

# Academic Integrity Procedure for Charter Oak State College

Updated June 2024

## Section I: Policy

The purpose of this document is to detail the process for Academic Integrity Procedure violations at Charter Oak State College in accordance with the Connecticut State College and Universities [Student Code of Conduct](#). The Academic Integrity Procedure shall apply to all current and former Charter Oak State College students and shall supplement the BOR/CSCU Student Code of Conduct requirements. To the extent the BOR/CSCU Student Code of Conduct applies to an allegation(s) of academic misconduct and is inconsistent with this Academic Integrity Procedure, the College shall apply the applicable Academic Integrity Procedure definitions, standards and processes; however, all other provisions of the BOR/CSCU Student Code of Conduct shall remain in effect.

## Section II: Philosophy and Equity Lens

Charter Oak State College views Academic Integrity from a pedagogical perspective. This perspective differentiates between intentional and unintentional plagiarism and to assign the proper penalty between the two. Unintentional plagiarism can be developmental or cultural. Developmental can be a result of faulty rewording and may reflect that the student has not acquired the skill of paraphrasing (Sivell, 2015). This can be especially true with new students to Charter Oak State College. Cultural plagiarism implies that students' conception of the appropriate use of academic sources may vary cross-culturally (Pennycook, 1996). Intentional plagiarism is where one knowingly appropriates the work of others and passes it off as their own.

## Section III: Academic Integrity Definitions at Charter Oak State College

### A: Cheating

Cheating involves the unauthorized possession, communication, or use of information, materials, notes, study aids or other devices in an academic exercise at Charter Oak State College.

Cheating includes, but is not limited to, the following:

1. Submitting work that is not your own original work product, either in part or whole;
2. Working with one or more people on an exam or assessment that is to be taken as an individual;
3. Selling, sharing, and/or posting digital or hard copy Charter Oak State College course materials. Examples include but not limited to Course Hero and Chegg;
4. Authorizing another to complete course work on your behalf;
5. Submitting work on behalf of a Charter Oak State College student.

### B: Plagiarism

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution. It is further defined as the intentional or unintentional use of data, ideas, written or spoken words without giving appropriate credit to the original source, even if the information from the source is paraphrased or in a

modified format. Translation sources/programs fall under both these categories because the student is using an outside aid to finish an assignment and using words from another source.

Charter Oak State College may contract with companies or organizations that provide plagiarism-detection services. Faculty at Charter Oak State College are encouraged to use a software package that checks for plagiarism. Such companies may receive students' work for the purpose of comparing the students' work with a reference database. Students enrolling at Charter Oak State College agree as a condition of their enrollment that their work may be submitted to such companies for the purpose of plagiarism detection and that the company may retain a copy of the work for plagiarism-detection purposes. Such companies will not copy, use, or distribute the students' work. Use of translation services (apart from foreign language courses) and Grammarly is acceptable.

Plagiarism includes, but is not limited to, the following:

1. Using the ideas and or words of another person, without giving that person appropriate credit;
2. Representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. Using paraphrasing or artificial intelligence software to create or edit work that is not your own without citation or acknowledgement;
4. Copying computer programs or data files belonging to someone else;
5. Using undocumented internet sources;
6. Submitting a paper purchased in whole or in part from another person or other sources, including the internet;
7. Unless permission is received in advance from the faculty member in charge of the course involved, a student may not submit, in identical or similar form, work for one course that has been used to fulfill any academic requirement in another course at Charter Oak State College or any other institution. If a student perceives the possibility of overlapping assignments, the student should consult with the appropriate faculty.

#### **Section IV: Penalties for Academic Integrity Violations**

##### **A. Unintentional Plagiarism**

If a faculty member determines that a student committed unintentional plagiarism, the student shall be referred to Charter Oak State College's online tutoring services for a mandatory remediation session to help the student understand where the citation should have gone or where the student might have unintentionally plagiarized. The student may resubmit the assignment no later than within one week of unintentional plagiarism notification. Final assignments or work in the final week of the semester are not subject to resubmission of work. Faculty members are required to notify via email the Program Director, Provost, and Registrar regarding an incident of Unintentional Plagiarism.. An incident of Unintentional Plagiarism shall not constitute an Academic Integrity Procedure violation for purposes of honors, awards or sanctions.

##### **B. Intentional Plagiarism/Cheating**

1. *First Offense* – A student who has a first offense will receive an “F” on the essay, quiz, discussion post, paper, or project in question. The student will also be required to attend Charter Oak State College’s online tutoring services Academic Integrity remediation session within two weeks of plagiarism notification.
2. *Intentional Plagiarism/Cheating Second Offense* – A student who has a second offense will receive an “F” in the course involved. The student will also be required to attend Charter Oak State College’s online tutoring services Academic Integrity remediation session within two weeks of plagiarism notification.
3. *Intentional Plagiarism/Cheating Third Offense* – A student who has a third offense may be suspended or subject to expulsion from the College by the Provost.

C. *Suspension and Expulsion*

1. **Suspension:** is a temporary disciplinary separation from Charter Oak State College and all colleges within the Connecticut State College and University system. Suspension will be effective on the date that notice of the suspension is provided to the accused student or as stated in the notice to the student. The notice will provide the length and the conditions of the suspension. A suspended student may be excluded from all Connecticut State College and Universities’ premises when the College deems that the student’s continued presence would constitute a danger to persons or property or a threat to the academic process. The College may authorize a suspended student who has been excluded from its premises to enter its premises or electronic sites for designated purposes.
2. **Expulsion:** is permanent disciplinary separation from the College and denial of all student privileges. Expulsion shall be effective on the date of the notice of expulsion is provided to the accused student or later if so stated in the notice. An expelled student may be excluded from all Connecticut State College and Universities when the College deems that the student’s continued presence would constitute a danger to persons or property or a threat to the academic process.

## Section V: Infringement of Intellectual Property Rights

All course content is owned by the College, and a student must obtain permission from the College to use, disseminate or sell such content. The acquisition, without permission, of tests or other academic material belonging to the College, its faculty or staff, constitutes a violation of the Academic Integrity Procedure and is deemed an academic crime under [\*Connecticut General Statutes § 53-392b\*](#). Note that this also extends to circumstances in which a student is found to have used, disseminated or sold any course content to another student or to a third party, including third party websites that buy or sell course work.

A. *Sanctions*

If it is determined that a student used, disseminated or sold any course content to another student or to a third party, without obtaining prior permission, the student will be subject to disciplinary sanctions as deemed appropriate under the circumstances - ranging from first offense warning, to restitution (as defined in the BOR/CSCU Student Code of Conduct), to suspension or expulsion, and the College

reserves the right to take any legal action necessary to protect the College's intellectual property. Failure to comply with the sanction(s) will result in a separate disciplinary action.

## **Section VI: Academic Integrity Disciplinary Procedures**

**Note:** "calendar days" means the weekdays (Mondays through Fridays) when the College is open.

Allegations of violations of the Academic Integrity Procedure may be initiated by faculty, staff or students enrolled at Charter Oak State College. Specific allegations of a violation of the Academic Integrity Procedure must be submitted in writing via Charter Oak email to the appropriate program director, including any supporting material. If the allegation(s) of academic integrity violation(s) is/are against a student in a course taught by the program director, the Provost will appoint another program director to notify the student and investigate the allegation(s).

The program director is encouraged to meet with student and the individual who brought the allegation(s) to discuss the incident(s) and to gather additional information. The student shall have 5 calendar days after discussing the allegation(s) with the program director to respond in writing, and must include any materials supporting the student's position. Once the program director receives the student's materials, the program director shall have 10 calendar days to investigate and review the material from both parties, including interviewing both parties if necessary, to determine whether the allegations have merit or if they can be disposed of administratively by mutual consent of the parties involved on the basis acceptable to the program director. Before disposing of the matter administratively, the program director shall consult with the Provost and the Registrar.

If the program director believes an act of academic misconduct has occurred, the program director must save the evidence in original form whenever possible. After the program director completes the investigation, the program director shall issue a decision, and notify the student, the faculty, Provost, and Registrar of the decision. The decision notice to the student shall be sent via Charter Oak email and certified mail, and include the misconduct charges, academic consequences and/or sanction(s), a link to the Academic Integrity Procedure, and a statement regarding the student's right to request hearing within 5 calendar days from the date of the decision.

If the student disagrees with the decision and/or the sanction(s), the student may submit a written request for a hearing to the Provost via Charter Oak email within 5 calendar days of the decision date. If the student fails to submit a written request by the stated deadline, the decision and/or sanction(s) will stand.

### **A. Hearing**

If a student requests a hearing, the hearing will be convened in person, by phone or virtually within 30 calendar days after the request is received by the Provost, unless unforeseen or special circumstances apply.

#### **1. The student shall have a right to:**

- Be notified of all alleged violations by means of the Charter Oak email address;

- Receive a copy of the written charges(s) and supporting documents at least 5 calendar days before the hearing;
- Be informed of the hearing process;
- Submit via Charter Oak email a written account, a personal statement regarding the charges, and any relevant documentation or records to the Provost. All documentation must be provided 10 calendar days prior to the hearing. Documentation will not be accepted past the established deadline and failure to provide documentation by the established deadline will not be an acceptable reason for an appeal. The decision to not present information is not an admission of responsibility;
- Provide the names and contact information of witnesses who have direct knowledge of the incident(s), and provide a list of questions for any witnesses, including the involved parties. This information must be provided 10 calendar days prior to the hearing. Failure to provide witness information by the established deadline will not be an acceptable reason for an appeal. The Hearing Committee will make every effort to interview those witnesses with direct knowledge; however, the witness cannot be compelled to speak with the Hearing Committee;
- Be notified of the identity of witnesses who have been called to speak at the hearing or who have been asked to provide additional written information by the program director and/or the Hearing Committee;
- Be accompanied by a support person during the portions of the hearing in which the student is participating. A support person may be present at the hearing but may not question witnesses or otherwise take part in the hearing proceedings. A student should select a support person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not be allowed due to the scheduling conflicts of a support person;
- Be present at the pertinent stages of the hearing process, however, the deliberations of the Hearing Committee are private;
- Request a delay of a hearing due to extenuating circumstances. The decision to grant or deny any such request is within the discretion of the Provost and/or the Hearing Committee chairperson;
- Be afforded confidentiality throughout the process; and
- Waive any of these rights.

## **2. Hearing Process**

The Hearing Committee will be comprised of three faculty and one student. Normally, the dean or associate dean of faculty will chair the Hearing Committee.

- The student shall have the opportunity to testify and present evidence and witnesses.
- The program director will present the case to the Hearing Committee.
- The Hearing Committee shall hear and question the witnesses. All expenses incurred by the student and any witness or support person for the student shall be borne by the student.
- After the portion of the hearing concludes in which all pertinent information has been received, the Hearing Committee shall determine by a majority vote whether the student has violated each section of the Academic Integrity Procedure which the student is charged with violating.
- The Hearing Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Integrity Procedure.
- The hearing will be audio recorded. The recordings are the property of the College and the College will maintain the recordings as required by Connecticut state law. Deliberations of the

Hearing Committee are private and shall not be recorded. Participants are prohibited from making their own recording. Upon written request to the College President, a student or complainant may review the audio recording and make appropriate arrangements for it to be transcribed. Arrangements for a transcriber and all associated costs involved in the transcription will be the responsibility of the requesting individual.

- If a student, after receiving notice of the hearing, does not appear at the hearing, the information in support of the charges shall be presented and considered without the absent student.

The Hearing Committee will review all reports and evidence regarding the misconduct charge and determine the appropriate outcome and decision. A written decision will be issued by the chairperson of the Hearing Committee and submitted to the Provost. The Provost, within 5 calendar days of the hearing, will send the decision to the student via certified mail and Charter Oak e-mail.

## **B. Appeal Process**

The student shall have the opportunity to appeal the decision of the Hearing Committee. An appeal request must be submitted in writing to the Provost within 5 calendar days after receipt of the Hearing Committee decision. The appeal must specify the grounds on which it is made. Except as required to explain the basis of new evidence, an appeal shall be limited to a review of the verbatim record and/or recording of the Hearing Committee. Allowable grounds for appeals are limited to the following:

- Evidence of procedural irregularity;
- New evidence of mitigating circumstances or facts that were not known or could not have been presented at the hearing;
- Evidence of undue severity of sanction;
- Evidence of bias on the part of the members of the Hearing Committee; or
- Evidence that the decision reached regarding the student was not based on substantial information, and there were facts in the case that, if believed by a fact finder, were not sufficient to establish that a violation of the Academic Integrity Procedure occurred.

The Provost will issue a decision within 10 calendar days and may require that the previously imposed sanction be:

1. Affirmed and executed;
2. Suspended, set-aside or rejected;
3. Modified or adjusted as warranted by circumstance; or
4. Request a new hearing be held.

The decision of the Provost is final. If the Provost decides that there is just reason for a new hearing, the decision of the second hearing is final.

During any appeal period, any sanctions will remain in place and the student will not be permitted to participate in a graduation ceremony nor graduate until the appeal review process has been completed and a final decision rendered.