

Chatham University Honor Code

Policy on Academic Integrity

Overview

The Honor Code of Chatham University (“Chatham” or “the University”) sets forth a set of standards of student behavior and conduct that are grounded in the values embodied in Chatham’s Mission and Values Statements as well as other Chatham policies and rules. The Honor Code provides a framework to address allegations that a student (including students, recognized student organizations, athletic teams or other affiliated groups) failed to uphold the standards set forth herein.

The Honor Code is intended to foster and strengthen a learning, living, and working community that is committed to excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others, and whose members are committed to having these and the other Chatham values inform the choices they make.

Students are expected to familiarize themselves with their responsibilities under the Honor Code. Failure to do so will not constitute an excuse for failing to meet these responsibilities. The Honor Code is comprised of two distinct policies: **Student Behavior and Conduct Policy** and the **Academic Integrity Policy**. This document specifically focuses on the Academic Integrity Policy.

The purpose of this policy is to outline the academic integrity process in place at Chatham University to identify, report, and adjudicate acts of academic misconduct by students within all academic pursuits at the University.

I. Scope and Jurisdiction

This Policy applies to academic misconduct committed by Chatham students from the moment they accept admission until the moment they graduate or withdraw from the university. Accepting admission is defined as depositing for the upcoming term. A student who chooses to withdraw from the University rather than participate in the Academic Integrity process will still be held accountable for academic misconduct. The University reserves the right to continue the Academic Integrity process even after a student has withdrawn.

Chatham has jurisdiction over Honor Code related matters regarding academic misconduct that occur (i) on campus; (ii) during an official Chatham program or activity (regardless of location); (iii) off campus; (iv) or in an online or virtual space. The Honor Code applies regardless of whether the University is in session.

The University reserves the right to pursue matters through the Honor Code that may also be addressed in the civil or criminal legal system. Proceedings under the Honor Code can happen before, during, or after a civil or criminal proceeding. The University can also refer items to the civil or criminal legal system. Police officers in the Public Safety Department at Chatham University are certified under Pennsylvania Legislative Act 120: Municipal Police Officers Education and Training Act and/or Legislative Act 235: The Lethal Weapons Training Act, and are armed. The officers are sworn in by Allegheny County and have arrest powers as granted by Pennsylvania Legislative Act

501: The Private Police Act. Their jurisdiction includes all Chatham University property and all roads running through and adjacent to the campus. The Department of Public Safety also has the authority to investigate and issue citations for summary offenses and misdemeanors such as certain alcohol and drug offenses, disorderly conduct, etc., and generally will refer these issues to the Honor Code unless it is a more serious issue.

II. Related Definitions Under this Policy

This section serves to define and elaborate upon key terms appearing within the Honor Code.

Academic Integrity Board: Members of the Honor Code Committee who review a case in an Academic Integrity Hearing and who make recommendations to the Dean of the appropriate School(s) in which a student(s) is enrolled.

Academic Integrity Officer: The University official who manages the academic integrity process at the institution and serves as a non-voting ex-officio member of the Honor Code Committee.

Advisor: An advisor is here defined as a university employee who is a current or past member of the Honor Code Committee and who provides guidance through the Honor Code process. The advisor shall not make decisions for the student, but will assist a student in understanding the process, accessing student resources, and if applicable, attend an Academic Integrity Hearing.

Complainant: Complainant is here defined as the individual(s) who put forth the report of alleged academic misconduct that is in violation of the Honor Code.

Disciplinary Status: Disciplinary status is here defined as the resulting change or impact of sanctions upon a student's record and standing with the University, according to the sanctions and outcomes of academic integrity proceedings described herein.

Honor Code Committee: The Honor Code Committee is comprised of faculty and undergraduate and graduate students who assist in the adjudication process for acts of academic misconduct and student behavior and conduct issues.

Informal Resolution Process: The informal resolution process is defined as a form of resolution for academic misconduct infractions which are first-time offenses and/or which fall under categories that would not result in a separation from the University, as outlined in the Procedures section.

Transcript: The official Chatham University record of student academic credit and grades.

Recognized Student Organizations: Recognized Student Organizations are here defined as student groups that have completed the requirements necessary to be recognized by the Office of Student Engagement as active, sanctioned Student Organizations.

Respondent: Respondent is here defined as the individual(s) who has allegedly violated the Honor Code under the academic integrity policy, in other words, the student, students, recognized student organization, or athletic team that is responding to the reported academic misconduct.

Sanctions: Sanctions are here defined as the determined educational and/or disciplinary outcomes as determined by the party or parties who oversee the resolution of reported academic misconduct.

Student Conduct File: The Student Conduct File is here defined as the records (e.g., documents, communications, evidence) that will be retained on all students who participate in the Honor Code process. These records will be retained for seven years and may be used for a student background check or transfer requests.

Student Record: Student record is here defined as the permanent record stored in the Student Information System (SIS). The Student record is used internally and not released to the outside community unless written consent is given by the student.

III. Academic Integrity and Academic Misconduct Under this Policy

The following definitions provided are not all-inclusive but are illustrative of conduct that may breach the above expectations outlined in Section I: Overview, exposing a student, students, recognized student organization, or athletic team to disciplinary proceedings and sanctions, regardless of whether the conduct occurred during an academic term, or on or off campus.

Academic Integrity

Academic Integrity is defined as upholding the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to all academic pursuits at the University.

Academic Misconduct

Academic misconduct is defined as failure to abide by the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to academic pursuits at the University.

Acts of academic misconduct are distinguished by the nature of the act according to the reasonable belief of the instructor and fall into two broad categories – Technical and Substantiated.

Technical acts of academic misconduct are those reasonably believed by an instructor to be purely technical in nature and/or without intent to achieve an academic advantage. Technical acts include, but are not limited to incorrectly citing, paraphrasing, and attributing sources within an academic course or exercise. Technical acts of academic misconduct do not present egregious and blatant attempts to use or share sources or other materials in a manner consistent with substantiated acts of academic misconduct.

Substantiated acts of academic misconduct are those reasonably believed by an instructor to achieve an academic advantage and violate the tenets of the Chatham University Honor Code of excellence in all endeavors, honesty, personal integrity and accountability, and respect for the rights, opinions and well-being of others as they relate to academic pursuits, including research and internships, at or affiliated with the University. Substantiated acts include, but are not limited to the following:

- **Alteration of University Documents:** Forgery of any signatures; submitting an altered transcript of grades to or from another institution or employer; putting one's name on another individual's work; or falsely altering a previously graded exam or assignment.

- **Cheating:** Cheating includes fraud, deceit, or dishonesty in an academic course or exercise in an attempt to meet academic requirements by gaining an unfair advantage and/or using or attempting to use unauthorized materials, information, or study aids on any academic course or exercise.

Examples of cheating include, but are not limited to using any electronic device to copy, transmit, or receive information during an exam; any form of contract cheating such as asking or paying someone to take a test, write a paper, or complete any assignment for you; obtaining a copy of an exam without instructor permission; and sharing copies of exams with students who have yet to take the exam.

- **Disturbance in the Classroom or Lab:** Disturbances in a traditional or online classroom or lab that serve to create an unfair academic advantage for oneself or a disadvantage for another member of the academic community.

Examples of disturbing a classroom or lab include, but are not limited to stealing or damaging lab equipment and/or experiments; pulling the fire alarm to avoid a course or exercise.

- **Facilitating Academic Misconduct:** When an individual helps or attempts to help another individual carry out an act of academic misconduct.

Examples of facilitating academic misconduct include, but are not limited to collusion; any form of contract cheating such as willingly providing or selling a paper, notes, handouts, and/or any other materials in an unapproved manner that provide an academic advantage to another student; agreeing to take a test, write a paper, or complete an assignment for someone else; or falsifying information or forging signatures on course documents.

- **False Representation, Fabrication or Alteration of Information:** The unauthorized falsification or invention of any information or citation in any academic course or exercise.

Examples of false representation, fabrication, or alteration of information include, but are not limited to furnishing false information about oneself or a writer and/or speaker; fabricating or altering information and presenting it as legitimate; providing false or misleading information to an instructor or any other University official.

- **Plagiarism:** Plagiarism is when one represents the organizational design, ideas, phrases, sentences or larger units of discourse from another writer and/or speaker without proper acknowledgement in an academic course or exercise. Plagiarism occurs when one fails to document all the sources of text and ideas that derive from someone else's work.

Examples of plagiarism include, but are not limited to, failure to enclose text copied directly from a source in quotation marks and to identify the source; failure to identify a

source of summarized or paraphrased material; failure to identify the source of an idea taken from someone else's work; cutting and pasting from electronic sources without citation; self-plagiarism of one's previous work in an unapproved manner; and failure to acknowledge sources from various formats or mediums, including web pages, television, films, artwork, digital or sound recordings, speeches, and traditional hard copy.

IV. Reporting Acts of Academic Misconduct

Individual Responsibility as a Member of the Chatham University Community

Any member of the Chatham University community who has witnessed an apparent act of academic misconduct (technical or substantiated), or has information that reasonably leads to the conclusion that such an act has occurred or has been attempted, has the responsibility to inform the Academic Integrity Officer or their designee as soon as possible at academicintegrity@chatham.edu to ensure adherence to the University's academic integrity policy and procedures.

Contacting the Academic Integrity Officer initiates notification of instructors, Chairs/Program Directors, and/or Deans to apparent acts of academic misconduct in order to comply with this policy and its procedures.

V. Consequences for Acts of Academic Misconduct

The Honor Code strives to educate students to promote personal growth and understanding of what it means to be a contributing member of the University community. While sanctions aim to be educational in nature, sanctions can also be punitive depending upon the circumstances of the act of academic misconduct. The determination of sanctions is based upon several factors, including the nature of the act of academic misconduct, the impact of the act of academic misconduct on the community, any previous acts of academic misconduct, and any mitigating or aggravating circumstances.

A. Disciplinary Status

It is expected that Respondents found responsible for an act of academic misconduct will be subjected to at least one of the following disciplinary statuses and may be subject to an accountability and support plan, which is designed to educate and encourage reflection on the student's decisions and provide assistance in gaining skills to avoid and prevent future academic misconduct. All student-athlete disciplinary statuses will be reported to the Athletics Department and athletes may be subject to additional process and sanctions.

Educational Warning: An unofficial written notice generally used for first-time, technical acts of academic misconduct that fall within the informal resolution process. It indicates that the academic misconduct violated the tenets of the Honor Code and warrants education and modification for the future. A student who is in this status may still complete an accountability and support plan, but this status will typically warrant a discussion and reflection on better decision-making as well as gaining skills to avoid and prevent future academic misconduct. Unlike other sanctions, an educational warning status will not appear in a student's conduct file, but it will be maintained in the Academic

Integrity Officer's academic misconduct records and may be taken into consideration if additional academic misconduct occurs.

Disciplinary Warning: An official written notice which conveys that the academic misconduct violated the tenets of the Honor Code and that future acts of academic misconduct may result in more severe disciplinary sanction. This sanction status will be reflected in the Student's Conduct File and could be reported per Section VII: Retention of Records.

Probation: An official written notice indicating that subsequent acts of academic misconduct will result in a review for suspension or dismissal from the University. The probation will be enacted for a specified duration admonishing a student that if the student is found responsible for engaging in academic misconduct during this time period more severe disciplinary sanctions will be imposed. Conditions of probation include, but are not limited to, loss of privileges and fines and fees. This status is used in the case of substantiated acts of academic misconduct and repeated acts of academic misconduct. This sanction status will be reflected in the Student's Conduct File and could be reported per Section VII: Retention of Records.

Suspension: An official written notice outlining the separation of the student from the University for a defined period of time, after which the student is eligible to return. The sanction prohibits attendance at any classes and participation in the University Study Abroad program and may restrict access to University grounds or buildings, as well as attendance at University sponsored social events or other functions. The student may not register or enroll until the stated period of suspension is completed and any requirements for the period of suspension or conditions to return to the University are fulfilled. This sanction status will be reflected in the Student's Conduct File and on the official transcript.

Dismissal: An official written notice outlining the permanent separation of the student from the University. This sanction status will be reflected in the Student's Conduct File and on the official transcript. This record will be retained permanently.

B. Student and Recognized Student Organization Accountability and Support Plan Options

Respondents may also be subject to an Accountability and Support Plan, which is designed to educate and encourage reflection on the student's decision-making process as well as gaining skills to avoid and prevent future academic misconduct. Accountability and Support plans can be created for individual students, recognized student organizations, athletic teams, and/or groups of students.

An Accountability and Support plan for a technical act of academic misconduct may include, but is not limited to, requiring the student to resubmit the assignment or take a new exam; failing the student on the assignment or exam; lowering the student's grade in the course; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; requiring the student to participate in a workshop, seminar, or tutorial on ethics, academic integrity, or specific writing mechanics; or the appointment of a writing tutor to assist with writing skills.

An Accountability and Support Plan for a substantiated act of academic misconduct may include, but is not limited to requiring the student to participate in a workshop or seminar on ethics or academic integrity; requiring an assigned paper or research project related to ethics or academic integrity; scheduling a meeting with the Academic Integrity Officer; participation in a credit bearing course on ethics or academic integrity; failure of the course; removal of graduate fellowship or assistantship support; removal of scholarships or honors; probation; suspension for one or more semesters/terms; or dismissal from the University in addition to any course-based or institutional sanctions recommended by the instructor, Academic Integrity Board and Dean of the appropriate school.

A student who chooses to withdraw from the University rather than participate in the academic integrity process will be classified as having been withdrawn for reasons of academic misconduct and a hold will be placed on the student's account. A student who withdraws under these circumstances is not permitted to reenroll or participate in any class or program until the pending matter is resolved. A student cannot avoid consequences for violating the University's Academic Integrity Policy by withdrawing from the course in which the violation occurred. The University reserves the right to change any Withdrawal (W) grades to a letter grade based on the outcome of the academic integrity process.

If a student does not complete the sanctions and/or accountability and support plan associated with their act of academic misconduct by the determined deadline, the student will be placed on probation and a hold may be placed on the student's account.

Extenuating circumstances which prevent a student from completing sanctions and/or accountability and support plan by the determined deadline must be documented and will be considered on a case-by-case basis.

VI. Appeals to Decisions on Acts of Academic Misconduct

A student, students, recognized student organization or athletic team that has gone through the Formal Resolution process, has the right to file a written appeal with the Vice President for Academic Affairs (VPAA) within five (5) business days of receiving the Dean's decision for the following reasons only: 1.) a procedural error unfairly and materially affected the outcome of the case 2.) evidence has been discovered that was not reasonably available at the time of the hearing or 3.) there was a clear abuse of discretion on the part of the Honor Code Committee.

The appeal must identify and cite the issues or findings the student is challenging as well as documentation supporting their position.

The VPAA will contact the student who makes an appeal regarding the next steps in the review of the appeal.

The VPAA's decision will be final and communicated to the student in writing within ten (10) business days.

Further instructions on how to write an appeal will be provided to a student with the Dean's decision. Questions about the appeals process should be directed to the Academic Integrity Officer.

VII. Retention of Records

Chatham University retains outcomes of the Student Honor Code and Academic Integrity proceedings in the student record and in the student management system. Records of the proceedings are maintained by the Dean of Students and/or Academic Integrity Officer.

Records of student conduct and academic integrity proceedings are confidential and are not released to any external individual, agency, or organization except without the prior written consent of the current/former student or as otherwise required or authorized by law, court order or University policy.

Records pertaining to student conduct and academic integrity proceedings generally do not result in a notation on the student transcript unless the student is suspended or dismissed as a result of these proceedings. Educational Warning statuses are not included in the student's conduct file.

All other statuses outlined in Consequences for Academic Misconduct will become a part of the student conduct file and will be retained for either the period of time required under the federal Clery Act (which in most cases is six to seven years after the date the incident was reported to the University), or seven years after final separation of the student from the university, whichever is longer.

For purposes of determining final separation from the University, a student must be separated for seven continuous years. If a student reenrolls in any student program within seven years, the calculation of the final separation date will reset. If a student withdraws from the University prior to final adjudication of a student conduct or academic integrity matter or fails to fulfill all obligations to the University, the records of the proceedings will be retained indefinitely.

VIII. Amendment/Review of Policy

The Chatham University Honor Code – Policy on Academic Integrity will be reviewed by the Academic Integrity Officer, the Committee on Academic Policy, the Honor Code Committee and the designated body one year after implementation and then every three years thereafter. In addition, the Honor Code may be amended at any time due to a change in local, county, state, or government laws and/or policies.

IX. Forms

- **Academic Misconduct Form** can be found on myChatham.edu in Documents & Forms under Academic Integrity.

X. Contacts

Questions regarding the interpretation of this policy should be directed to:

Academic Integrity Officer
Chatham University
One Woodland Rd.
Pittsburgh, PA 15232
academicintegrity@chatham.edu

The Vice President for Academic Affairs is the University official responsible for the administration and interpretation of this policy.