

College of Arts and Sciences

Two-Strikes Academic Integrity Policy

Academic Integrity Policy

Integrity, including Academic Integrity, is a core value of the College of Arts and Sciences (A&S), and central to the University of Cincinnati. All programs apply a **“Two Strikes Policy”** regarding Academic Integrity. For formally processed cases of academic misconduct, any student who has been found responsible for two cases of academic misconduct may be dismissed from the college.

Implementation Process

- **Inform Students:** Email announcements will be sent to all A&S undergraduate students, raising their awareness of the new policy. Following the initial announcement, the policy will be shared with all incoming students at Orientation, First Year Experience, and if needed during academic advising appointments.
- **All cases of academic misconduct must be formally processed by faculty.** This ensures students are afforded due process relative to any academic misconduct allegations, deters repeat offenses and sends a strong and consistent message of the College’s commitment to academic integrity across programs, courses, and faculty. Please review the updated Student Code of Conduct Process required by the UC Board of Trustees.
- **Faculty must include an explicit statement in their syllabus regarding Academic Integrity** – This statement should include a summary of the College’s policy, what is appropriate collaboration or use of outside content in the course as well as the consequences of misconduct. An example statement might be: As with all A&S efforts, this course will uphold the highest ethical standards, critical to building character. Ensuing your integrity is vital and your responsibility. A&S instructors are strongly encouraged to report ANY incident of academic misconduct (e.g., cheating, plagiarism) to the college review process, which could result in severe consequences, including potential dismissal from the college after the second offense. For further information on Academic Misconduct or related university policies and procedures, please see the UC Student Code of Conduct (<http://www.uc.edu/ucinfo/conduct.html>).
- Faculty may ask students to sign an honor pledge at the beginning of each semester or for specific assignments to re-enforce the A&S Academic Integrity Policy. For example, the University of Cincinnati Honor Pledge reads: On my honor I pledge that this work of mine

does not violate the University of Cincinnati Student Code of Conduct provisions on cheating, plagiarism, and violating ethical or professional standards.

- **Special Consideration:** If students have two incidents in the same semester in two different classes, regardless of the sanctions proposed by the faculty, students will be required to attend an educational conference with the College Conduct Administrator (CCA). This means, the student will not be dismissed at the end of that specific term.

Summary of the Academic Integrity Process

- **Within 10 days of incident:** Faculty initiates process by completing the “Allegation of Academic Misconduct” Notification Form which is emailed to the student and copied to the Assistant Dean (Carol Tonge Mack) and the department head.
 - This is an **important first step**. Once you notify the student and copy the Assistant Dean and the department head, the Assistant Dean checks with the Office of Student Conduct and Community Standards and/or the Director of the Student Code of Conduct to determine whether this is a REPEAT offense. It also enables the student to discuss the issue with the faculty member.
- **Student has 5 Business Days to respond. The faculty member may then:**
 - **Dismiss Allegation:** If the faculty member meets with the student, and feels that academic misconduct did not occur, the faculty member dismisses the allegation via email to the student, Assistant Dean, and the department head.
 - **Proceed with Academic Misconduct Process:** If the student (a) does not respond, (b) accepts responsibility, or (c) denies allegation and faculty member believes there is sufficient evidence of misconduct, instructor notifies student of sanction and choice of hearing process (using “Allegation of Academic Misconduct” Resolution Form, and copying Assistant Dean within 5 Business Days)
 - **Student has 5 Business Days to respond** – if requests College Hearing Panel, the Assistant Dean will convene the panel.

College Hearing Panel: Accused students have the right without undue delay to challenge any allegation of academic misconduct or a sanction as outlined in the Student Code of Conduct before a three-member College Hearing Panel. Convened and chaired by the Assistant Dean, the Panel includes a faculty member and student representative. The accused student and the instructor may submit documents and appear at a hearing, with or without advisers. The College Hearing Panel may render a decision of not responsible or responsible. If responsible, the College Hearing Panel may alter or recommend to the dean sanctions of disciplinary reprimand, probation, suspension or dismissal. Within 5 days, the Dean may render a decision to concur with, modify, or reject the panel’s recommendation. Any appeal by the student must be based on new information that was not available at the time of the hearing, or on a substantial procedural error affecting the outcome of the decision, or on a claim that a sanction of suspension or dismissal imposed is not commensurate with the violation.