SCHREINER UNIVERSITY CODE OF ACADEMIC CONDUCT (February 23, 2026)

PURPOSE

The University recognizes honesty and integrity as essential elements of the academic function of the University. The following regulations are promulgated in the interest of protecting the equity and validity of the University's grades and credentials and to assist students in developing standards and attitudes appropriate to academic life.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Registrar will be responsible for the oversight of this policy.

POLICY

Basic Standards of Academic Conduct

All members of the academic community are responsible for promoting and maintaining a climate of academic integrity at Schreiner University. It is the expectation of the community of scholars that students will act fairly and honestly at all times.

Artificial Intelligence Policy

Technology has the capacity for rapid change, and use of some technology may affect students' ability to learn and succeed. This is certainly the case for artificial intelligence (AI). Generative AI has great productive power but also poses certain risks for students who present AI-generated work as their own. Using AI *in this way* undermines your ability to develop critical thinking, writing, or research skills that are essential for your academic success. However, understanding what AI can and cannot do is also important and may be used as a learning tool by some instructors. Students should also be aware of the potential benefits and limitations of using AI as a tool for learning and research. Because there is no one-size-fits-all policy regarding generative AI, the policy of Schreiner University is that *permissible use of generative AI is at the discretion of a course's instructor or of a research mentor*. The guidelines in one course have no impact on the guidelines in another course. Instructor AI guidelines will be clearly explained in the course syllabus (i.e., Description of platforms that will result in a violation and how that use will be determined by the instructor.), and undergraduate research expectations will be clearly explained by a research mentor before the opportunity for AI misuse takes place. To support innovation and academic excellence, Schreiner University designates Microsoft Copilot as the preferred artificial intelligence tool for teaching,

learning, and research. Violations of the respective guidelines of courses or mentored research will be treated as academic misconduct.

Examples of academic misconduct include, but may not be limited to:

1. Cheating. Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; copying; submitting identical or similar papers for credit in more than one course without prior, written permission from the course instructors.

2. Plagiarism. Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. (Themes, essays, term papers, tests and other similar requirements must be the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated in the paper, they must be appropriately acknowledged. Faculty may elect to employ a plagiarism detection service [such as Turnitin.com or other] to aid in compliance monitoring. Students should consult with professors about the details of course requirements as to methods of documentation.)

3. Fabrication. Falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.

4. Obtaining an Unfair Advantage. (a) Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

5. Collusion. (a) Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, including sale or purchase of materials or (b) providing false information in connection with any inquiry regarding academic integrity. (Collusion is distinct from collaborative learning, which may be a valuable component of students' scholarly development. Different levels of collaboration are acceptable in different courses

and students are expected to consult with their instructor if they are uncertain whether their cooperative activities are acceptable.)

6. Falsification of Records and Official Documents. Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. Unauthorized Access to Computerized Academic or Administrative Records or Systems. Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

8. Unauthorized Use of AI. See the above AI Policy and the individual instructor's syllabus.

Sanctions

Violations of the academic code of conduct may result in a verbal or written warning, a reduced grade on an assignment, a reduced grade in the course, or failure of the course.

Responsibility of Students

- The successful implementation of the Schreiner University Code of Academic Conduct depends on the students' willingness to support its tenets. Students should:
  - Be honest at all times.
  - Treat others fairly.
  - Take responsibility for their actions individually and as a group.
  - Create an atmosphere of academic integrity within the University community.
  - Be proactive about knowing the rules of conduct and asking questions when aspects of the code, such as plagiarism or collaboration, are unclear.
  - Maintain confidentiality throughout the process.

Due Process

1. Finding of Academic Misconduct

Sanctions may be levied on students who are found to be in violation of the Schreiner University Code of Academic Conduct. If a faculty member concludes that an act of academic misconduct has occurred, he/she will report the finding, in writing and within 5 business days, to the student and to the VPAA.

2. <u>Appeal of Finding</u>

A student who has received a finding of misconduct letter from a faculty member may appeal the finding of misconduct, in writing and within 10 business days, to the Dean of Faculty. The Dean of Faculty will then, in writing and within 5 business days, report to the student the faculty member, and the VPAA a decision on the finding of misconduct. If the Dean of Faculty rules that the finding was in error, the allegation will be dismissed, the sanction(s) will be removed, and the result will be recorded in the VPAA's confidential files; otherwise, the sanction(s) will stand. The Dean of Faculty's decision will be considered final.

3. <u>Additional Sanctions</u>

Upon receipt of an initial report of academic misconduct from a faculty member, the VPAA will, within 5 business days, notify the faculty member and the student, in writing, of receipt of the report. The VPAA will then wait a minimum of 10 but not more than 15 business days for the result of any student appeal. If there is no appeal or if the finding is upheld, the VPAA may, within 5 additional business days and in writing to the student, levy additional sanctions. These sanctions may include any of the following:

        a. A defined period of probation, with or without the attachment of conditions
        b. A recommendation to instructor for a grade of "F" in the course
        c. Withdrawal of University funding
        d. Dismissal from University sanctioned programs including, but not limited to, the Honors Program, the Schreiner Teacher Education Program, athletics, sorority or fraternity membership, etc.
        e. A defined period of suspension, with or without the attachment of conditions
        f. Exclusion from the University
        g. Notation on the official record
        h. Revocation of an awarded degree

While any additional consequence(s) will be determined by the VPAA at his/her discretion, a first offense will usually result in no additional sanction, a second offense will usually result in one or more of those listed a-d above, while a third or subsequent offense will usually result in one or more of those listed e-h above. Second and subsequent offenses will become a part of the student's permanent record.

4. <u>Appeal of Additional Sanctions</u>

A student who has received one or more sanctions for academic misconduct listed e-h above may appeal the sanction(s), in writing and within 10 business days, to the Admission Committee. The Admission Committee will then, in writing and within 10 business days, report to the student, the faculty member, and the VPAA a decision on

the sanction(s). If the Admission Committee rules that the sanction(s) is (are) inappropriate, they will impose an alternative sanction or sanctions that cannot be appealed; otherwise, the sanction(s) will stand. The Admission Committee's decision will be considered final.

Administrative Oversight: Provost & Vice President for Academic Affairs

Responsible for Implementation: Dean of Faculty