

## **ACADEMIC INTEGRITY POLICY**

The Jack Welch Management at Strayer University holds its students and employees to high standards of academic excellence and views academic integrity as the essential foundation of that excellence. Consequently, acts of academic falsification, misrepresentation, or deception constitute academic failure and merit the full consequences of such failure, including notation on the student's permanent record, immediate suspension, expulsion, or degree revocation. The following policy defines the Honor Code as well as the types of acts the University considers to be intellectually dishonest. The policy further provides the consequences that may follow the commission of such acts.

### **I. The Honor Code**

The Jack Welch Management at Strayer University expects all students to abide by the Honor Code, starting from the day they are enrolled at the University. The Honor Code reads as follows:

I promise to conduct myself with integrity in the submission of all academic work to the University and will not give or receive unauthorized assistance for the completion of assignments, research, papers, examinations, or other work. I understand that violation of the Academic Integrity Policy will lead to disciplinary action against me, up to and including suspension or expulsion from the University. I understand that all students play a role in preserving the academic integrity of the University and have an obligation to report violations of the Academic Integrity Policy committed by other students.

### **II. Acts of Intellectual Dishonesty**

1. The University has determined the following acts to be intellectually dishonest; these acts include but are not limited to:
  - Cheating;
  - Plagiarism (which includes copying words or ideas from one or more sources without giving them credit and/or copying the words or ideas from one or more sources that comprise the majority of your work without regard to whether credit is given to those sources or not);
  - Fabricating data or citations;
  - Copying and pasting discussion posts or other work without proper citation;
  - Failure to place direct quotes within quotation marks along with the proper in-text citations and references documenting the source of the quote;
  - Providing incorrect information about the source of a quotation;
  - Changing selected words by copying the sentence structure of a source without giving credit to the original author;
  - Stealing examinations;
  - Using instructor editions of textbooks without authorization;
  - Having another student or non-student perform some or all of a project, take some or all of an exam, take an entire course or submit any work assigned in a course as though he or she were the student; or, as a student, performing some or all of a project, taking some or all of an exam, or taking an entire course or submitting any work assigned in a course for another student;

- Facilitating another student's act of academic dishonesty, (i.e., posting University assignments, discussion posts, exam questions, and/or answers, etc. on an external site);
  - Using technology or other means to disseminate exam questions and/or answers;
  - Tampering with the academic work of another student; and
  - Resubmitting work completed in another course (with the exception of compiling previous coursework, if approved, into a Directed Research Project), including work submitted at another University.
2. The University reserves the right to review any assignment or exam submitted by a student during his or her entire academic career at Strayer for the purposes of this policy.

### **III. Procedures for Reporting Academic Integrity Violations**

1. The Office of Student Affairs receives, investigates, and tracks all incidents of intellectual dishonesty. Any member of the University community may report known or suspected violations of the University's Academic Integrity Policy. Instructors and other JWMI/Strayer employees must report known or suspected violations of the University Academic Integrity Policy.
2. An individual may initiate a report by submitting a case in SU360. Any report of a known or suspected violation of the Academic Integrity Policy must meet the following criteria.
  - The report must clearly identify all individuals suspected of being involved by full name and student identification number;
  - The report must clearly explain the nature of the violation;
  - The report must clearly identify the course and course section in which the violation took place and instructor of that course; and
  - The report must include all supporting documentation that the person initiating the report possesses.
3. An instructor or other employee who fails to report a known or suspected violation of this policy will face corrective action in accordance with the JWMI/Strayer University Employee Handbook, including possible termination of employment.

### **IV. Consequences of Academic Integrity Violations**

1. Violations of the Academic Integrity Policy will be evaluated based on several factors (with no one factor determining the consequences), including the following:
  - Whether the student is a first-time offender or a repeat offender;
  - Whether the violation was intentional or due to carelessness or lack of knowledge;
  - Whether the student acknowledges the failure when presented with overwhelming evidence;
  - Whether the failure occurs early or late in the student's academic program;
  - Whether the failure involves a minor impact on the learning environment at the University.
2. Consequences for academic integrity violations may include one or more of the following: Code of Conduct Warning letter (level I or II); remediation letter; reduced grade on an assignment, discussion or other coursework; reduced final course grade; ineligibility for the Honors Program; ineligibility for an honors certificate; administrative course failure (F\*\*), noted on the student's

permanent record; suspension for a designated period of time; expulsion, and revocation of a degree awarded at the Jack Welch Management Institute at Strayer University.

3. Should the University conclude that a student has committed an academic integrity violation deemed intentional, the student will not longer be eligible for the Honors program. If an academic integrity violation deemed as intentional occurs in a honors course, the student will not receive an honors transcript designation for that course (in addition to no longer being eligible for the Honors program); however, transcript designations for past honors course may not be revoked. Any appeals from an honor student will follow the process outline in the “Appeals” section of the policy.
4. Should the University conclude that a student who is also an employee of JWMI/Strayer failed to meet the standards established in this Academic Integrity policy, then said employee will also face corrective action in accordance with the JWMI/Strayer University Employee Handbook, including possible termination of employment.

## **V. Administration of Consequences**

### Unintentional Violations

1. Upon reasonable determination by an instructor that a student unintentionally violated the Academic Integrity Policy, the student will receive a written note of correction from the instructor. This information should be maintained in the course shell for the individual student.
  - The note should include a description of the violation and the corrective action needed to prevent further violations.
  - The instructor may allow the student to resubmit the assignment to earn up to 80% credit up to 15 days following receipt of the note. Re-submissions of final course assignments will not be accepted after the last day of the class unless otherwise specified by the instructor.

### Intentional Violations

1. Upon reasonable determination that a student intentionally violated the Academic Integrity policy, the instructor will take following actions:
  - Impose one of the following grade consequences, depending on the egregiousness of the offense and frequency of the occurrence in the course, along with the detailed explanation to the student in writing regarding the offense.
    - i. Zero grade on the assignment with an opportunity to resubmit it for up to half credit (50%) up to 15 days after receipt of the grade with the instructors explanation (Note: re-submissions of final course assignments will not be accepted after the last day of class unless otherwise specified by the instructor);
    - ii. Zero grade on the assignment with no opportunity to revise; or
    - iii. Referral to the Office of Student Affairs for Administrative Course Failure (F\*\*). In an email to the [academicintegrity@strayer.edu](mailto:academicintegrity@strayer.edu), the instructor will detail why the student should receive a grade of administrative course failure. If the Dean of Students agrees with the sanction following a review of the student’s work in the course, the failing grade will be noted as F\*\* on the student’s transcript along with an indication that the grade was for an academic integrity violation. An F\*\* is calculated in the student’s GPA and may not be excluded if the course is repeated.

- Report the violation to the Office of Student Affairs via email at [academicintegrity@strayer.edu](mailto:academicintegrity@strayer.edu), following the procedures detailed in section III of this policy.
2. Academic integrity violations are considered conduct violations, as noted in the Code of Student Conduct policy in the Student Handbook, and are treated as such by the University. The Office of Student Affairs and/or the Dean of Students will review the reported violation in the context of the student's full prior disciplinary history, and will take additional disciplinary action as appropriate per the Disciplinary Procedures described in the Code of Student Conduct policy. This action may include but is not limited to, the student receiving a Code of Student Conduct Warning Letter (Level I or II), suspension, expulsion, or degree revocation.
  3. Records and Financial Responsibilities
    - Student Records: Course failure, suspension, expulsion, or degree revocation will be permanently noted on the student's transcript along with an indication that the action was taken because of an academic integrity violation.
    - Financial responsibility: Consistent with the JWMI/Strayer policy on institutional charges and refunds the student shall remain financially responsible for all tuition charges and other fees incurred during the quarter of enrollment wherein the violation occurred.

## VI. Appeals

1. Students shall have ten (10) business days to appeal after being notified by the Dean of Students that they have been expelled or suspended; have received an administrative failure in one or more courses; or have had a degree revoked for an academic integrity violation. Provided that the appeal is received timely by the Dean of Students in writing, the student's appeal will be forwarded on to the Disciplinary Committee for consideration, and an appeal hearing, chaired by University Provost and Chief Academic Office (or designee), will be scheduled. Details about the appeal process may be found in the Disciplinary Procedures in the Code of Student Conduct Policy. The student will be informed in writing about the Disciplinary Committee's decision within ten (10) business days after the date of his or her appeal hearing. The decision of the Disciplinary Committee is the University's final response.
  - Students Desiring to appeal grades in general that do not fall under this policy should follow the normal grade appeal procedures outlined in the Academic Grievance Procedures section of the Student Handbook. A student may not appeal a written warning or grade reductions associated with a written warning other than in the context of a final grade dispute.
  - The University is not required to hear or respond to appeals related to other forms of disciplinary action taken (including, but not limited to, Code of Student Conduct Warning letters at Levels I or II).
  - The student is advised that in all circumstances, the Disciplinary Committee and the University reserves the right to sever the relationship or to terminate the enrollment of any student from the University for any appropriate reason at any time without notice, a hearing, an explanation, or any other process.
  - The student is advised that every favorable inference will be given to the Disciplinary Committee and the University in the interpretation and application of the Academic Integrity Policy.

2. Students understand that the Academic Integrity Policy may at times be revised, and in all such instances students agree to remain apprised of developments and abide by the most recent version of the Academic Integrity Policy.
3. In order to preserve the integrity of JWMI's grading and to ensure that the grades reflected on a student's transcript are accurate, the University will not honor any requests for the official or unofficial transcripts of a student until the conclusion of the Dean of Student's review and/or the Disciplinary Committee's proceedings. Should a student appeal any of the consequences herein, transcripts will not be released until the final conclusion of the appeals process. If the final disposition involves a change to a final grade, transcripts will be released after a reasonable period of time to adjust the student's grade accordingly.
4. The University will strive to schedule appeal hearings before the start of the next academic quarter, but this may not be possible in all cases. Students who have been suspended or expelled will not be permitted to enroll until, and if, a decision is made by the Disciplinary Committee to overturn a suspension or expulsion.
5. Students who are not longer eligible for the Honors program due to an academic integrity violation may appeal to the Honors program leadership to have their eligibility reinstated.
  - To be eligible for reinstatement of Honors program eligibility, a student must meet all of the following requirements:
    - i. Possess a minimum cumulative GPA of 3.5 at the time of the appeal;
    - ii. Have completed four additional quarters at JWMI since the University's academic integrity violation determination; and
    - iii. Have not committed an academic integrity violation since the initial violation occurred.
  - To appeal for reinstatement of Honors program eligibility, eligible students should submit a written appeal letter to the Honors program leadership ([honors@strayer.edu](mailto:honors@strayer.edu)) stating why they should be reinstated.
  - The decision of the Honors program leadership will be final.
  - Reinstatement of eligibility applies only for future eligibility to participate in the Honors program. Reinstatement of eligibility does not reinstate the honors transcript designation for an honors course in which an academic integrity violation occurred nor does it change any consequences or records of the academic integrity violations. To appeal the violation itself, students should follow the appeal process noted above.

### [Student Disciplinary and Grievance Policies and Procedures](#)

For more details on the Academic Integrity Policy, [click here](#).