

**Classification:** Academic Affairs

**Approving Authority:** President

**Responsible Authority:** Vice President of Enrollment Services & Student Affairs,  
Vice President of Academic Affairs

**Implementing Authority:** Colleges, Student Affairs

**Effective Date:** May 2025

**Review:** April 2028

## **Students' Academic Integrity and Misconduct - Policy & Procedures**

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### **1.0 Purpose**

- 1.1 This policy establishes and maintains an environment of academic integrity within AUIB. It defines academic integrity, lists the different forms of academic misconduct, sets up the procedures for investigating claims of academic misconduct, and describes the consequences for proven academic misconduct.
- 1.2 This policy also educates students about the importance of ethical academic practices, the consequences of misconduct, and the skills necessary to avoid such issues in the future.

### **2.0 Scope**

- 2.1 This policy applies to all undergraduate and graduate students of AUIB. It includes all academic work and learning assessments related to the institution's educational programs.
- 2.2 The responsibility for all cases of academic misconduct is vested in the relevant College. However, this policy excludes cases of non-academic misconduct which is handled by the Vice President of Enrollment & Student Affairs (VPESSA) under delegated authority from the relevant College.

### **3.0 Definitions**

- 3.1 Academic integrity - adherence to ethical standards and values in all academic activities, such as honesty, fairness, and individual responsibility, and student commitment that all academic work, whether research papers or examinations, is the original work product of the student.
- 3.2 Academic misconduct - any conduct inconsistent with or that violates "academic integrity" carried out by a student during any assessment resulting in an unfair advantage, including, but not limited to, cheating, collusion, fabrication, falsification, plagiarism, tampering, hacking, and the misuse of artificial intelligence. Academic misconduct covers attempts to violate academic integrity.
- 3.3 Academic sanction - a penalty or disciplinary action imposed in response to misconduct or a violation of academic rules. Sanctions are proportionate to the offense and range from a warning to expulsion.
- 3.4 Endorsement - action of approval.
- 3.5 Notification - any means effective to inform another person of a message.

#### **4.0 Policy**

- 4.1 This policy is designed to enforce academic integrity, educate students, and identify, sanction, and address academic misconduct.
- 4.2 No person shall obstruct the process of filing, administering, or resolving a complaint based on academic conduct.
- 4.3 The facts of the dispute, the names of the parties, and any communication required to resolve the matter are confidential. Individuals involved in the process of administering the complaint shall not discuss the contents of the case with anyone outside the process of reaching a final decision of the complaint.

#### **5.0 Procedures**

##### **Filing of Complaint and Amicable Resolution**

- 5.1 Faculty initiates a complaint against a student(s) based on an alleged act of academic misconduct. The complaint must be made immediately, or as soon as practical, after the alleged breach of academic integrity occurred.
- 5.2 Complaints of academic misconduct are submitted in writing to the Dean/Department Chair of the College where the student is registered. The complaint shall include a statement of facts justifying the claim and contain supporting documents and evidence.
- 5.3 The Dean/Department Chair requests that the faculty member and the student resolve the dispute amicably, consistent with this policy. An amicable resolution [settlement] must be reported to and endorsed by the Dean/Department Chair. The endorsed settlement must contain the mandatory sanction outlined in Article 5.20.
- 5.4 The Dean/Department Chair sends the endorsed settlement to the student and the Vice President of Academic Affairs (VPAA) for signature. The VPAA sends the signed and endorsed settlement to the Director of Enrollment Management.
- 5.5 The signed settlement is a Final Decision.

##### **Procedure for Unresolved Complaints**

- 5.6 If the dispute settlement process fails, the Dean/Department Chair refers the matter to the College Disciplinary Committee (CDC).
- 5.7 The Chair of the CDC notifies the parties to the dispute in writing of the complaint, sets a schedule to give the student, complainant, and witnesses a fair opportunity to be heard, and reviews all statements and evidence.
- 5.8 Hearings are intended not only to determine the facts but also to educate the student about the values of academic integrity and to provide incentives to avoid future violations.
- 5.9 At the close of proceedings, the CDC shall confer, review the statements and evidence, and determine whether the student has or has not violated the terms of this policy based on the following standard of review: the evidence demonstrates more likely than not that a violation has occurred. The CDC makes a recommendation in writing that contains a statement of reasons supporting its decision and a proposed sanction. That recommendation is signed by the Chair and members of the CDC and is dated.

5.10 The CDC forwards its recommendation and the case file to the Dean/Department Chair for endorsement. The Dean/Department Chair endorses the recommendation or remands the recommendation to the CDC with instructions.

5.11 The Dean/Department Chair notifies the student of the endorsed recommendation and forwards the endorsed recommendation and the case file to the VPAA for Final Decision.

#### **Interim Appeal**

5.12 If the student does not object to the endorsed recommendation of the Dean/Department Chair, the matter is closed, and sanctions, if any, are implemented.

5.13 If the student objects to the endorsed recommendation, the student must submit a written objection within five (5) days of receipt of the endorsed recommendation to the Dean/Department Chair. The objection must set forth the reasons why the endorsed recommendation is inconsistent with this policy.

5.14 The Dean/Department Chair shall review the written objection and, if the Dean/Department Chair finds that, based on the rules embodied in this policy and the record of the case, that the objection contains merit, the Dean/Department Chair qualifies the recommendation and forwards the qualified recommendation and case record to the VPAA.

5.15 If the Dean/Department Chair finds that the written objection is without merit, the appeal is denied.

#### **Final Decision of the VPAA**

5.16 The VPAA reviews the endorsed recommendation or qualified recommendation and makes a final decision within ten (10) days of receiving the case record. The final decision contains the sanction approved by the VPAA.

5.17 The VPAA sends the final decision to the Dean/Department Chair and the Director of Enrollment Management.

5.18 The Director of Enrollment Management notifies the student and enforces the sanction.

#### **Sanctions**

5.19 If a student has violated the terms of this policy, the following sanction shall be imposed.

5.20 Failure in all courses for which the student is registered in the semester in which the violation occurred.

5.21 If a student is a repeat offender or if the act of dishonest conduct warrants a more serious penalty, the VPAA may impose the following sanctions.

5.22 Suspension from the University; the time to be determined by the VPAA.

5.23 Expulsion from the University.

5.24 The VPAA provides a written statement of reasons to support the imposition of the sanction. The decision of the VPAA is final.

**Record Keeping**

5.25 The College where the student was registered keeps a record of all documents and the final decision of the VPAA and distributes the entire record to the Director of Enrollment Management.

5.26 The University establishes the period of time during which the College and the Director of Enrollment Management must retain the records.

**Related Policies and Documents**

Student Code of Conduct Policy

Student Handbook

University Catalog