

# **Scholastic Honesty Procedures for City University European Programs**

Effective September, 2008

## **1. Introduction**

### a. Documents

The Scholastic Honesty program is based on the City University of Seattle Scholastic Honesty Policy document, the current version of which was approved in August, 2008 at Bellevue, Washington. This Policy is implemented by the procedures developed for the European programs, which are given herein. There is some flexibility in these procedures as long as there is adherence to the Policy. Both the Policy document and this procedures document are available for all students and instructors at <http://www.vsm.sk/en/students/scholastic-honesty/policies-and-procedures/> and <http://www.vsm.sk/en/faculty/scholastic-honesty/>

### b. Applicability to different academic levels (IEP, BSBA, MBA)

Although violations of Scholastic Honesty are generally considered more serious at higher educational levels, it is believed that the fundamental principles of academic integrity can and should be understood and honored by all students. Thus, the City University Scholastic Honesty Policy applies to all students, regardless of academic level.

## **2. Instructors' responsibilities**

### a. Information in the syllabi

Syllabi for all courses should include a short section addressing scholastic honesty; a policy statement that may be used is available at <http://www.vsm.sk/en/faculty/scholastic-honesty/>

### b. Explanation in the classroom

The Scholastic Honesty section in the course syllabus should be reviewed by the instructor with every class at the beginning of each course. There should be a full and clear discussion of the scholastic honesty rules and the requirements of the instructor. The instructor should have a copy of the City University Scholastic Honesty Policy and this document for reference during the discussion, and tell the students that they may obtain copies at <http://www.vsm.sk/en/students/scholastic-honesty/policies-and-procedures/>

It is intended that students will understand the value of the Scholastic Honesty program to themselves, and that they will want to be “owners” of it. The students should be aware that the value of an academic degree depends upon the academic integrity of the institution awarding it, and that scholastic honesty is mandatory for that integrity.

With respect to operation under the Policy, it should be emphasized that:

- i. Any submission by a student to an instructor must be the work of that student alone unless clear attribution is given. The student should consider that placing his/her name on a paper is equivalent to the signed statement, "This work is entirely my own." Violation of this rule is cause for severe penalties as specified in the Policy document (and repeated in the Sanctions section below). A list of examples of specific violations of scholastic honesty is given in the Policy document.
- ii. In research papers, all source materials must be properly referenced and cited as specified in the current City University style sheet manual. Particular attention should be paid to the proper referencing and citation of direct quotations.
- iii. Students are personally responsible for protecting their individual work from being copied and/or submitted by another student. If one student provides material to another student who turns it in as his/her own, both students have committed a scholastic honesty violation. Students should know that computer network drives accessible to them are not secure, and therefore to preclude “theft,” work should not be saved on them.

c. Assignment definitions

It is critical when assignments are made, especially in the case of homework or group assignments, that the requirements with respect to individuality of work be made very clear.

d. Archives of student papers

All major papers submitted by students should be placed on the computer network secure drive designated for that purpose. Instructors will give instructions as to when and how this is to be done. It is hoped that this will deter student copying of previously submitted papers. All files received into the archives are submitted to [www.TurnItIn.com](http://www.TurnItIn.com) for plagiarism checking.

A student is not to be given a grade for particular assignment unless he/she submits an electronic copy to the archives. Without this electronic copy the student receives a grade reduced by a percentage designated to the assignment in question. If the electronic copy of assignment is not submitted within 30 days, the reduced grade is to be posted to the student record.

### 3. What an instructor should do when a violation of scholastic honesty is suspected

City University has set an absolute standard of scholastic honesty. Faculty members must therefore deal with *all* instances in which any student may have violated the Policy. For very minor situations, faculty members may give a verbal reprimand, require that an assignment be redone, or reduce a grade. In this case, the student must agree to the penalty and the instructor should keep a record of the incident. Any other case must be referred to the Scholastic Honesty Committee. Referral to and action by the Committee should be as immediate as possible.

a. Instructor / student interaction; consultation with Scholastic Honesty Committee Chair

Normally an instructor should talk with the student as soon as possible upon suspecting a scholastic honesty violation. The purpose of this conversation should be to gain as accurate an understanding as possible of what occurred. It is usually advisable not to make an immediate decision of guilt or to try to resolve the issue unless the situation is very minor and the facts are absolutely clear. If it appears there has been a violation of the Policy, the Chair of the Scholastic Honesty Committee should be contacted before going further. This allows discussion of options and will help insure that procedures are followed to enable fair and proper resolution of the case.

b. Submission of cases to the Scholastic Honesty Committee

If after discussion with the Scholastic Honesty Committee Chair it is determined that a charge needs to be filed, a Scholastic Honesty Violation Allegation form and the student's paper which is the subject of the allegation, along with any other supporting documentation regarding the case is submitted to the Scholastic Honesty Committee Chair. The form is at <http://www.vsm.sk/en/faculty/scholastic-honesty/>

Because the form is part of an official record, a copy of which goes to the student, it should be word processed, printed, and then signed by the instructor. The instructor must also request that the Admissions office place a "K" grade designation on the student's record. The Scholastic Honesty Committee Chair will advise the instructor how to do this, as it depends upon when during the quarter the allegation is made. The "K" designation prevents any student status change or final grade calculation until the Scholastic Honesty case is resolved.

c. Instructor / Student involvement during case proceedings

Once the above materials are submitted, the case is out of the hands of the instructor. If the course has not yet concluded, the student may continue with full class participation until resolution of the case unless the faculty member and Dean jointly determine that the student's conduct interferes with others' learning.

### 4. SH Committee proceedings

a. Allegation of Violation of Scholastic Honesty notification

The Scholastic Honesty Committee Chair will set a hearing date and send an Allegation Notification letter to the student. This letter, sent by registered mail (and a copy delivered by hand if the student is attending classes locally, or by email) officially informs the student of the allegation

and the hearing date. Included with the letter are copies of the Scholastic Honesty Violation Allegation form, the Scholastic Honesty Policy, a copy of the student's work which is in question, and supporting evidence of the alleged violation, if appropriate. The hearing date is set at least 10 days from the letter postmark to give the student time to prepare a response if s/he desires; the student has the option of appearing or not at the hearing. The instructor may attend the hearing at his or her discretion, or if requested by the Chair.

b. Hearings

SH cases are heard by a committee consisting of 3 Scholastic Honesty panel members and the Chair. The Chair conducts the hearing, but is a non-voting participant. If the student chooses to attend the hearing, his/her testimony is heard, and then questions may be asked by the Committee members. Following this, the student is dismissed from the hearing, and the Committee deliberates, coming to a decision by vote. The decision of the Committee will be that there is: (1) no finding of a breach of the Scholastic Honesty Policy, or (2) a finding that a breach of the Scholastic Honesty Policy did occur. In the event the decision is verdict (1), the case is closed and there are no penalties. In the event the decision is verdict (2), the Committee determines the penalties as specified in the Sanctions section below. The Chair will notify the student of the Committee's decision and penalties, if any, by registered letter. The Chair will also notify the instructor and appropriate administrative personnel of the decision, and implement the clearing of the "K" grade designation on the grade sheet. In the event no breach of the Scholastic Honesty Policy is found, the material submitted by the instructor shall be graded. The instructor may, at his or her discretion, request that another grader assign the mark for the student's work.

c. Sanctions

The Scholastic Honesty Policy specifies the following maximum penalties in the event of a finding of a breach of the Policy:

- i. first offense, 0.0 grade for the course and suspension for an academic quarter
- ii. second offense, 0.0 grade for the course and suspension for two or more quarters
- iii. third offense, 0.0 grade for the course and expulsion from the University

At the Committee's discretion, lesser sanctions may be imposed, based on unique circumstances or the evidence presented.

Suspension means that the student may not attend any university classes or functions whatever.

When a student has been penalized under the Scholastic Honesty Policy, no refund shall be made of course registration fees.

[Note: Unusual circumstances with respect to the timing of hearings and suspensions may arise in cases where a course is a prerequisite for a following course, where a student may want to repeat a course in the summer quarter, or in programs where courses are shorter than the academic quarter.

The following general rules will apply:

- (1) If schedules permit, the Scholastic Honesty Committee hearing, considering the 10-day period for student responses, will be scheduled to permit resolution before the next quarter official registration date; late registration will not be permitted after a Scholastic Honesty Committee decision. [See exception (1) below.]
- (2) The start of any suspension will be the start of the next quarter following the Scholastic Honesty Committee decision; in the case of a decision made in the Spring quarter, the next quarter will be considered to be the Fall quarter. If a student is suspended for the Fall quarter, s/he may take courses during the intervening Summer quarter. [See exception (2) below.]
- (3) If a student penalty is a 0.0 course grade and suspension, the course may not be repeated until after the suspension period.

(4) If a student academically fails a course that also is the subject of a Scholastic Honesty case (with K designation showing on the grade sheet), the student may not register to retake that course until the Scholastic Honesty Committee resolves the case and removes the K designation.

Exceptions to the general rules:

- (1) If the course associated with the Scholastic Honesty case is a prerequisite for a course that must be taken for the student to continue his/her studies (such as in the Intensive English Program), scheduling of the Scholastic Honesty hearing will be accelerated as much as possible and late registration will be permitted if approved by the Admissions Office, providing the hearing results do not preclude such registration.
- (2) If a graduating student suspension decision is made in the Spring quarter, and if that student could finish his/her program by retaking the course in the Summer quarter, the suspension will apply to the Summer quarter rather than the Fall quarter.]

d. Appeals

The Scholastic Honesty Policy specifies that a student may appeal a decision of the Scholastic Honesty Committee to the Provost within ten working days of receipt of the decision letter. The Provost normally delegates authority for final resolution of the appeal to the Dean of Academic Affairs in Central Europe or Southeastern Europe. The appeal is evaluated on the basis of irregularities in procedure or submission of new facts or evidence, not on the judgment of the Committee.

**5. Appointment of the Scholastic Honesty Committee Chair**

The Dean of Academic Affairs appoints the Chair, with approval from Bellevue, Washington.

**6. Appointment of Scholastic Honesty Committee**

At the beginning of each academic year, the Dean of European Programs, will appoint a Scholastic Honesty panel. The panel shall consist of ten members, five each from Trenčín and Bratislava. For each subsequently scheduled hearing, a Scholastic Honesty Committee shall be formed, by the Chair, composed of three members of the panel, plus the non-voting Chair of the Committee.

**7. Scholastic Honesty Committee Communications**

The Scholastic Honesty Committee Chair will be responsible for giving a Scholastic Honesty presentation to all instructors during the faculty orientation period in the fall, in which s/he will review the Scholastic Honesty program policies and procedures, and give a summary of the previous year's Scholastic Honesty cases. After both the Fall and Winter quarter cases are resolved, the Chair will send a report to all instructors and staff via email, giving a summary of Scholastic Honesty cases for the previous quarter.

**8. City University student employees**

If a student alleged to have violated the Policy is also an employee of City University, the facts shall immediately be forwarded to the Human Resources Department. Normal Scholastic Honesty Committee procedures will be followed. If the Scholastic Honesty Committee suspends the student, the suspension will not affect the student's working status. The HRD shall determine whether the student's employee status allowed or facilitated the violation; disposition related to employee status will reside solely with the HRD and the University.

**9. Records**

All individual records associated with Scholastic Honesty cases are kept in the office of the Scholastic Honesty Committee Chair for a period of 7 years, after which they are destroyed. A computer database of cases and actions is maintained by the Chair; this database is designed to detect instances of multiple cases against a student.