



## **ACADEMIC CONDUCT EXTENDED CAMPUS EDUCATION**

### Academic Conduct Statement of Principle

The Mission Statement of Campbell University states that the mission of the University "is to graduate students with exemplary academic and professional skills who are prepared for purposeful lives and meaningful service." Consistent with this mission, the University expects students to exhibit moral courage and ethical responsibility.

The University Code of Honor states that members of the University community should be "honest in all behavior." Each student of Campbell University, therefore, is expected to personally demonstrate academic integrity. That is, each student (1) should have an unwavering commitment to doing the best he/she can with his/her own intellectual resources, (2) should be truthful in all matters, (3) should maintain appropriate confidentiality when representing the University, and (4) should encourage academic integrity among all fellow members of the University community.

By joining this University community, each student acknowledges and agrees that he/she will abide by the precepts stated above.

### Definition

Students are expected to uphold the high standards set forth above in all of their academic pursuits. Regrettably, there are occasional lapses. Examples of academic misconduct include, but are not limited to, the following:

- a) Providing assistance to another during an exam or on another assignment in a manner not authorized by the instructor;
- b) Copying from another student's paper, lab report, or test;
- c) Attempting to give or receive information relative to assignments, papers, quizzes, exams, etc., in wrongful and inappropriate ways.
- d) Providing specific information about a previous test, project, other assignment which could thereby result in another person gaining an unfair advantage;
- e) Allowing one's work to be presented as the work of someone else;
- f) Providing any unauthorized papers, notes, materials, etc. for another person;
- g) Using the words, ideas, or information of another source directly without properly acknowledging that source. This includes the use of work (or data) from another student, another author, the Internet, commercial services, etc; it also includes any portion of a computer program or data file;

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- h) Utilizing at any time or in any manner not previously authorized by the faculty member any portion of an exam or other material intended to be used for evaluation purposes in advance of its administration;
- i) Submitting the same work for multiple classes without the knowledge and permission of all involved faculty;
- j) Attempting to influence or modify a grade or academic record in inappropriate or unfair ways;
- k) Concealing, removing, or destroying materials intended for the use of others;
- l) Consulting with other students on projects, papers, labs, assignments, etc. where such collaboration is not allowed by the professor;
- m) Inappropriately using technologies in such a manner as to gain unfair or inappropriate advantage;
- n) Forging, falsifying, or fraudulently using university documents;
- o) Recording, scanning, or taking pictures of lectures/exams/quizzes/etc. without permission, and utilizing them for private or public purposes;
- p) Disclosing confidential information to unauthorized sources;
- q) Failing to report instances of academic misconduct to appropriate officials;
- r) Lying in official matters, such as purposely furnishing false information.

#### Rationale

Whenever issues of academic misconduct arise, such as described above, the faculty member must determine the appropriate course of action. The faculty member shall retain complete discretion in handling such situations and in awarding grades (s)he deems appropriate. The faculty member's decisions may be tempered by:

- a) a concern for seeking, discovering, and upholding truth;
- b) a concern for fairness to all students;
- c) a concern to uphold appropriate expectations on matters of academic honesty and integrity;
- d) a concern for determining and applying sanctions commensurate with the gravity of the offense;
- e) a concern of appropriate care for the well-being of (a) student(s) and of the broader academic community.

#### Faculty Actions and Student Sanctions

A number of courses of action are available to the faculty member. For example, a faculty member may, among other possibilities, counsel with the student as an initial means to educate and/or reform, counsel with the student and issue an initial warning, or allow the assignment to be rewritten or the test/quiz/exam to be retaken.

Should the offense be sufficiently grievous that the faculty member believes a sanction is in order, faculty may: a) assign a failing grade on the assignment, paper, quiz, test, lab report, etc., or b) assign a failing grade in the course. Should either of these sanctions be applied, the faculty member shall a) inform the student of the grade and the reason(s) for which it was assigned, and b) send a letter to the Campus Director documenting the sanction for academic misconduct to be

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placed in the student's academic file. Once a student has received a sanction in a course for academic misconduct, the student will be prohibited from officially dropping or withdrawing from the course.

Should a student be assigned a second sanction as a result of academic misconduct, as verified in the student's academic file, it is generally expected that the student will be suspended from the University by the Associate Dean of Extended Campus Education programs for at least the remainder of the current semester and the following semester. A notation will appear on the student's transcript: "Academic Suspension."

### Appeals

#### Academic Appeal

The faculty member retains complete discretion in the awarding of grades (s)he deems appropriate.

Should a student wish to appeal a grade decision by a professor as a result of academic misconduct, the appeal shall be made to the Campus Director. In cases of a grade decision that is not the final course grade, the appeal must be made in writing within three (3) days of receiving the grade. In cases of a grade decision that is the final course grade, the appeal must be made in writing no later than one week after the beginning of the next academic term. The Director will review the written appeal, and may, at his/her discretion, meet with the student and/or the faculty member. Written notification of the Director's decision shall be sent to the student, to the faculty member, and to the Associate Dean of Extended Campus Education. Upon being informed of the Director's decision, the student will also have the right, should s(he) choose to exercise it, of appealing in writing to the Associate Dean of Extended Campus Education. The decision of the Associate Dean of Extended Campus Education, or of his/her designee, is final. Should the decision be to affirm the student's appeal by overturning the decision of the faculty member, the Associate Dean of Extended Campus Education or his/her designee shall direct the Campus Director to remove the sanction letter from the student's official file.

#### Appeal of Suspension

In cases of a second offense, where the student is to be suspended from the University, the student has the right to appeal the suspension to the Extended Campus Education Executive Conduct Committee (ECE-EC Committee). The appeal must be made in writing to the Chair of the ECE-EC Committee within three (3) days of receiving from the Campus Director notification of the suspension. ECE-EC Committee will review the written appeal, and may, at its discretion, meet with the student and/or the faculty member. The decision of the ECE-EC Committee regarding the suspension is final, with no further appeal allowed. Written notification of the decision shall be sent to the student and to the faculty member. A copy of the notification will be filed in the student's official academic file in the Registrar's Office. If the decision of the ECE-EC Committee is to uphold the suspension, the Campus Director shall inform the Registrar to enter a notation on the student's transcript: "Academic Suspension."

#### Removal of Transcript Notation on Academic Misconduct

A student who has undergone suspension, but re-enrolled with the University, may petition the Associate Dean of Extended Campus Education to have the transcript notation "Academic Suspension" removed from his/her transcript. In such cases, the following considerations must be met:

- a) The student must have achieved senior status (98 semester hours);
- b) In cases where the suspension was accompanied by a course grade of F being assigned, the student must have retaken and received a passing grade in the same course;
- c) The student must have had no subsequent instances of academic misconduct;
- d) The student must write a letter to the Associate Dean of Extended Campus Education requesting a review of the record, with subsequent removal of the transcript notation.

Upon receiving a student's written request for removal of the transcript notation, the Associate Dean of Extended Campus Education shall review the record to determine if the above considerations have been met. In cases where the required considerations have not been met, the Associate Dean of Extended Campus Education shall so inform the student in writing, with a copy of the correspondence preserved in the student's academic file. In cases where they have been met, the Associate Dean of Extended Campus Education shall so inform the Registrar in writing, with a copy of the correspondence filed in the Registrar's Office. The Registrar shall then remove the notation "Academic Suspension" from the student's transcript. In any case involving removal of the transcript notation "Academic Suspension," only the notation itself shall be removed; all official correspondence relative to the situation shall be retained in the student's file in the Registrar's Office.