University of Maine at Presque Isle
Academic Integrity Policy

Policy Summary:
The academic community of the University of Maine at Presque Isle recognizes that adherence to high principles of academic integrity is vital to the academic function of the University. Academic integrity is based upon honesty. All students of the University are expected to be honest in their academic endeavors. All academic work should be performed in a manner, which will provide an honest reflection of the knowledge and abilities of each student. All members of the academic community should regard any breach of academic honesty as a serious offense.

Responsibilities:
The entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students, faculty, and staff are expected to help to maintain academic integrity at the University by refusing to participate in, or tolerate, any dishonesty.

Violations:
Academic integrity means not lying, cheating, or stealing. To cheat on an examination, to steal words or ideas of another, or to falsify the results of one's research corrupts the essential process by which knowledge is advanced. Cheating, plagiarism, fabrication of data, giving or receiving unauthorized help on examinations, and other acts of academic dishonesty are contrary to the academic purposes for which the University exists.

Violations of academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following is a listing of some, but not necessarily all, actions that are violations of academic integrity:

1. Cheating: the use or attempted use of unauthorized assistance in an examination, paper, homework assignment, or other project. For example.
   a. Copying answers from another student’s examination.
   b. Communicating in any way with another student or a third party about an examination during the examination without the permission of the instructor.
   c. Using unauthorized materials or devices (e.g. notes, textbooks, calculators, electronic devices) during an examination without the permission of the instructor.
   d. Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
   e. Collaborating with other students or third parties on a take-home examination, homework assignment, or other project without the permission of the instructor.

2. Plagiarizing: the representation of another’s words or ideas as one’s own. For example:
   a. Submitting as one’s own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer program, etc.) that was created entirely or partially by someone else.
   b. Failure to use quotation marks to signal that one is using another person’s precise words. Even brief phrases must be enclosed in quotation marks.
c. Failure to identify the source of quotations and paraphrases. One must cite the source of quotations; one must also cite the source of ideas and information that is not common knowledge even when paraphrased (presented in one’s own words). Sources include unpublished as well as published items – for example, books, articles, material on the internet, television programs, instructors’ lectures, and people, including other students, friends, and relatives.

d. Creating an academically dishonest paraphrase. When paraphrasing, the author must find their own way of expressing the original meaning. Simply inserting synonyms into the source’s sentence structure is plagiarism.

e. Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, or mathematical proof) that are derived from the work of others.

3. Fabrication: for example:
   a. Fabrication of data: inventing or falsifying the data of a laboratory experiment, field project, or other project.
   b. Fabrication of a citation: inventing a phony citation for a research paper or other project.
   c. Alteration of an assignment: altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.

4. Duplicate Work: submitting a paper or other project in more than one course without the permission of the instructors. Students are expected to produce original work for each course. A student should not submit identical or substantially similar papers or projects in two different courses (in the same or different semesters) unless both instructors have given their permission.

5. Facilitating Academic Dishonesty: assisting in another student’s academic dishonesty. For example:
   a. Writing a paper or other project for another student.
   b. Allowing another student to copy from one’s examination, paper, homework assignment, or other project.
   c. Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.

6. Other Forms of Dishonest Conduct: any action(s) by which one seeks an unfair advantage over others. For example:
   a. Destroying or altering the academic work of another student.

Sanctions:
A student who admits to being responsible or who is found to be responsible for a violation of academic integrity will be subject to appropriate academic sanctions. Academic sanctions will be determined in accordance with the procedures outlined below. The exact academic sanction will depend on the particular circumstances of each individual case.

The following is a list of possible academic sanctions that may be imposed upon students for serious violations of academic integrity. This list shall not be taken to be exhaustive and may be modified or enlarged to meet particular circumstances in any given situation. A combination of two or more of these academic sanctions may be imposed when justified by the type of violation. Repeated violations or those deemed sufficiently serious may be referred to the Student Conduct Officer for
appropriate action under the Student Conduct Code. “Sufficiently serious” will be determined by the College Dean in consultation with the Dean of Students.

1. Appropriate grade penalties up to and including F grades in one or more courses. Course instructors may be permitted to exercise discretion in prescribing lesser penalties or additional academic tasks appropriate to allow the student to complete a course and thereby receive a grade representing demonstrated knowledge of the course.

2. Academic probation for a stated period of time, normally for no more than one academic year, during which time any further violation of academic integrity will constitute grounds for more severe academic or Student Conduct Code sanctions.

3. Such other academic action as may be appropriate.

Procedures:
Alleged violations of the Academic Integrity Policy are to be reported through the procedures below as soon as they have been detected. These procedures are designed to create a fair and consistent system for dealing with alleged violations. Students are strongly encouraged to respond to violations of academic integrity they witness. It is especially recommended that a student report the violation to the instructor of the course in which it occurred.

While their case is pending or after they have been found in violation of the Academic Integrity Policy, students may not withdraw from a course in which the alleged or established violation occurred.

1. If the faculty member finds evidence of a violation of academic integrity during an academic term the faculty member will inform the student in private (either in person or in writing) of the specific incident and the aspect of academic integrity that is alleged to have been violated. The student shall be provided with the opportunity to explain the circumstances and attempt to justify the action. The allegation may be dropped by the faculty member if an explanation by the student is accepted as being adequate.

2. If the faculty member chooses to continue the complaint, the faculty will be asked to complete an Academic Integrity Violation Form in order to document the violation and sanction(s).

3. The faculty member will provide the student with a copy of the completed Academic Integrity Violation Form. A copy will also be forwarded to the College Dean with purview over the course (i.e. the Dean of the College of Professional Programs and Education or the Dean of the College of Arts and Sciences). The Academic Integrity Violation Form can be found on the UMPI Portal, under Forms and Documents/Academic Policies.

4. Upon receipt of the Academic Integrity Violation Form, the student may:
   a. Admit to the violation of the Academic Integrity Policy by marking the appropriate option on the form and providing a signature. If this option is chosen, the academic sanctions recommended by the instructor automatically apply. The Dean of the College will supply a copy of the form to the Dean of Students for recordkeeping by the Student Conduct Officer.
   b. Contest the faculty’s finding regarding the violation of the Academic Integrity Policy and/or the appropriateness of the imposed sanction(s) by marking the appropriate option on the form and providing a signature. In doing so, a hearing before the College Dean will be scheduled. Students contesting the violation and/or sanction(s) will have seven calendar days from receipt of the Academic Integrity Violation Form in which to present a letter of appeal to the Dean of the College. The letter of appeal
shall state the violation or sanction(s) to be reviewed and a detailed rationale for the request.

5. Hearing before the Dean of the College
   a. Upon receipt of the letter of appeal, the Dean of the College will notify the student of the date, place, and time of the hearing.
   b. The Dean of the College will review the Academic Integrity Violation Form, evidence provided by the instructor, and written and verbal statements provided by the student.
   c. The Dean of the College will then make a determination regarding the appeal within two weeks of hearing. The outcome of the review may result in a higher sanction, lower sanction, the same sanction, or no sanction at all being imposed. The Dean will notify the student and instructor in writing of their final decision and provide a copy to the Dean of Students for recordkeeping by the Student Conduct Officer.

6. The student or instructor may each appeal the Dean’s decision to the Academic Appeals Committee. Students and faculty will follow the posted procedure, beginning with Step 3, in which a written request to review the Dean’s decision must be received by the Committee no later than two weeks after receipt of the Dean’s decision. The Dean of Students will be notified of the Committee’s decision for recordkeeping purposes by the Student Conduct Officer.

7. Minor Violations: Instructors may feel that certain violations, based either upon the nature of the violation or its circumstance, warrant an informal warning rather than formal action. As with formal violations, the instructor must discuss the alleged violation with the student either in person or in writing. Sanctions for minor violations are determined by the instructor but must remain below the threshold of direct impact upon final grades (i.e., F or automatic grade reduction), which should result from a formal process. An Academic Integrity Violation Form should still be completed by the instructor with the infraction and action documented. Minor violations are kept on file with the Dean of Students. After three minor violation reports, the Dean of Students will consult with Academic Deans and reporting instructors to determine if a formal student conduct charge should be filed against the student.

8. As noted above, subsequent formal academic violations or those deemed to be of sufficient severity by the instructor or Dean of the College shall be considered disciplinary in nature and shall be referred to the Dean of Students for formal action under the Student Conduct Code. Sanctions may include, but are not limited to, ineligibility for all future academic honors and awards, departmental and university awards, and graduation honors in addition to the appropriate academic sanctions. The maximum sanction imposed will be dismissal from the university and, for students whose violation is determined after graduation, revocation of the degree. Disciplinary action taken under the Student Conduct Code is independent of and may be taken in addition to an academic sanction imposed under this Policy.

Reporting:
For questions or concerns regarding this policy, please contact the Provost’s Office, 207-768-9520

Resources and Related Policies and Forms:
- Academic Integrity Violation Form
- University of Maine System Student Conduct Code

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