

## **Avila University Academic Honor Code**

Avila University is a values based community whose members dedicate themselves to excellence in teaching and learning. The Avila Value Statements guide and inform the actions and choices of all members of the Avila Community. In accordance with the University mission, students, staff and faculty commit to uphold the highest standards of academic integrity and personal conduct. Adhering to the Avila University Academic Honor Code will be reflected through actions, intentions, and support of the common good and means that members will:

- demonstrate ethical behavior;
- take responsibility for one's own learning;
- build trust within the community;
- produce credible work.

## **Definitions of Academic Dishonesty**

**Academic Dishonesty** is the process in which an individual or a group engages in an unethical behavior to alter the integrity of an academic work or an academic requirement. Examples of academic dishonesty include but are not limited to the following:

- **Plagiarism** is the act of taking ideas from another and representing them as one's own work without acknowledging the source. Examples include not using proper citations to indicate the true source for an assessment, copying or pasting someone else's work in an assignment, and submitting a similar or identical work completed by someone else.
- **Cheating** is giving or receiving unauthorized information prior, during or after an exam or assignment. Examples include but are not limited to copying answers from another student's work, communication via voice or electronic devices to other students before, during or after an exam, using hidden notes and/or stored information on electronic devices during an exam, signaling answers, taking pictures of an exam or another student's work, and unauthorized use of internet access.
- **Fabrication** is the falsification of data, citations, unauthorized signatures or other information for an academic assessment. Examples include fictitious sources to meet bibliography requirements, falsifying lab results submitting someone else's work as your own, and changing answers or a grade on a returned assessment to claim an error in

grading.

- **Impersonation** is a situation when a person other than the student completes an academic assessment. The person completing the assessment and the one making the request are both engaging in academic dishonesty. Examples include having someone else write a paper take a placement, online, or in-class.
- **Deception** is providing false information. Examples include false claims to request deadline extensions or excused absences, claiming they have submitted or completed work when they actually have not, or providing false information on any University application.
- **Sabotage** is destroying or preventing access to materials or disrupting the academic work of other students. Examples include removing materials or equipment, deleting files, or destroying or manipulating others' work.
- **Complicity** is knowingly contributing to or witnessing an act of academic dishonesty and not reporting it. Examples include not reporting to the designated office.
- **Multiple Submission** is the act of submitting a previously completed assessment in a prior course at Avila or another university for an assessment in a different course to earn credit, unless prior approval has been granted by the instructor. An example is a paper that has graded for another course and then resubmitting that same paper for the new course to meet the course requirements.
- **Misuse of Intellectual Property via information Technology** is accessing network systems (hacking) to steal information, violating copyright agreements, or disrupting electronic communications. Examples include modifying computer software or hardware to gain unauthorized access to information or data, using copyrighted material (unless it is "fair use") without permission, illegally downloading protected files (sharing movies, music, film, texts and other materials without authorization or purchase), and defeating or attempting to bypass or defeat security systems put into place to assure confidentiality of information.
- **Forgery** is the imitation or counterfeiting of signatures and documents e.g. for admission, internship, financial aid requirements.

## Processes for Academic Honor Council

- 1.(a) Any instructor who discovers that a student has substantively compromised the integrity of an academic work or requirement or otherwise violated the Academic Honor Code must report the violation and provide documentation, including an Academic Honesty Incident Report, to the Dean associated with the academic course. The Dean will report the offense to the Academic Vice President (or their designee) and the academic advisor and provide each with a copy of the documentation. The instructor will decide on the course related sanction for the offense (for example: a warning, zero on assignment, "F" in the course, etc.). If the violation is not associated with an academic course the violation is reported to the Dean of the school of the student's first major.
  
- 1.(b) Any member of the Avila University community, other than an instructor, who has personal, first-hand knowledge that a student has violated the Academic Honor Code must report the violation and provide an Academic Honesty Incident Report and any other documentation to the Dean associated with the academic course or to the Academic Vice President who notify the Dean. If the violation is not associated with an academic course the violation is reported to the Dean of the school of the student's first major.
  
2. For the first offense, the student will receive written notification of the reported violation from the Dean and must meet with the Dean and his/her academic advisor. Depending on the severity of the offense, the Dean may impose sanctions and/or request that the student meet with the Academic Honor Council. If the student fails to appear or to follow recommendations, he/she will not be allowed to enroll in the next semester.
  
3. For the second offense, the student will receive written notification of the reported violation from and must meet with the Academic Vice President. Depending on the severity of the offense the Academic Vice President may impose sanctions and/or request that the student meet with the Academic Honor Council. If the student fails to appear or to follow recommendations he/she will not be allowed to enroll in the next semester.
  
4. If a third offense is reported the student will be required to attend an official hearing before the Academic Honor Council which will determine the sanction. The sanction may include

but is not limited to:

- a. Warning only
  - b. Required meeting with relevant campus offices
  - c. Notification of co-curricular advisors for possible disciplinary action
  - d. Suspension from school for a set period of time and may be required to meet certain criteria/conditions in order to return.
  - e. Dismissal from the University
5. If a student is allowed to continue at the University after the third offense, and a fourth offense is reported, the Academic Honor Council will meet to determine need for further review or immediate dismissal from the University.
  6. Individual program policies pertaining to integrity and academic honesty take precedence over policies and procedures set forth in the Academic Honor Code. Nonetheless, all incidents of academic dishonesty must be reported as set forth in the the Academic Honor Code.
  7. Records of accumulated reported offenses of compromised integrity will be maintained in the office of the Vice President for Academic Affairs. When the student successfully graduates from Avila University, these records will be destroyed.

### **Academic Honor Council Membership**

1. Members of the Academic Progress Committee.
2. One student, selected from the Dean's List, will be appointed by Student Senate.

### **Academic Honor Council Hearing Proceedings**

1. The Academic Honor Council (the Honor Council) will meet when notified by the Academic Vice President.
2. The Academic Vice President will forward the documentation from all previous and current offenses to the Honor Council and the student.

3. Hearings are closed to the public.
4. When possible, all of members of the Honor Council should be present for all hearings. At least 2/3 of members (rounded to the nearest whole number) must be present in order have quorum and convene a meeting.
5. If there is a conflict of interest the Honor Council member(s) must recuse him/her self from the hearing.
6. If the student alleged to be in violation of the honor code does not attend the agreed upon scheduled hearing, this will be interpreted as an admission of guilt as well as authorization to proceed to hearing without the student's participation and the Honor Council will decide on appropriate sanctions.
7. The student has 15 minutes to present his/her case/evidence. If they so choose, they can admit guilt. If there is admission of guilt, the student can then recommend what they feel is a fair sanction for their lack of integrity.
8. Following the student's presentation of his/her case, the Honor Council members can ask questions of the student.
9. Following the questioning phase of the hearing, the student is dismissed and the Honor Council will then deliberate and determine sanction.
10. Determination of sanction requires the agreement of the Honor Council members in a number equal to a 2/3 vote (rounded to the nearest whole number) of all members whether all members are present or not. Proxy votes are not allowed.
11. The decision of the Honor Council will be sent to the student in a self-addressed envelope via USPS certified mail and Avila University email within 48 hours of the hearing.
12. Decision of the Honor Council is final for all except dismissed students.
13. Dismissed students may file an appeal for up to one year from the date of the hearing by submitting a signed letter requesting reinstatement and explaining why the request should be granted. Documentation to support the appeal may also be submitted. The Academic Honesty Appeal Council (the Appeal Council) consisting of one university Vice President, one Dean and one student selected from the Dean's list and appointed by the Student Senate will hear the appeal.
14. The appeal is limited to the following: the original hearing was not conducted fairly in accordance with set procedures, the decision was not based on substantial verified information, and/or the sanction imposed was inappropriate for the violation.
15. No one who has participated in the hearing proceedings may also be a member of the

Appeal Council. If there is a conflict of interest the Appeal Council member(s) must recuse him/her self from the appeal hearing.

16. The student will be notified of the Appeal Council decision in writing via Avila Universtiy email and via USPS certified Mail.