may be assigned as a component of the probation. Future established misconduct, failure to comply with any conditions or to complete any assignments may lead to a more severe disciplinary action, including suspension or expulsion.

Conduct probation may be recorded on the official University transcript when, either due to the serious nature of the offense or when a student's disciplinary history is significant, the Office of Student Conduct determines a notation is merited.

**CONDUCT SUSPENSION:** Disciplinary suspension from the University is assigned for a specified period of time. A suspended student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University

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facilities unless special permission is obtained from the Senior Director or designee. During the period of the suspension, a notation will appear on the student's official University transcript.

**INDEFINITE EXPULSION:** Indefinite expulsion from the University is for a period of not less than one calendar year, and re-enrollment must be approved by the Vice President for Student Affairs or designee at University Park or by the Chancellor or designee at other campus locations. During a period of indefinite expulsion, a student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Senior Director or designee. If a student wishes to return to the University after the period of his or her indefinite expulsion, he/she must request re-enrollment (in writing) from the Senior Director or designee. During the period of the expulsion, a notation will appear on the student's official University transcript.

**EXPULSION:** Expulsion of a student from the University is permanent. A student is precluded from registration, participation in any class, activity or program of the University, and residence on campus. In addition, the student is prohibited from using or visiting University facilities unless special permission is obtained from the Senior Director or designee. Expulsion requires administrative review and approval by the President. The sanction of expulsion is permanently noted on a student's official University transcript.

**XF Symbol and Grade:** If there has been an egregious act of academic dishonesty (e.g. breaking into an instructor's office to steal tests and selling them), then, with the concurrence of the instructor, college committee, and the Office of Student Conduct, a grade of F is recorded as the student's quality of performance in the course. The grade is accompanied by the symbol X indicating a sanction for academic dishonesty. The symbol (X) remains on the student's transcript for the period of the sanction, and the F grade remains on the student's record.

**Course Drop or Withdrawal:** A student who has been found responsible for academic dishonesty in a course may not drop or withdraw from the course. If the student processes a regular drop, late drop, withdrawal, or a retroactive late drop or withdrawal for the course, the action will be reversed and the appropriate grade and symbol will be recorded on the student's transcript.

Reference: <https://handbook.psu.edu/content/academic-integrity>