

SCHREINER UNIVERSITY CODE OF ACADEMIC CONDUCT (SEPT.1, 2010)

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 degrees 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.

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, 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.

Responsibilities

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.
 - Be a leader and a mentor to their peers.
 - 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. Appeal of Finding

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

the School in which the reporting faculty member resides, who will immediately inform the VPAA of the appeal. The Dean 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 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's decision will be considered final.

3. Additional Sanctions

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. Appeal of Additional Sanctions

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.

ACADEMIC GOOD STANDING

To remain in academic good standing and avoid academic probation, a student must have the following minimum cumulative grade point average on work at Schreiner

University:

Note: This policy should be read in conjunction with the university's policy on Satisfactory Academic Progress Standards of the Schreiner University catalog. A student's academic eligibility and financial aid eligibility are closely related. Both are measures of satisfactory academic progress intended to encourage behavior, which leads to academic success.

Classification*	Schreiner Cumulative Grade Point Average**
0 – 23 hours	1.75 GPA
24 – and above	2.0 GPA

*Classification includes a total of all work at Schreiner University and all hours transferred and accepted for credit.

**Schreiner Cumulative Grade Point Average is the grade point average calculated on work completed at Schreiner University.

ACADEMIC PROBATION/SUSPENSION

A student who does not meet the minimum Schreiner cumulative grade point average will be placed on academic probation. While on academic probation, a student will be allowed no unexcused absences. A student on academic probation should register for no more than fifteen (15) academic hours. A student who remains on probation for a second long term may be academically suspended at the end of that term. The University reserves the right to suspend any student whose term GPA falls below a 1.0 in a semester regardless of probation status. Suspension remains effective for one long term. Within ten days of notification, suspension may be appealed in writing to the Vice President for Academic Affairs. All appeals are reviewed by the University's admission committee. After a term of suspension, application for re-admission to the University may be made to the Office of Admission.

A student on probation who earns a term GPA above 2.0 will remain academically eligible to enroll, though still on probation, until the cumulative GPA is acceptable as defined in the scale above.

Administrative Oversight: Provost and Vice President of Academic Affairs
Responsible for Implementation: Registrar