



Academic Integrity Policy and Processes

Modeled on the University of North Carolina at Charlotte's

Code of Student Academic Integrity. Used by permission.

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STATEMENT OF PRINCIPLES

Academic integrity is essential to the existence and growth of an academic community. Without high standards of integrity the University's mission to educate students in the tradition of Christianity and the liberal arts cannot be accomplished. Although maintaining the standard of integrity is primarily the responsibility of the faculty, all members of the academic community share this responsibility.

As teachers, faculty members are responsible for guiding students in learning and then assessing that learning. To carry out this office, faculty members expect that student work submitted for academic credit is the result of the student's *own* effort and conforms to established standards of academic integrity. Academic evaluation thus includes a judgment that the student's work is free from dishonesty of any type; course grades are therefore adversely affected by academic dishonesty. The University views collaboration and sharing information as valuable characteristics of academic communities, and faculty members are responsible for clarifying for students the expectations and boundaries about collaborations and information sharing in their courses and their academic disciplines.

Faculty members are responsible for taking measures to preserve and transmit the virtues of the academic community, both through example in their own academic pursuits and the learning environment they create for their students. To this end, they are expected to encourage in their students a desire to behave honestly. They also must take measures to discourage student dishonesty. To meet their obligations, when academic dishonesty is suspected, faculty members must follow the policies and procedures stated in this document.

Students are also members of the community of learners. In order to carry out this activity, they cannot violate the standard of academic integrity through cheating, fabrication, plagiarism, or abuse of academic materials. Students are responsible for reading and understanding this policy. Questions about the policy should be directed to a faculty member, department chair, academic advisor, member of the Academic Policy Board, or other academic administrator.

Students are expected to take an active role in encouraging other members to respect this standard. When students are unclear as to whether the standards of academic integrity are being upheld, they are responsible for seeking clarifications from a faculty member or administrator. Should a student have evidence of a violation of academic integrity, he/she should make the evidence known to a member of the faculty, academic advisor, department chair, or other academic administrator.

DEFINITION OF VIOLATIONS

In this section defining student violations of academic integrity: (a) "Intent" refers only to the intent to commit the dishonest action. Other aspects of the student's motive (e.g., a desire to avoid required withdrawal, or to help a friend) are not material in determining whether an act of dishonesty has been performed; and (b) "Authorization" is legitimate only if given by the faculty member responsible for the evaluation of the student's work

A. Cheating

Intentionally using or attempting to use unauthorized materials, information, notes, study aids, other devices (electronic/digital or otherwise) in any academic exercise. This definition includes unauthorized communication of information during an academic exercise.

Typical Examples: Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination, graded homework assignments; using books, notes, or other devices (e.g., calculators or cell phones) when these are not authorized; procuring without authorization tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected these will not be discussed); copying reports, laboratory work, computer programs or files and the like from other students; collaborating on laboratory or computer work without authorization and without indication of the nature and extent of the collaboration; sending a substitute to take an examination.

B. Plagiarism

Plagiarism is defined as intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source). The sole exception to the requirement of acknowledging sources is when the ideas, information, etc. are common knowledge. Plagiarism contradicts the very reason students are here, which is to engage authentically with and respond genuinely to the ideas of others.

There are no shortcuts to thinking for yourself, and independent thought is essential to the learning we do at Assumption. **Unless explicitly approved by the instructor of a course, the use of artificial intelligence at any stage in completing an assignment for submission counts as plagiarism at Assumption.**

Some professors will prohibit AI entirely. Others will only permit it on specific assignments, or for use in specific ways. Unless otherwise indicated by the instructor, use of AI in completing an assignment for submission is not allowed and constitutes a violation of the policy against plagiarism.

Students who submit as their own work any of the following may be guilty of plagiarism: a written, oral, or artistic product that in whole or in part was created by artificial intelligence; a written or oral product that derived in whole or in part from the Internet (especially if web-based sources were not permitted for the assignment or were not properly acknowledged by the student); a written or oral product that was wholly or partially crafted by a "ghost writer" or commercial writing service; and any product that directly quotes from sources without citation, that paraphrases or summarizes another's work without acknowledgment, or that incorporates facts, figures, graphs, charts, data, images, or artistic work of any kind without crediting sources.

Plagiarism may occur orally, in writing, and in all forms of creative media. It may involve copying computer programs and files, research designs, distinctive figures of speech,

scholarly ideas, language translations, and any visual, oral, or textual presentation that belongs to or originated with another and whose authorship and influence is uncredited or insufficiently acknowledged.

Plagiarism is the use of distinctive ideas or words belonging to another person without adequate acknowledgment of that person's contribution. In the context of academic work the standards for acknowledging sources are very high. An author must give due credit whenever quoting another person's actual words, whenever using another person's ideas, opinion or theory, and whenever borrowing facts, statistics or illustrative material, unless the information is common knowledge.

1. **Direct Quotation:** Every direct quotation (verbatim or word-for-word use) must be identified by quotation marks or appropriate indentation and must be promptly acknowledged. The citation must be complete and in a style appropriate to the academic discipline.

Example: The following is an example of an unacknowledged direct quotation:

Original Source: *"To push the comparison with popular tale and popular romance a bit further, we may note that the measure of artistic triviality of works such as Sir Degare or even Havelok the Dane is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it." (From Robert M. Jordan, Chaucer and the Shape of Creation Howard University Press, 1987, p. 187.)*

Student Paper: *To push the comparison with popular tale and popular romance a bit further you can note that the measure of artistic triviality in some works of Chaucer's time period is their casualness, their indifference to all but the simplest elements of literary substance. The point is that high genre does not certify art and low genre does not preclude it.*

2. **Paraphrase:** Prompt acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Locke's comment..." or "according to Rousseau..." and conclude with a citation identifying the exact reference.

A citation acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

Original Source: *"The era in question included three formally declared wars. The decision to enter the War of 1812 was made by Congress after extended debate. Madison made no recommendation in favor of hostilities, though he did marshal a telling case against England in his message to Congress of June 1, 1812. The primary impetus to battle, however, seems to have come from a group of 'War Hawks' in the legislature." (From W. Taylor Reveley III, "Presidential War-Making: Constitutional*

Prerogative or Usurpation?", University of Virginia Law Review, November, 1969, footnotes omitted.)

Student Paper: *"There were three formally declared wars during this era. The decision to enter the War of 1812 was made by Congress after extended debate. Madison actually made no recommendation in favor of hostilities in his message to Congress of June 1, 1812, though he presented a persuasive case against Britain. The primary impetus to battle, however, appears to have come from group of 'War Hawks' in the legislature."*

3. **Borrowed Facts or Information:** Information contained in one's reading or research which is not common knowledge must be acknowledged. Examples of common knowledge might include the names of leaders of prominent nations, basic scientific laws, etc. If there is doubt whether information is common knowledge, the citation should be given. Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately cited.

One citation is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper or report draw their special information from one source. When direct quotations are used, however, quotation marks must be inserted and prompt acknowledgment made. Similarly, when a passage is paraphrased, prompt acknowledgment is required.

C. Abuse of Academic Materials

Intentionally or knowingly destroying, stealing, or making inaccessible library or other academic resources material.

Typical Examples: Stealing or destroying library or reference materials needed for common academic exercises; hiding resource materials so others may not use them; destroying computer programs or files needed in academic work; stealing or intentionally destroying another student's notes or laboratory experiments; receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor. (NOTE: The offense of abuse of academic materials shall be dealt with under this Code only when the abuse violates standards of integrity in academic matters, usually in a course or experience for which academic credit is awarded.)

D. Complicity in Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Typical Examples: knowingly allowing another student to copy from one's paper during an examination or test; knowingly distributing test questions or substantive information

about the material to be tested before the scheduled exercise; taking an examination or test for another student or signing a false name on an academic exercise.

E. Fabrication and Falsification

Intentional and unauthorized alteration or invention--including through the use of artificial intelligence--of any information or citation in an academic exercise. Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information to use in any academic exercise.

Typical Examples: (Fabrication) inventing or counterfeiting data, research results, information or procedures; inventing data or fabricating research procedures to make it appear that the results of one process are actually the result of several processes; counterfeiting a record of internship or practicum experiences; (Falsification) altering the record of data or experimental procedures or results; false citation of the source of information (e.g., reproducing a quotation from a book review and indicating that the quotation was obtained from the book itself); altering the record of or reporting false information about practicum or clinical experiences; altering grade reports or other academic records; submitting a false report for absence or tardiness in a scheduled academic exercise; altering a returned examination paper and seeking regrading.

F. Multiple Submission

The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization.

Typical Examples: Submitting the same paper for credit in two courses without instructor permission; making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work. (Different aspects of the same work may receive separate credit; e.g., a report in History may receive credit for its content in a History course and for the quality of presentation in a Speech course.)

PENALTIES

All acts of academic dishonesty violate standards essential to the existence of an academic community. Some first offenses are properly handled and remedied by the faculty member teaching the specific course in which they occur. The faculty member must use the settlement procedure described below to handle such an offense. The penalties for a first offense are limited to the following:

- a. a formal warning,
- b. a reduced grade (including F) for the assignment,
- c. a reduced grade (including F) for the entire course.

Whatever the penalty, a signed form (see Settlement form below) recording the settlement will be kept for five years by the Academic Policy Board, which is responsible for upholding the

policies and processes described in this document, including record-keeping. The purpose of this record keeping is to insure that students who violate Assumption University's Code of Student Academic Integrity a second time are dealt with appropriately. The first offense file is an internal record, not part of the student's disciplinary record kept by the Dean of Students' Office nor the academic transcript.

In addition to the settlement form on file, there is normally a grade penalty for first violations (see b. or c. above).

All second offenses and some first offenses may have import beyond the specific course in which the violation occurred. The University-wide Academic Policy Board (APB) handles such violations, and the range of penalties is greater. The Board may impose any of the three penalties listed above (a. b. c.) and/or the following:

d. Disciplinary suspension from the University for a designated period of time (one semester, one year, two years, etc.). A record of the conviction will be kept on file for a period of time to be determined by the Academic Policy Board, after which it will be removed upon written request by the student.

e. The grade of F for the course with a designation of X on the academic transcript indicating that this is because of dishonesty. If the Board imposes this penalty, it will stipulate the exact minimum length of time the X designated shall remain on the academic transcript and the conditions that will allow for its removal. When those conditions have been met, the X designation will be removed from the transcript upon written request by the student to the Registrar. The disciplinary record, along with any physical evidence, will record the offense and penalty for a period of time to be determined by the Board, after which it will be removed upon written request by the student to the Academic Policy Board.

f. Expulsion from the University. The academic transcript records the expulsion permanently.

Normally, conviction of a second code violation will result in an F for the course with the designation X and a one-year suspension; and normally, a third conviction will result in permanent expulsion.

In all determinations of penalty the following factors should be considered:

- a. the nature and seriousness of the offense
- b. the injury or damage resulting from the offense
- c. the student's motivation and state of mind at the time of the incident
- d. the student's prior academic disciplinary record
- e. the student's attitude and demeanor subsequent to the violation.

VIOLATIONS OF THE CODE OF ACADEMIC INTEGRITY

When a faculty member acquires evidence that a student has been dishonest in his/her course, he/she must first contact the Chair of the Academic Policy Board to determine whether this is a first violation for this particular student. Once a student has received notice that he/she is charged with an academic integrity offense, the student is not permitted to withdraw from the course unless the procedures for handling such violations result in no grade penalty.

1. If this is NOT a first violation for this student, the faculty member MUST report this case to the Chair of the Academic Policy Board if any penalty is to be imposed. A second or subsequent offense may NOT be handled with the settlement form.
2. If this IS a first violation for this student, then the faculty member must decide whether to handle the case with the Settlement form or take it to the Academic Policy Board. In making this decision, the faculty member should consider that the greatest penalty that can be given the student through the settlement form is an "F" in the course. If that penalty is insufficient for the infraction, then the case must go to the Academic Policy Board.

If the settlement form is used, the faculty member is responsible for

- a. Meeting with the student and presenting the evidence,
- b. Requesting an explanation from the student. The student has a right to offer an explanation after being shown the evidence.
- c. After hearing this explanation, determining whether a violation has occurred.
- d. If the determination is positive, completing and signing the "Instructor" section of the settlement form, including providing enough information so that it is clear when, where, and how the violation occurred and what the penalty will be if responsibility is accepted. Any additional pages or attachments of evidence should be initialized by the faculty member.
- e. Giving the settlement form to the student and informing the student that he/she has seventy-two (72) hours to decide whether to admit responsibility and accept the stated penalty.
- f. Encouraging the student to consider the matter carefully and to seek any assistance or advice needed to make an informed, deliberate decision.

If the student accepts responsibility for the infraction during the 72-hour period, he/she must sign the form in the faculty member's presence. The faculty member then forwards the form to the Chair of the Academic Policy Board and imposes the stated penalty. The Chair of the Academic Policy Board keeps the form on record for five years. The form will not be shared with anyone outside the University without permission of the student.

If the student refuses to sign the settlement form, the faculty member may either take the case to the Academic Policy Board by calling its chair, or drop the charge. This should only be done if the evidence is insufficient to warrant going before the Academic Policy Board. When there is doubt, consult with the Academic Policy Board Chairperson.

ACADEMIC POLICY BOARD HEARINGS

If the charge is a second or subsequent one, or if it is a first charge and the student refuses to sign the settlement form and the faculty member feels there is sufficient evidence, then the matter goes to an Academic Policy Board hearing for resolution.

In matters dealing with issues of academic integrity, the Academic Policy Board (APB) hearing panel shall be composed of one student member appointed by Student Government Association (SGA) and two faculty drawn from among those elected by the Representative Faculty Senate to serve on the APB. Procedures stated herein are subject to change in order to address unique circumstances in a particular case. These changes will be made at the discretion of the Chair of APB, considering the standards of fairness and reasonableness for all parties involved. Notification of changes will be made through normal channels of communication, usually Houndmail, the Assumption email system.

Students with Disabilities

Students with disabilities who require accommodations for their participation in the academic integrity hearing process, should contact Julie LeBlanc, Senior Director for Student Accessibility and Retention Initiatives, jm.leblanc@assumption.edu.

Conduct of Hearings

1. *Initiation, Notice of Charge, Panel Selection.* The faculty member refers a case to the Academic Policy Board by communicating with its Chairperson. One student and two faculty members on the APB are designated as the Hearing Panel for the case. One of the faculty members is designated Convener of the Hearing Panel to conduct the hearing. Panel members are selected on the basis of availability and impartiality. Neither faculty member may be from the department in which the alleged offense occurred. The Chairperson draws up a written charge stating the facts alleged and notifying the student and the faculty member of the date, time and place for the hearing. The letter shall provide the student and faculty member at least three days after its receipt to prepare for the hearing, and it shall note that the accused student may have access to the case file held by the Academic Policy Board.
2. *Challenge.* The student or the faculty member may challenge any member selected for the Panel on grounds of a bias or relationship that might affect impartial consideration of the case by that Panel member. The person brings the challenge by discussion with the Chairperson no later than 24 hours prior to the scheduled hearing. If the Chairperson concludes that the Panel member should be excused, a substitute is selected. If necessary, the Chair of the APB reserves the right to choose full-time faculty or students who are not members of the APB or SGA to serve on the Hearing Panel.
3. *Nature of Hearing.* The hearing is essentially fact finding in nature. The process is intended to provide a fair, orderly and clearly understood system for inquiry into the

facts bearing on a case of alleged dishonesty. The hearing is not an adversarial contest to be “won” or “lost” through clever tactics or merely technical formalities.

4. *Presentation, Burden of Proof, Rights.* The faculty member referring the case presents the evidence of the offense to the panel. The student is responsible for presenting the evidence he/she wishes, if any, in defense against the charge. The burden of proof is on the faculty member who must establish the charge by a preponderance of the evidence. The student and the faculty member have the right to question any witness and inspect any document offered as evidence, and to make whatever statement or argument appears to be appropriate.
5. *Failure to Appear.* If the accused student fails to appear after proper notice, the panel will reach its conclusion on guilt and appropriate penalty on the basis of the evidence which is presented at the hearing.
6. *Witnesses, Testimony.* The student and faculty member may request the attendance of witnesses at the hearing. University students, faculty or staff witnesses are expected to attend unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities. The student and the faculty member may request the assistance of the Chairperson of the APB in securing the attendance of witnesses. The Convener will ask each witness to confirm that the testimony to be given is truthful. Witnesses are expected to attend and give truthful testimony or face appropriate disciplinary action.
7. *Attendance, Assistance.* The hearing is closed the public. The student and the faculty member may each be accompanied by ONE person (including an attorney), but that person’s role is limited to conferring with the advising student or faculty member; the person is not permitted to argue, make statements, or to question witnesses; the person may respond to questions if asked by panel members to do so. Members of the student’s immediate family (parents or spouse) may also attend the hearing. The panel may exclude prospective witnesses other than the student during the testimony of witnesses.
8. *Evidence.* Formal rules of evidence shall not apply. The Convener shall give effect to the rules of confidentiality and privilege, but shall otherwise admit all matters into evidence which reasonable persons would accept as having value as proof in the conduct of their affairs. Repetitious or irrelevant evidence may be excluded by the Convener. Relevant materials may be submitted by both the student and the charging faculty member, but must be received by the Chair of the APB no later than 24 hours prior to the beginning of the hearing. Every effort will be made to distribute all materials at the same time. Materials that have not been submitted prior to the hearing may be barred from consideration at the discretion of the panel members.
9. *Control of Proceedings Disruption.* The Convener of the Hearing Panel shall exercise control over proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing. Any person, including the accused student, who disrupts a hearing may be excluded by the Convener.

10. *Recording.* Hearings shall be recorded but the recording will be destroyed after the time for appeal has passed.
11. *Deliberation.* The Hearing Panel's decision of responsibility shall be made in private and shall be by majority vote, based on the evidence presented at the hearing.
12. *Finding of Not Responsible.* If the conclusion is that the student is not guilty, the participants are readmitted, the Convener announces that conclusion and terminates the proceeding. Thereafter, a written report is prepared, signed by the Convener, and sent to the Chair of the Academic Policy Board. The case is then closed, and no penalty may be imposed.
13. *Hearing on Penalty.* If the conclusion is that the student is responsible, the hearing continues to determine the appropriate penalty. The Hearing Panel considers the factors listed in Section III. Both student and faculty member may submit evidence and make statements concerning the appropriate sanction to be imposed.
14. *Imposition of Penalty.* At the conclusion of the evidence on the appropriate penalty, the Hearing Panel deliberates in private. Upon making its determination of the penalty, the participants are readmitted. The student is expected to be present and the faculty member may be present if he/she wishes. The Convener announces the penalty determined. The date of this announcement is the Hearing Conclusion Date. The Hearing Panel thereafter prepares a written report, signed by the Convener, stating its findings, the determination on guilt and the penalty it deems appropriate. The Convener sends the report to the student and a copy of the report to the Chairperson, who notifies the faculty member of its contents. If a penalty of a grade of F in the course or less is to be assigned, the faculty member imposes that penalty determined by the Hearing Panel and no other penalty. If a greater penalty is deemed appropriate, the Chairperson implements the penalty indicated in the report.

APPEAL PROCESS

Students are permitted to appeal decisions of the Academic Policy Board Hearing Panel. Appeals are heard and/or considered by University administrators deemed Appeal Officer according to the following:

1. a formal warning or a grade of F is heard by the Associate Provost;
2. a greater penalty is heard by the Provost of the University.

A student appeals by sending the Chairperson of the Academic Policy Board an email within twenty-four (24) hours of the close of their hearing (excluding federal/Commonwealth holidays and weekends) officially informing the Chair of his/her intent to appeal. The student will then have three business days to prepare and send, in writing, a formal letter of appeal to the Appeal Officer (see above), unless the well-being of the University requires greater expediency. The following are the only grounds upon which appeals may be sought:

1. The evidence was *insufficient* to warrant the action.

2. The decision was *inconsistent* with existing University policy.

The Appeal Officer will first review the grounds upon which the appeal is made and decide whether such grounds are valid. If the officer decides that there are valid grounds, she/he will review the information received from both parties and render a decision. Options are:

1. to uphold the decision and penalty rendered by the original Hearing Panel or officer,
2. to reverse the decision and reduce the penalty rendered by the original Hearing Panel or officer,
3. to uphold the decision and increase the penalty rendered by the original Hearing Panel or officer,
4. to modify the decision of the original Hearing Panel or officer.

Under certain circumstances, the Appeal Officer may ask the student to schedule an appointment to discuss the appeal in person. The Appeal Officer is not charged to re-evaluate the truthfulness or relevance of the facts presented in the original hearing, but rather will evaluate the sanctions and decisions rendered based solely upon the two criteria stated above. The purpose of an appeal process is to foster checks and balances. The actual facts of a case, however, must always prevail; at no time shall a “loop-hole” in policy or procedure be considered as the sole grounds for an appeal nor ultimately interfere with the determination of culpability and imposition of proper sanctions. The decision of the Appeal Officer is final.

SETTLEMENT FORM SAMPLE

These instructions are to be used in conjunction with the *Assumption University Integrity Policy and Processes*. They are not a substitute for the *Policy* and should not be used as such.

When a faculty member acquires evidence that a student has been dishonest in his/her course, he/she must first contact the Chairperson of the Academic Policy Board, who maintains records of first violations to determine whether this is a first violation for this particular student.

1. If this is NOT a first violation for this student, the faculty member MUST report this case to the Chairperson of the Academic Policy Board if any penalty is to be imposed. Second and subsequent offenses may NOT be handled with the Settlement form.
2. If this is a first violation for this student, then the faculty member decides whether to handle the case with the settlement form or take it to the Academic Policy Board. In making this decision, the faculty member should consider that the greatest penalty that can be given the student through the settlement form is an "F" in the course. If that penalty is insufficient for the infraction, then the case must go to the Academic Policy Board.

If the settlement form is used, the faculty member is responsible for

1. Meeting with the student and presenting the evidence.
2. Requesting an explanation from the student. The student has the right to offer an explanation after being shown evidence.

3. After hearing any explanation, determining whether a violation has occurred.
4. If the determination is positive, completing and signing the "Instructor" section of the settlement form, including providing enough information so that it is clear when, where, and how the violation occurred and what the penalty will be, if the form is signed. Any additional pages or attachments of evidence should be initialized by the faculty member.
5. Giving the settlement form to the student and informing the student that he/she has seventy-two (72) hours to decide whether to admit responsibility and to accept the stated penalty.
6. Encouraging the student to consider the matter carefully and to seek any assistance or advice needed to make an informed, deliberate decision.

IF THE STUDENT ACCEPTS RESPONSIBILITY AND THE PENALTY during the 72-hour period, s/he must sign the form in the charging faculty member's presence. The faculty member forwards the form to the APB Chairperson and imposes the stated penalty. The APB Chairperson keeps the form on record for five years. The form will not be shared with anyone outside the University without the student's written permission.

IF THE STUDENT REFUSES TO SIGN THE SETTLEMENT FORM the faculty member may drop the charge if the evidence is insufficient to warrant a conviction before the Academic Policy Board. Otherwise, the faculty member may take the case to the Academic Policy Board. When there is doubt, faculty should consult with the Academic Policy Board Chairperson.

SAMPLE SETTLEMENT FORM FOR A CHARGE OF ACADEMIC DISHONESTY

Notice to Student

1. You are **not required** to sign this form.
2. If you decline to sign this form, you have a right to a hearing before an impartial student/faculty panel before any disciplinary penalty may be imposed for charge.
3. You have 72 hours to seek advice and decide whether to sign. You may discuss your decision with any person you choose.
4. If you sign, only the stated penalty will be imposed and this form will be kept on record by the Academic Policy Board for five years. It may be used against you if you are charged with a subsequent academic integrity offense. This settlement form is not disclosed to prospective employers or to other schools to which you may apply.

FOR THE FACULTY MEMBER I charge the student listed below with a violation of the *Assumption University Academic Integrity Policy* as indicated.

Student Name _____ Student ID# _____

Course _____ Semester _____ Year _____

Description of Violation. Provide a brief description of the violation. Attach evidence.

If the student accepts responsibility by signing this form, ONLY the following penalty will be imposed:

Instructor Signature _____ Date _____ Time _____

FOR THE STUDENT I have read this settlement form carefully and understand its significance. I accept responsibility for the infraction as charged by the Instructor and I accept the penalty assigned. I understand that this form will be kept on file by the Academic Policy Board for five years.

Student Signature _____ Date _____ Time _____

Pledge to Academic Honesty and Integrity

On April 19, 2009, the Assumption Student Government Association approved the following pledge to academic honesty and integrity. The text of this pledge is provided to all incoming first-year students at orientation:

We, the students of Assumption University, are resolutely committed to maintaining a high degree of integrity. I hereby pledge to act with character, honor, and honesty in all academic matters. Academic honesty is essential to the existence and growth of an academic community. Without high standards of honesty, the university's mission to educate students in the Catholic Intellectual Tradition and to promote ethical values cannot be accomplished. All members of our Assumption academic community share this responsibility. Entering into this community, the responsibility now lies with me to uphold these values and to foster the academic tradition of Assumption University.