

## Student Guide to the SIT Academic Integrity Policy

I am accused of violating the academic integrity policy. What should I do?

**STEP #1: Review the full Academic Integrity Policy to (re)familiarize yourself with the Standards of Academic Integrity, violations, responsibilities, and process for resolving misconduct. If you have questions about the policy, contact the Chair of the Academic Integrity Council.**

The Standards of Academic Integrity are:

- Represent yourself with integrity
- Represent others with integrity
- Represent research with integrity
- Support a culture of integrity

**STEP #2: Participate in the process of resolving the charge of misconduct.**

SIT resolves **MINOR** violations through **Faculty Jurisdiction**. Minor violations are neither intentional, severe, or frequent. Instead, they result from inexperience and/or lack of knowledge on applying the standards of academic integrity.

Faculty can opt for **Instructional Resolution** if they consider instruction and resubmission an acceptable response to the misconduct. However, if they determine an academic penalty is warranted, they can opt for **Disciplinary Resolution**.

Both Instructional Resolution and Disciplinary Resolution follow a similar process:

- **Investigation:** Your instructor gathers evidence of academic misconduct.
- **Notification:** Your instructor notifies you of the academic misconduct and schedules a conference to discuss it with you.
- **Conference:** You and your instructor meet to discuss the violation, review the evidence, and determine a path forward. This path may involve resubmission of the work in question and/or an academic penalty on the submitted work.
- **Resubmission and/or Sanction:** You may have the opportunity to revise your work and resubmit it with no academic penalty under Instructional Resolution and/or receive an academic penalty under Disciplinary Resolution.
- **Documentation:** Your instructor will document on the **Academic Integrity Misconduct Form** whether the academic misconduct is **Resolved** or **Unresolved**. If the academic misconduct is marked Resolved, the process ends. The misconduct may be marked unresolved if the resubmission does not satisfactorily demonstrate your ability to follow the standards of academic integrity, if you do not accept responsibility for the misconduct, or if you contest the sanction. Unresolved cases of academic misconduct move into Administrative Jurisdiction, where they are addressed through Disciplinary Review.

SIT resolves **MAJOR** violations through **Administrative Jurisdiction**. Major violations are intentional, severe, or frequent.

The Academic Integrity Council (AIC) handles major violations through **Disciplinary Review** and **Disciplinary Hearing**. Disciplinary Review is reserved for repeat violation and violations that are unresolved through Faculty Jurisdiction. Disciplinary Hearing is used for the most complicated and egregious violations.

Both Instructional Resolution and Disciplinary Resolution follow a similar process:

- **Notification:** AIC Chair informs you of the academic misconduct charge and outlines the process for resolving it.
- **Investigation:** Written statements from all parties involved, with supporting documents.
- **Review or Hearing:** A 3-person review of the case or full judicial hearing of the case to determine responsibility and appropriate sanctions.
- **Decision:** The AIC may uphold, revise, or reverse a previous decision or render a decision on responsibility.
- **Documentation:** Decision letters will be sent via email to the student and faculty member and other appropriate recipients, such as the Registrar.

Upon the conclusion of the Administrative Jurisdiction process, you may **Appeal** the decision if you have new evidence or sufficient grounds for good cause (i.e. the irregularities in the adjudication proceedings). Appeals of the AIC's decisions are administered through SIT's Council of Deans (COD). To appeal the AIC's decision, you need to submit an AIC Decision Appeal Form within 10 working days of receiving the AIC's decision. Include with the form a narrative explanation of the basis for your appeal. The COD will investigate the decision being appealed, review the case history, make a decision, and document that decision.

#### **Restrictions that apply during the Adjudication Process:**

- The instructor may not drop or suspend a student from the course.
- The instructor may not issue a grade for either the course or specific work that is the subject of the suspected violation.
- An accused student may not drop or withdraw from the course.
- An accused student may not initiate a leave of absence from SIT. Faculty and administrators will work with students facing medical, family, or other personal emergencies on a case-by-case basis to facilitate resolution of their case.
- An accused student who takes an unauthorized leave of absence to avoid having their case heard will be classified as having been withdrawn from SIT for disciplinary reasons.
- If the violation cannot be resolved prior to final grade submission, the faculty member should assign an Incomplete (I) until the charge is adjudicated. Once concluded, a grade change form must be submitted to the Registrar's Office.

#### **Important Information for Undergraduate Students:**

- Violations of SIT's Academic Integrity Policy may also result in a hearing by your home institution, which may adversely impact scholarships and other funding you received as part of your participation in an SIT program.