

Academic Integrity Policy

All education is a cooperative enterprise between faculty and students. This cooperation requires trust and mutual respect, which are only possible in an environment governed by the principles of academic integrity. As an institution devoted to teaching, learning, and intellectual inquiry, Holy Cross expects all members of the College community to abide by the highest standards of academic integrity. Any violation of academic integrity undermines the student-faculty relationship, thereby wounding the whole community. The principal violations of academic integrity are plagiarism, cheating, and collusion.

Definitions

Plagiarism is the act of taking the words, ideas, data, illustrative material, or statements of someone else, without full and proper acknowledgment, and presenting them as one's own.

Cheating is the use of improper means or subterfuge to gain credit or advantage. Forms of cheating include the use, attempted use, or improper possession of unauthorized aids in any examination or other academic exercise submitted for evaluation; the fabrication or falsification of data; misrepresentation of academic or extracurricular credentials; and deceitful performance on placement examinations. It is also cheating to submit the same work for credit in more than one course, except as authorized in advance by the course instructors.

Collusion is assisting or attempting to assist another student in violating the Academic Integrity Policy.

Procedures

At the beginning of each course, faculty members should address the students on academic integrity and how it applies to the assignments for the course. The faculty should also make every effort, through vigilance and through the nature of the assignments, to encourage integrity in all forms.

It is the responsibility of students, independent of the faculty's responsibility, to understand the proper methods of using and quoting from source materials (refer to <http://libguides.holycross.edu/citationhelp> or standard handbooks such as *The Little Brown Handbook* and *The Hodges Harbrace Handbook*), and to take credit only for work they have completed through their own individual efforts within the guidelines established by the faculty.

The faculty member who observes or suspects that the policy was violated should first discuss the incident with the student. The very nature of the faculty-student relationship requires both that the faculty member treat the student fairly and that the student responds honestly to the faculty's questions concerning the integrity of his or her work.

If convinced that the student violated the Academic Integrity Policy, the faculty member shall impose an appropriate sanction in the form of a grade reduction or failing grade on the

assignment in question and/or shall assign compensatory course work. The sanction may reflect the seriousness of the violation and the faculty member's assessment of the student's intent. In all instances where a faculty member does impose a grade penalty because of a policy violation, he or she must submit a written report to the Chair or Director of the department and the Class Dean. This written report must be submitted within a week of the faculty member's determination that the policy on academic integrity has been violated. This report shall include a description of the assignment (and any related materials, such as guidelines, syllabus entries, written instructions, and the like that are relevant to the assignment), the evidence used to support the complaint, and a summary of the conversation between the student and the faculty member regarding the complaint. The Class Dean will then inform the student in writing of the charge of a violation of the policy and of the right to have the charge reviewed. The student will also receive a copy of the complaint and all supporting materials submitted by the faculty member. The student's parents or guardians will be notified of the charge as appropriate under the requirements of FERPA.

Review of Charge

The student's request for a formal review must be made in writing to the Class Dean within one week of the notification of the charge. The written statement must include a description of the student's position concerning the charge by the faculty. A review panel consisting of a Class Dean, the Chair or Director of the department of the faculty member involved (or a tenured member of the same department if the Chair or Director is the complainant), and an additional faculty member selected by the Chair or Director from the same department, shall convene within two weeks to investigate the charge and review the student's statement, meeting separately with the student and the faculty member involved. The Chair or Director of the complainant's department (or the alternate) shall chair the panel and communicate the panel's decision to the student's Class Dean. If the panel finds by majority vote that the charge of dishonesty is supported, the faculty member's initial written report to the Class Dean shall be placed in the student's file until graduation, at which time it shall be removed and destroyed unless a second offense occurs. If a majority of the panel finds that the charge of violating the policy is supported, the student will be sanctioned according to the requirements described below under "Sanctions." If a majority of the panel finds that the charge of violating the policy is not supported, the faculty member's initial complaint shall be destroyed, and the assignment in question shall be graded on its merits by the faculty member. The Class Dean shall inform the student promptly of the panel's decision. The student's parents or guardians will be notified of the decision as appropriate under the requirements of FERPA.

The Class Dean may extend all notification deadlines above for compelling reasons and will notify all parties in writing of any extensions as appropriate.

Sanctions

Each instance of violating the Academic Integrity Policy reported to the Class Dean (provided that the charge of violating the policy is upheld following a possible review, as described above) shall result in an administrative penalty in addition to the penalty imposed by the faculty member. For a first instance of violating the Academic Integrity Policy, the faculty member's

initial written report to the Class Dean and the Class Dean's letter to the student shall be placed in the student's file until graduation, at which time it shall be removed and destroyed unless a second offense occurs. Additionally, the student must participate in a workshop on academic integrity, arranged through the Class Dean.

A second instance of violating the Academic Integrity Policy results in academic suspension for two consecutive semesters, effective at the conclusion of the semester in which the second violation of the policy occurred. Multiple charges of violating the policy filed at or about the same time shall result in a one-year suspension if there have been no earlier violations of the policy or dismissal if there was an earlier violation of the policy (see description of a third violation below). The faculty member's initial written report to the Class Dean and the Class Dean's letter to the student shall be placed in the student's file. After the suspension, readmission is unconditional if the student is in good financial and disciplinary standing with the College. Students who wish to return to the College should notify the Class Dean well in advance of the semester they wish to return.

A third instance of violating the Academic Integrity Policy results in dismissal from the College, effective at the conclusion of the semester in which the violation of the policy occurred. Multiple charges of violating the policy filed at or about the same time shall result in dismissal if the student has a prior violation of the policy on record.

Students who are suspended or dismissed for violating the policy may appeal to the Committee on Academic Standing, which may uphold the penalty, overturn it, or substitute a lesser penalty. A penalty of dismissal, if upheld by the Committee, may be appealed to the Provost and Dean of the College.