

Levels of Academic Integrity Violations

A particular violation of the Andrews University Honor Code will fall somewhere along a spectrum. In an effort to assist faculty and students in understanding this spectrum, the following guideline can help guide faculty and Integrity Panels determine the appropriate level of violation.

Level Zero: Level Zero violations are violations that, in the opinion of the instructor, do not involve intent on the part of the student and are committed from a lack of understanding or inexperience. These violations are viewed entirely as “teaching opportunities” and are therefore to be handled by the instructor in consultation with the student and subsequently reported. Faculty report level zero violations only to ensure that students are not responsible for continuing to commit similar violations after instruction has been provided.

Level Zero violations include (but are not limited to) the following examples:

-Failing to footnote or give proper acknowledgment to a written, internet, or oral source due to a lack of knowledge regarding proper documentation procedures.

- 1) Reports of level zero violations use the same program as with other violations, but the reports differ in the following ways:
 - a. The reports are not entered into the system that records violations 1-4.
 - b. The report includes a section for faculty to describe educational efforts made to resolve the student's lack of information
 - c. The student and their advisor are the only persons authorized to access level zero records.
 - d. The student and their advisor are informed of the level zero report automatically
 - e. When alerted of a level zero violation, it becomes the responsibility of the academic advisor to evaluate the number and type of level zero reports received for that student.
 - i. If, after evaluating the reports and consulting with the student, it is the opinion of the advisor that the student has received multiple reports for similar violations and the student had received adequate education regarding those situations, it is the advisor's responsibility to inform the student that any future violations of the same type will be converted to an appropriate higher level of violation.
 - f. All level zero reports are removed automatically from a student's record upon graduation.

Level One: Level One violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving this first level are primarily viewed as "teaching opportunities" and are therefore to be handled by the instructor in consultation with the student and subsequently reported.

Level One violations include, (but are not limited to) the following examples:

- Using a false excuse to delay taking a test.
- Working with others on an assignment when asked for individual work.
- Receiving unpermitted help from someone on an assignment.
- Failing to footnote or give proper acknowledgment to a written, internet, or oral source in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, quoting less than all the words copied, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or not using quotation marks to cite a passage.
- Engaging in any of the following activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, or failing to stop when time is called.
- Committing other minor infractions of academic integrity.

Recommended consequences for violations at Level One may include:

- Submission of a rewritten assigned paper, and/or
- Completion of a make-up assignment at a more difficult level than the original assignment
- Receipt of a zero for the original assignment.

Level Two: Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving this second level are still primarily viewed as "teaching opportunities" and are therefore to be handled by the instructor in consultation with the student and subsequently reported. A second instance of a level Two violation constitutes an automatic Level Three or higher violation.

Level Two violations include (but are not limited to) the following examples:

- Learning what is on a test from someone who has already taken it.
- Falsifying/fabricating a bibliography.
- Using significant portions of information for a report without acknowledging the sources of the Collaborators.
- Giving or receiving unauthorized assistance to/from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking without acknowledging such assistance in a paper or project.
- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor(s).
- Removing posted or reserved material, or preventing other students from having access to it.

Recommended consequences for violations at Level Two are consequences for Level One and also may include:

- Lowering a course grade, or a course grade of F.
- In the case of a Level Two violation when the student has prior academic integrity violations, an "XF" grade may be assigned for the course by the SAIC.

Level Three: Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by three or more violations at Levels One and Two.

Level Three violations include (but are not limited to) the following examples:

- Committing any premeditated Level Two violation involving a major portion of coursework.
- Copying from another student on a test/exam.
- Helping someone else cheat on a test.
- Using an unauthorized electronic device to obtain information on an exam.
- Copying material almost word for word from a written source without citation.
- Fabricating or falsifying lab or research data.
- Taking an exam for another student.
- Altering an exam and submitting it for re-grading.
- Downloading a paper or major sections of a work from the internet.
- Presenting the work of another as one's own.
- Permitting another to present one's work as their own.
- Buying or selling unauthorized aid on examinations, papers, or grades.
- Offering or accepting bribes related to academic work.
- Translating work from one language into another and submitting as one's own work.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Lying to Andrews Integrity Panel members during an investigation or Integrity Panel. This may constitute a second charge, with the members who were present during that specific hearing acting as accusers.

Recommended consequences for violations at Level Three may include:

- Lowering a course grade, or
- A course grade of F, or
- An XF grade indicated on the transcript for the course.

Level Four: Level Four violations represent the most serious breaches of intellectual honesty. All cases involving Level Four violations are to be brought before an Integrity Panel.

Level Four violations include (but are not limited to) the following examples:

- Multiple Level Three violations.
- Unauthorized access to an examination from any source
- Falsifying a transcript to secure entry into the University or change the record of work done at the University.
- Falsifying any official University documents by mutilation, addition, or deletion.

The recommended consequence for a Level Four violation is expulsion from the University with XF grades for relevant courses and “Academic Integrity Expulsion” on the student’s transcript. A student may reapply to the University after one year, and may be readmitted upon the approval of the Andrews Faculty Academic Integrity Council, the Student Academic Integrity Council, and the Admissions Committee (for undergraduates) or the program faculty (for graduate students).