

## Policy on Academic Integrity

Students are expected to conduct themselves with integrity and honesty while completing course requirements and complying with college academic regulations. Violations of academic integrity include, but are not limited to, the following:

1. **Plagiarism:**  
The presentation of another's writing or another's ideas as one's own without citation;
2. **Cheating:**  
The use or provision of any unauthorized assistance when completing an exam or individual assignment;
3. **Falsification:**  
The fabrication of signatures, notes, reports, data or other academic information; the submission of reports, papers or exams prepared by a person other than the student; this includes purchasing or selling term papers or other academic materials;
4. **Procurement:**  
The distribution or acceptance of prior or current lab assignments, exams or other academic matter without the permission of the instructor; and
5. **Co-submission:**  
The submission, without permission of the instructor, of academically required materials previously or contemporaneously submitted in whole or in substantial part in another course.

A breach of academic integrity as determined by the instructor will result in automatic failure of the exam, paper or course, and/or ineligibility to repeat the course, a requirement for additional academic work or other sanctions as stated in the course syllabus. In general, it is expected that most infractions will be handled between the student and the faculty member. Serious or repeated infractions, however, will be reported to the student's academic major program chair as defined below and to the vice president for academic affairs or dean, as appropriate.

The student may appeal decisions or judgments as outlined in the appeals procedures below. Repeated infractions may result in dismissal from the college.

## Procedures for Alleged Violations of the D'Youville College Policy on Academic Integrity

An instructor who has knowledge that a student has committed a violation of the policy on academic integrity may respond as outlined above. If the student wishes to appeal the faculty member's decision, then the faculty member will, upon notification of the initiation of this appeal, notify in writing the chair of the student's academic major. If the student has no academic major, the department chair in which the student receives academic advisement will be notified.

Appeals from the instructor's decision will be made first to the instructor's chair or program head, then to the academic integrity board and then to the appropriate dean, whose decision will be final. An adverse decision may subject the student to additional program specific sanctions. In the event that the appeal is not upheld, a record of the violation and the penalty imposed will be a part of the student's academic record (department and registrar's office) while at the college.

If the student's records show prior offenses of the academic integrity policy, the matter will be reported to the chair of the student's major and the appropriate dean. The chair will decide upon appropriate sanctions and the matter will be reviewed by the academic integrity board. The decision made by the academic integrity board can be appealed to the appropriate dean, whose decision will be final.

At every step in the appeals process, the student retains the right to review and rebut the accusations of academic misconduct and the evidence that supports them.

The academic integrity board will be comprised of the members of the academic policies committee of the faculty council. Members of the committee who are involved in the alleged violation will recuse themselves from the proceedings. Sanctions for second and subsequent violations of the academic integrity policy require approval by members of this board and are as follows:

1. Dismissal from the student's academic program with either an opportunity to reapply after one semester or one year or no opportunity to reapply.
2. Mandatory leave of absence from the college for at least one semester and no more than two semesters. The term semester does not include summer sessions or courses. Any credit earned at another institution while a student is on a mandatory leave of absence will not be accepted by D'Youville College for any purpose.
3. Dismissal from the college with no opportunity to reapply.