

# OREGON INSTITUTE OF TECHNOLOGY

## Student Academic Integrity OIT-14-030

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As part of our mission to enable students to become responsible citizens by developing ethical awareness, OIT expects that students, staff, and faculty share in the responsibility of maintaining high academic standards. Faculty and staff are expected to encourage and sustain academic excellence. Students are expected to demonstrate their knowledge with honesty and integrity. OIT considers academic dishonesty to be an unacceptable practice.

### Definitions

Academic dishonesty is defined as cheating, plagiarism or otherwise obtaining grades under false pretenses. *Plagiarism* is defined as submitting the language, ideas, thoughts or work of another as one's own or assisting in the act of plagiarism by allowing one's work to be used in this fashion. *Cheating* is defined as, but not limited to: obtaining or providing unauthorized information during an examination through verbal, visual or unauthorized use of books, notes, text and other materials; obtaining or providing unauthorized information concerning all or part of an examination prior to that examination; taking an examination for another student or arranging for another person to take an exam in one's place; altering test answers after submittal for grading; changing grades after grades have been awarded; or altering other official academic records.

### Academic Action and Disciplinary Procedures

Disciplinary procedures for incidents of academic dishonesty may involve both academic and administrative action. After following the settlement procedures outlined below, the instructor of record may choose one or more of the following actions:

1. Provide a written warning to the student (with copy to the Office of Student Affairs).
2. Award a failing mark on the test or paper in question.
3. Require the student to retake the test or resubmit the paper.
4. Refer the case to the Student Hearing Commission.

Academic action by instructor of record may not include assigning a grade of "F" for the course or administratively withdrawing the student from the course based solely upon the incident of academic dishonesty. (Oregon Department of Justice Memorandum, 1979).

Administrative directors who determine in the course of their duties that academic dishonesty has occurred will also use the settlement procedures outlined below, notifying the instructor of record, and may choose either action 1 or 4, above.

All academic dishonesty cases will be reported to the Office of Student Affairs. If a faculty member and/or administrative director has evidence that a student has violated the Student Academic Integrity policy, the case may be handled either through settlement or a hearing. If the student is attending OIT, the faculty member and/or administrative director must meet with the student as soon as possible after discovering the violation. After meeting with the student, the faculty member and/or administrative director will determine the appropriate procedure based on the following:

1. If the faculty member and/or administrative director believes that the suspected violation can be resolved under the settlement procedures, s/he will contact the Office of Student Affairs to determine if the student is eligible for settlement. If a student has a prior academic dishonesty offense, s/he is not eligible for settlement.
2. If the student is eligible, the faculty member and/or administrative director may proceed with the settlement procedure.
3. If the student is not eligible for settlement, or if the faculty member or administrative director believes the suspected violation is serious enough to warrant a greater penalty than those outlined under the disciplinary procedures, the faculty member or administrative director must refer the case to the Student Hearing Commission by notifying the Office of Student Affairs.

#### Settlement Procedures

1. Faculty member and/or administrative director meets with the student and presents him/her with the allegation and evidence of the academic integrity violation.
2. Faculty member and/or administrative director requests an explanation from the student.
3. After hearing the explanation, the faculty member and/or administrative director will determine whether or not a violation has occurred. If so, s/he will fill out a settlement form noting the penalty and give a copy of the form to the student.
4. The student will be allowed, at most, 48 hours to consider and seek advice on whether to admit guilt and accept the penalty by signing the form.
5. If the student agrees to sign, the original must be signed in the faculty member's or administrative director's presence.
6. If settlement is reached, the faculty member and/or administrative director imposes the penalty and delivers the settlement form in a "confidential" envelope to the Office of Student Affairs who keeps a record of offenses. The student is given a copy of the form.

7. If the student refuses to meet with the instructor or administrative director, the faculty member and/or administrative director must forward the form to the Office of Student Affairs.
8. If during the meeting the student neither admits guilt nor agrees with the penalty and signs the settlement form accordingly, the faculty member and/or administrative director must forward the form to the Office of Student Affairs.
9. Students have the right to file an appeal as outlined in the Student Handbook.

#### Record Keeping

All Academic Dishonesty Settlement forms must be forwarded to the Office of Student Affairs.

*Standards of conduct are authorized by Oregon State Board of Higher Education Administrative Rules, Chapter 580, Division 22, Section 0045, and by concurrent action of the ASOIT and the Faculty Senate with the approval of the President of the College acting on behalf of the Oregon State Board of Higher Education.*

#### Recommended by:

Faculty Senate – October 7, 2004  
Academic Council – June 7, 2004  
President's Council – June 8, 2004

Revised November 10, 2005 (change Vice President for Student Affairs (office) to Office of Student Affairs)

Approved: Martha Anne Dow  
Martha Anne Dow, President

Date: November 10, 2005

**Student Academic Dishonesty Settlement**  
Oregon Institute of Technology

Part One (to be completed by faculty member or administrative director)

Student Name _____	SSN: _____
Instructor: _____	Class: _____ Term: _____
Alleged Violation:	
Penalty:	
Instructor or Administrative Director Signature: _____	Date: _____

Part Two (to be completed by the student) This form must be completed within 48 hours of receipt

Student Explanation (optional)	(Use back side or attach another sheet if necessary)
I agree with the above alleged violation and penalty. I understand that a copy of this form will be forwarded to the Office of Student Affairs. I also understand that if this is my second offense, my case will be forwarded to the Student Hearing Commission.	
Student Signature: _____	Date: _____
I do not agree with the above alleged violation and penalty. I understand that a copy of this form will be forwarded to the Office of Student Affairs. I also understand by not agreeing, this case may be forwarded to the Student Hearing Commission	
Student Signature: _____	Date: _____

For Office of Student Affairs Use Only

Date Received: _____
Action Taken:
Initials: _____