



Albany College of Pharmacy
AND HEALTH SCIENCES

Academic Integrity Policies and Procedures

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Introduction

Academic integrity is an essential component of successful completion of the educational experience at the Albany College of Pharmacy and Health Sciences. When all members of the College community practice the core principles of academic integrity, the entire institution enjoys the shared benefits of mutual respect, trust, fairness and responsibility. The purpose of this policy is to define the responsibilities of all members of the College community in upholding the principles of academic integrity and to describe the process for dealing with violations of academic integrity. This policy applies to all undergraduate and graduate students enrolled in all programs at the College, in all Schools of the College.

Definition of Academic Integrity

Academic integrity is defined as fair and rigorous behavioral practices that promote academic excellence and are consistent with the educational mission of the College. Upholding the principles of academic integrity, that are fully accepted by the academic community, benefits individuals and the College community as a whole. The core elements of academic integrity include honesty, trust, fairness, respect and responsibility.¹

Responsibilities of Students and Faculty

All members of the College community are responsible for upholding the principles of academic integrity. Students and faculty have a mutual responsibility to create and maintain an educational environment that values honesty in academic work. Within this context, students and faculty have unique roles in helping to achieve this goal.

Student responsibilities

- Understand and abide by the Academic Integrity Policy and Procedures
- Report suspected violations of academic integrity
- Understand and abide by specific course policies related to the Academic Integrity policy
- Consult faculty for clarification on the academic integrity expectations for each course

Faculty Responsibilities

- Understand and abide by the Academic Integrity Policy and Procedures, including handling and reporting violations of academic integrity according to the process described below
- Set and communicate academic integrity expectations for courses, laboratories, clinics and practice sites, particularly defining the level of collaboration between students that is acceptable
- Integrate methods for reducing opportunities for academic dishonesty within the course
- Direct students to the resources provided by the College to ensure all values of academic integrity are practiced

Violations of Academic Integrity

Academic integrity is violated by any dishonest act which is committed in an academic context. Academic dishonesty may occur in courses, in experiential settings (professional rotations, research laboratories, clinics) or other associated academic activities. Violations of the standards of academic integrity cannot be listed exhaustively, but some of the most common examples are listed below.

Plagiarism: The deliberate attempt to give the reader the impression that the work, words or ideas of others are the author's own, without appropriate reference to the original source. Examples of plagiarism include, but are not limited to:

- Copying, from any source (other students, faculty, electronic or print publications) information word-for-word without using quotation marks, even if the source is referenced in the text or in the works cited page
- Paraphrasing or summarizing another author's ideas or research without giving proper credit
- Submitting a paper or other assignment as original work for more than one course
- Using someone else's production (e.g. writing, artwork, photograph, multimedia, video) without proper citation
- Giving incorrect information about the source of a quotation

Unauthorized Assistance in Course Assessments: The use or attempted use of unauthorized aids, electronic or other, or assistance from others on examinations or other assignments submitted for evaluation

- Unauthorized collaboration in completing assignments or examinations
- Reviewing an *unauthorized* copy of an exam. (The term "unauthorized" refers to using an old exam explicitly not allowed by the faculty teaching the course, or reviewing an exam or exam questions prior to it being given)
- Allowing others to copy or use work
- Any action that aids another in violating academic integrity

Communicating False or Dishonest Information

- Violating the confidentiality of an academic communication
- Intentionally making a false report of academic dishonesty
- Dishonesty in requests for make-up exams, extensions of deadlines, or other course matters

Falsification of Records or Identity

- Falsification of records, reports, or documents associated with the educational process
- Misrepresentation of one's own or another's identity in an academic context
- Fabrication, falsification, or misrepresentation of data, results, or sources for papers or reports
- Actions that destroy or alter another student's or colleague's work

Process for Handling Violations of Academic Integrity

Overview

Alleged violations of academic integrity within a course, laboratory, clinic or practice site are reported to and handled by faculty responsible for assigning course grades. Course coordinators should be consulted when alleged violations are reported in a course involving multiple faculty. These faculty are responsible for determining whether violations of academic integrity have occurred and, if a violation has occurred, are responsible for imposing sanctions on the student(s) found in violation. If the faculty member determines a violation has occurred and imposes a sanction, they are then required to complete and submit a report of the incident to the Dean of Students. Accused students who disagree with the faculty decision or sanctions may request review of the case by the Academic Integrity Committee (AIC). The AIC will review the request and

make a decision. Students may appeal the decision of the AIC to the Provost, who will make a final determination.

Decisions and reports by faculty on alleged violations will be completed within two weeks from the time the violation is reported. Review and decisions by the AIC will be completed within two weeks from the time the case is forwarded to the committee by the Dean of Students. Review and decisions by the Provost will be completed within two weeks from the time the case is forwarded by the Dean of Students. See Appendix B for a summary timeline for the process.

Reporting a Violation

Any member of the College community may report an alleged violation of the academic integrity policy. Alleged violations of the academic integrity policy should be reported to the faculty member responsible for assigning course grades or the coordinating faculty member. In courses involving multiple faculty, course coordinators should be informed by the faculty member about the alleged violation if it is reported to another faculty in the course. Allegations should be made in writing or through oral communications. Faculty may also identify violations in their own courses. All allegations will be kept in confidence.

Faculty Review and Decision

The faculty member will review the allegation, collect any additional necessary information and make a decision on the merits of the allegation. If the faculty member decides the allegation does not warrant any action, nothing more needs to be done. If the faculty decides the allegation does have merit, he/she will contact the student within one week of making the determination to inform him/her of the allegation and discuss the matter. Course coordinators should also be consulted/informed about decisions related to the accusation. Faculty must make reasonable attempts to notify the accused student(s) of the reported violation.

After consultation with the accused student(s) and review of all available information, the faculty member makes a decision on the case within one week of meeting with the student(s). If the faculty member decides that no violation has occurred, he/she informs the student(s) of this decision and no further action is taken. If it is determined that a violation has occurred, the faculty member decides on an appropriate sanction (See Appendix C for suggested sanctions) and completes the Academic Integrity Faculty Report Form (Appendix D). The faculty member informs the accused student(s) of the decision and sanction.

A student has the option to accept or reject the decision and sanction(s). When making a decision on these options, the student may consult with his or her academic advisor. The student's decision must be made and communicated back to the faculty member within one week of being presented with the faculty's decision and sanction. If a student fails to communicate back to the faculty member within the one week timeframe, the original decision and sanction given by the faculty member stand.

Option 1: The student accepts the faculty decision and sanction and the faculty member makes note of this acknowledgment on the Academic Integrity Faculty Report form. The faculty member provides a copy of the completed form to the student and submits the completed form to the Office of the Dean of Students. Documents related to the case will be kept on record in the Office of the Dean of Students. These documents will be reviewed by the Dean of Students and the AIC to determine if the student has had prior violations and if so, to decide if further action is warranted. In cases of a repeat offense, the AIC may decide to impose additional sanctions on the student.

Option 2: The accused student does not accept the decision and/or sanction made by the faculty member. In this case, the faculty member indicates that the student disagrees with his/her decision on the Academic Integrity Faculty Report form, provides a copy to the student and submits the form to the Office of the Dean of Students.

Once the Academic Integrity Faculty Report form is received by the Office of the Dean of Students, the Dean of Students contacts the accused student and provides the student with the Academic Integrity Student Report Form (Appendix D). This form must be completed by the student to make a formal request for review of the case by the Academic Integrity Committee (AIC). Student request for review by the AIC must be made no later than one week after the student is contacted by the Dean of Students. If a student fails to complete the form within the one week timeframe, the case will not be reviewed and the original decision and sanction given by the faculty member stand.

Review by the Academic Integrity Committee

A student requesting review of his/her case must complete an Academic Integrity Student Report Form (Appendix D). Once completed, the form is submitted to the Office of the Dean of Students. The Dean of Students then forwards the request to AIC, along with the Academic Integrity Faculty Report Form filled out by the supervising/coordinating faculty member.

The committee reviews forms submitted by the faculty member and the accused student. The committee may also request additional information from the student, faculty member or other individuals involved in the incident. AIC then makes a formal decision on the case within two weeks of receiving the information from the Dean of Students. The committee completes an Academic Integrity Committee Report Form (Appendix D) and submits it to the Office of the Dean of Students. The decision may uphold the original faculty decision and sanctions, reverse the decision, or modify the sanctions. The Dean of Students informs both the student and the faculty member of the committee's decision. All records related to the case will remain in the Office of the Dean of Students.

AIC Committee

The AIC meets regularly each semester to review assessment data on academic dishonesty supplied from the Office of the Dean of Students, and to review requests submitted by students. A complete description of the committee, with membership and charge is given in Appendix A. Data on violations of academic integrity are reviewed by the AIC as a means to monitor multiple violations by a single student and to assess the number of instances and types of violations that occur at the College and to make recommendations about changes to the policy.

Appeal to the Provost

A decision reached by the Academic Integrity Committee (AIC) may be appealed by the accused student. The student must appeal in writing to the Provost by completing the resolution section of the Academic Integrity Committee Report Form within one week of the receipt of the AIC's decision. The Dean of Students will forward all materials related to the case to the Provost for review. Review and decision by the Provost will be completed within two weeks from the time the case is received from the Dean of Students. The Provost may reverse prior decisions, or uphold in whole or in part such prior decisions. The Provost informs the student, faculty and the Dean of Students of the final decision in the case.

Records of Violations of Academic Integrity

All violations of academic integrity are documented. The documentation is kept in the office of the Dean of Students. The data may be used in making decisions regarding student privileges, including but not limited to, committee appointments, honors, admission and progression for programs at the College, internships and externships. Documents and correspondence related to accusations and violations of the academic integrity policy, and individuals with access to documents, are required to comply with FERPA regulations.

Adjustments to the Proposed Timeline for Review and Resolutions of Cases

The process of review and appeal associated with a reported violation of academic integrity is expected to be completed in seven weeks or less during a regular academic semester. Cases that do not require review or appeal are expected to be completed in three weeks or less. However, if cases arise at the end of a semester, during semester breaks or holidays, or if other extenuating circumstances exist, an extension of time to complete the process may be required. In these instances, accused students or coordinating/supervising faculty may request an extension of the timeline to the Dean of Students. The Dean of Students will develop an estimated timeline for completion of the process and inform the faculty and student of the timeline. Every effort will be made to expedite the process as quickly as possible. In instances where course or other grades are time sensitive, grades of “incomplete” may be assigned until the issue is resolved.

1 For more information regarding the fundamental principles of academic integrity, see the International Center for Academic Integrity at Clemson University at <http://www.academicintegrity.org>.

APPENDIX A: Academic Integrity Committee

Description and Membership

- Faculty membership will consist of two elected faculty members from the School of Pharmacy and Pharmaceutical Sciences and two elected faculty members from the School of Arts and Sciences. Membership on the AIC will be evenly distributed, when possible, across the separate departments within each School. In the event that an eligible faculty does not exist in a given department within a School, the School will elect an eligible faculty member from another department within the School to serve on the AIC. If the number of departments exceeds the number of allocated members within a School, the School will elect faculty members to serve on the AIC. Faculty members are elected for a term of three years. There is no limit to the number of consecutive terms. Student membership will consist of four students (two members from SoPPS with one member from each campus, and two members from SoAS, with term limits of three years, appointed by the Dean of Students upon recommendations from the Dean of each school). Alternate faculty and student members are elected to serve in the event that a committee member is unable to perform his/her duties. Alternate members become full time committee members when they replace outgoing committee members, with the approval of their department chair. The Dean of Students and the Assistant Dean of Students for the Vermont campus serve as *ex-officio members of the committee*. All members of the committee, except the Dean and Assistant Dean of Students have regular voting rights. Only in the event of a tie, the Dean of Students will vote on cases that occur on the Albany campus and the Assistant Dean of Students for Vermont will vote on cases that occur on the Vermont campus. A member may be removed from serving based upon a majority vote of the committee. A vote may be called at the request of any member of the committee who believes another member of the committee is not performing his/her duties. Examples of this include but are not limited to: failure to attend meetings of the AIC without an excused absence, failure to remove himself from a case in which he/she knows the accused or would not be able to perform his/her duties in an unbiased manor, a breach of confidentiality, etc.

Charge

- The committee regularly reviews data on academic dishonesty and uses this data to inform the Faculty Senate and to make recommendations to the appropriate bodies for prevention measures or education. This data will include the number and types of violations occurring on campus, the sanctions given, the number of student-requested reviews, the number and type of decisions from the AIC, and the number and outcomes of further appeals to the Provost. The committee will provide regular reports to the College community on the collected data.
- The committee reviews requests from accused students who reject decisions made by faculty. The committee reviews forms submitted by the faculty member and the accused student and any other evidence, as requested. The committee informs the Dean of Students of its decision.
- The committee reviews any repeat offenses of academic dishonesty. The data of these offenses will be provided to the committee from the Office of the Dean of Students, where all of the records are kept. In cases of repeat offenses, the committee may decide to impose additional sanctions on the student.
- The committee will have regularly scheduled meetings (at least three per semester), to accommodate their charge (i.e. review AIC review requests, look at assessment data, and review repeat violations).

APPENDIX B: Timeline for Process in Reviewing Allegations of Violations

Faculty Review	
Week 1	Alleged violation reported
	Faculty reviews facts of case and decides on merits
	If the case has merit, faculty meets with accused student
Week 2	Faculty makes decision on the case and sanction
	Faculty completes the Academic Integrity Faculty Report Form
	Faculty meets accused student and informs him/her of the decision and sanction
	Student decides on options and informs faculty
	Academic Integrity Faculty Report Form is completed and submitted to the Office of the Dean of Students
Academic Integrity Committee (AIC) Review	
Week 3-4	Dean of Students sends Academic Integrity Student Report Form to student. Student completes the Academic Integrity Student Report Form and submits to Dean of Students
	Dean of Students forwards forms to AIC for review
Week 5-6	AIC makes decision on case and completes AIC Report Form and submits to the Dean of Students. The Dean of Students informs the student and faculty of the decision made by AIC
	Student accepts decision of AIC or appeals the decision to the Provost
Appeal to Provost	
Week 7	Dean of Students forwards all materials to Provost. Provost makes a final decision on the case

APPENDIX C: Suggested Sanctions for Violations of Academic Integrity

Sanctions may be imposed upon any student found to have violated the Academic Integrity Policy. These sanctions may include, but are not limited to the following:

- Academic Integrity Warning: an official warning indicating a first offense is on record
- Re-assignment: The Accused Student can be required to complete the same or a similar assignment
- Reduction of Grade: The Student's grade for the particular assignment(s) can be lowered
- Assignment Failure: The Student is assigned a grade of "F" on the assignment
- Course Failure: The Student is assigned a grade of "F" for the course
- Discretionary Sanction: Any additional sanction(s) at the discretion of the AIC Committee
- Suspension: The Student may be suspended from the College for a designated period of time
- Expulsion: The Student may be permanently expelled from the College

In determining appropriate sanctions, the AIC, Dean or Provost may consider past violations of College policy (i.e. Academic Integrity Policy, Student Disciplinary Code, Occupancy Agreement, etc). Multiple violations typically lead to more severe sanctions.

APPENDIX D: Forms available through ACPHS Intranet *Academic Integrity* menu links, or by contacting the Office of Student Affairs at studentaffairs@acphs.edu .