



University of the Incarnate Word Academic Integrity Policy

Effective Date: January 27, 2026
Contact: Office of the Provost

PURPOSE

The purpose of this policy is to establish standards for academic integrity at the University of the Incarnate Word. The University of the Incarnate Word is an academic community dedicated to the creation, dissemination, and application of knowledge, and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of the University's educational and research missions. Acts of academic dishonesty violate the principles of academic integrity expected of all members of the University community.

SCOPE

This policy applies to all students enrolled at the University of the Incarnate Word.

DEFINITIONS

Academic Dishonesty. For purposes of this policy, Academic Dishonesty is defined as a student's use of unauthorized assistance, committing or contributing to dishonest acts, or acts of deception that diminish the integrity of the academic process, impact a student's standing in an academic course or program, or any fraudulent or unethical act committed in an educational setting to gain an unfair academic advantage. Academic Dishonesty includes, but is not limited to, lying, cheating, collusion, failure to contribute, sabotage, plagiarism, stealing, or infringing on academic freedom, as defined in this policy and as generally understood throughout the higher education industry. Whether an incident is considered Academic Dishonesty shall be within the discretion of the University.

Cheating. Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. It includes willful direct use of another's work on one's own submissions (e.g., looking off of another's quizzes, examinations, lab reports, etc.). Cheating also includes submitting papers, research results and reports, analyses, artworks, etc. as one's own work when they were, in fact, prepared by others.

Plagiarism. Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate attribution. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Plagiarism may be willful, as when a student knowingly copies a source without attribution, or negligent, as when a student fails to cite sources properly. Both willful and negligent instances of plagiarism are subject to penalty—in part because professors must judge the result of a student's work, not his or her intentions, and in part because students are expected to know and follow the standards for proper citation of sources. Plagiarism includes but is not limited to the following:

- a) The direct copying of any source, such as written and verbal material, computer files, audio disks, video programs or musical scores, whether published or unpublished, in whole or part, without proper acknowledgement that it is someone else's.
- b) The reuse or repurposing of any previously submitted version of one's own work-product or data into a "new" product without requesting permission from the current instructor (also known as "self-plagiarism").
- c) Submitting as one's own work a report, examination paper, computer file, lab report or other assignment that has been prepared by someone else or an artificial intelligence software program without disclosing its use. This includes research papers purchased from any other person or agency.
- d) The paraphrasing of another's work or ideas without proper acknowledgement.

Fabrication. Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. This includes but is not limited to making up or fabricating data as part of a laboratory, fieldwork, clinical documentation, or other scholarly investigation; knowingly distorting, altering or falsifying the data gained by such an investigation; stealing or using without the consent of the instructor data acquired by another student; representing the research conclusions of another as one's own; and undermining or sabotaging the research investigations of another person.

Facilitation of Dishonesty. Facilitation of dishonesty is knowingly or carelessly allowing one's work to be used by other students or colluding or collaborating in an unauthorized fashion with another student without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who facilitates a violation of academic integrity may be as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation.

Falsification of Academic Records. Knowingly and improperly changing grades on transcripts, grade sheets, electronic data sheets, class reports, projects, or other academically related documents.

Academic Sabotage. Academic sabotage is deliberately impeding the academic progress of others, which may include the destruction or disruption of another individual's work.

Violation of Research or Professional Ethics. Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication.

Violations Involving Potentially Criminal Activity. Violations in this category include theft, fraud, forgery, or distribution of ill-gotten materials committed as part of an act of academic dishonesty.

NARRATIVE

General Requirement

Academic Dishonesty, in any form, constitutes a serious threat to the freedoms which define an academic community and constitutes a serious offense against the entire academic community. The above definitions of violations of academic integrity and the guidelines below for addressing instances

of violations are established to secure the maintenance of academic integrity within the academic community. Note that

Students are expected to adhere to academic integrity by completing all assignments and other requirements on their own as their original work, unless directly authorized by the instructor. It is the student's responsibility to refrain from plagiarism and cite any quotation, idea, or data used from an outside source, including prompted work from an artificial intelligence system. Students are also expected to refrain from cheating, fabrication, falsification of academic records, academic sabotage, and any other such violations of academic integrity.

Any act of Academic Dishonesty under this policy as determined by the University is subject to sanctions as described in this policy up to and including administrative withdrawal from the University.

Levels of Violations

Any violation of academic integrity is a serious offense and is therefore subject to an appropriate sanction or penalty. Academic integrity violations at the University of the Incarnate Word are classified into two levels: non-separable and separable.

- a) Non-separable violations are less severe violations for which the possible sanctions do not include suspension or expulsion from the University;
- b) separable violations are more severe violations for which the possible sanctions include suspension or expulsion.

Whether a given violation is classified as non-separable or separable depends on several factors including, but not limited to, the nature and importance of the academic exercise; the degree of premeditation or planning; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or a repeat offense.

The following sections include some examples of violations of separable and non-separable violations. This list is not exhaustive, and classification of a given violation as separable or non-separable is heavily dependent on the specific facts and circumstances of the violation.

- a) Non-separable Violations. Non-separable violations are less severe violations which, if a first offense, typically do not include suspension or expulsion from the University. They may occur because of inexperience or lack of understanding of the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or quiz, constitute a small portion of a major assignment and/or represent a small percentage of the total course work. Below are a few examples of violations that are most often considered non-separable:
 - i. Improper citation without dishonest intent.
 - ii. Plagiarism on a minor assignment or a very limited portion of a major assignment.
 - iii. Unpremeditated cheating on a quiz or minor examination.
 - iv. Unauthorized collaboration with another student on a homework assignment.
 - v. Citing a source or sources that one has not read on a minor assignment.
 - vi. Making up a small number of data points on a laboratory exercise.
 - vii. Facilitating dishonesty by another student on a minor examination or assignment.
 - viii. Signing in for another student via attendance sheet or other mechanism in a course in

which attendance counts toward the grade.

- ix. Any other activity considered a non-separable violation of academic integrity as determined by the faculty.
- b) Separable Violations. Separable violations are egregious violations of academic integrity that may lead to separation from the discipline/program, separation for the University, or direct external legal action. These violations affect a more significant portion of the coursework compared to non-separable violations. Separable violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation.
- i. A pattern of non-separable violations. A pattern (defined as more than one occurrence) of non-separable violations may be treated as a separable violation. Moreover, some violations that would be considered non-separable for an undergraduate student may be treated as separable for a graduate student.
 - ii. Substantial plagiarism on a major assignment.
 - iii. Copying or using unauthorized materials, devices, or collaboration on an examination.
 - iv. Having a substitute take an examination.
 - v. Making up or falsifying evidence or data or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
 - vi. Knowingly facilitating dishonesty by another student on an examination or assignment.
 - vii. Intentionally destroying or obstructing another student's work.
 - viii. Knowingly violating research or professional ethics.
 - ix. Any violation involving potentially criminal activity.
 - x. Any other activity considered a separable violation of academic integrity as determined by the faculty.

Determination of whether a violation is classified as non-separable or separable shall be made in the discretion of person(s) designated by the Provost to make such determination.

Possible Sanctions

In the event of a violation, a student may be sanctioned for a violation. For both non-separable and separable violations, the severity of the sanction(s) imposed should be proportional to the severity of the violation committed.

Violations of academic integrity by graduate and professional students will normally be penalized more severely than similar violations by undergraduate students. For example, violations that would be considered non-separable for an undergraduate student may be treated as separable for a graduate or professional student.

Professional schools or programs may have codes of professional conduct with sanctions for violations that may be more severe than those recommended under this Policy. Students in those programs will adhere to those standards.

The following are examples of potential sanctions; however, these are meant to be examples only, and sanctions given may not be on this list and are in the sole discretion of the University as appropriate for the violation in question, and in accordance with this and any other then-policies, procedures, and

processes.

- a) Non-separable Violations. Sanctions for non-separable violations include, but are not limited to, one or more of the following:
 - i. No credit for the original assignment.
 - ii. A failing grade on the assignment.
 - iii. A lower grade on the assignment.
 - iv. A replacement or resubmission of the assignment.
 - v. Required participation in a noncredit workshop or seminar on ethics or academic integrity.
 - vi. An assigned paper or research project related to ethics or academic integrity,
 - vii. Disciplinary warning or probation.
 - viii. A failing grade for the course.
- b) Separable Violations. Sanctions for separable violations include, but are not limited to, one or more of the following, and may, but need not, involve suspension or expulsion:
 - i. A failing grade for the course.
 - ii. Loss of eligibility for University-related curricular, co-curricular and employment opportunities.
 - iii. Enforced withdrawal from the university.
 - iv. Dismissal from a discipline or program.
 - v. Disciplinary suspension for one or more semesters.
 - vi. Permanent expulsion from the University with a permanent notation of disciplinary expulsion for violation of academic integrity on the student's transcript.

Reporting Violations of Academic Integrity

Academic Integrity Violations within a Course

If a faculty member encounters a violation of academic integrity, the faculty member should address the matter with the student first. The faculty has the right to ask the student to provide evidence about the sources used or other reasonable requests to establish the boundaries of the violation based on the work conducted by the student.

Before any sanction by a faculty member is assigned, the instructor must meet with the student about the violation as soon as reasonably practicable, but not less than 10 business days after the instructor was on notice of the incident.

If a student who is confronted by a faculty member for engaging in academic dishonesty openly admits to wrongdoing, the instructor shall:

- a) Inform the student of the imposed sanction for the course,
- b) Inform the student a report has been filed, and
- c) Provide student with a copy of this policy and inform the student that an administrator may be following up with them as there may be additional sanctions if there have been other reports of academic integrity concerns.

If a student does not admit guilt, but the faculty member determines a violation of academic integrity has occurred, the instructor shall:

- a) Inform the student of the recommended course sanction,
- b) Inform the student a report has been filed, and

- c) Provide the student with a copy of this policy and inform the student that an Administrator will be following up with them for the next steps.

The initial determination as to whether a non-separable violation of academic integrity has occurred and the sanctions that are to be imposed are at the discretion of the faculty member when the violation occurs within the context of a course. A faculty member may impose course-related sanctions, as outlined in this policy.

If the faculty member determines a violation of academic integrity has occurred, and has imposed a sanction, the faculty member must provide the student with appropriate documentation of the incident and file a report utilizing the university centralized reporting system. The report should be filed as soon as possible, and no later than five (5) business days after sharing the decision with the student. Once a report is filed, copies of the report will be shared with the Academic Dean of the college/school where the course was taken and the Academic Dean of the student's college/school.

Academic Integrity Violations Outside a Course

In the event a member of the faculty, staff, or administration encounters a possible violation of academic integrity outside of a course, the matter shall be referred of the Office of Student Advocacy and Accountability ("OSAA"), or for students enrolled in professional programs, to the Director of Student Affairs for their specific program. Where the matter is referred shall be determined in coordination with the Office of the Provost and with OSAA or with the student's applicable Office of Student Affairs if enrolled in a professional program.

Adjudication Process After a Finding of an Academic Integrity Violation

Process Once a Report is Filed. Once a report of a violation of this policy is filed, a copy shall be forwarded to the Dean with oversight of the course, as well as to the Dean with oversight of the student's current discipline/program. Both Deans will review the student's file to determine whether the filed violation was a first-time infraction, or whether the student has previously violated this policy.

- a) If the violation is a single first-time violation, the faculty sanction will be the only consequence, and no other action will be taken.
- b) If a student already has a violation:
 - a. If a student admits guilt, based on the nature and circumstances surrounding the violations, the two applicable Deans shall determine whether an Academic Honor Board will be convened to review the student's history. The Deans are not required to convene an Academic Honor Board but may impose additional sanctions as appropriate for the case.
 - b. If a student does not admit guilt, the Deans shall convene an Academic Honor Board.

In all cases, the Dean must inform the student within 10 business days of the intent to convene the Board.

Academic Honor Board Review Process

Convening an Academic Honor Board. If a determination is made to convene an Academic Honor Board, or if same is required by this policy, the Dean over the course or activity where the alleged violation occurred shall convene an Academic Honor Board (the "Board").

- a) The Dean over the course or activity where the alleged violation occurred shall serve as the Chair of the Board.

- b) The Chair shall select members of the Board. The Chair shall not be a voting member of the Board unless required to break a tie vote, in which case the Chair will make the final vote.
- c) The Board shall be comprised of two faculty from the college or school where the alleged violation occurred and two students, selected from a list of students previously identified by the college/school faculty to serve as members on an Academic Honor Board. A list of such students eligible to serve on the Academic Honor Board shall be available from the Office of the Provost.
- d) Once a Board is convened, the Chair shall provide the student with the listing of members of the Board. A student may request that a student or faculty member not serve on the Board if the student feels the individual may be biased, prejudiced, or have a conflict of interest. Some substantiation of the claim may be required, and the final decision shall rest with the Vice Provost.
- e) Members of the Board shall be required to adhere to confidentiality requirements and comply with the Family Educational Rights and Privacy Act (“FERPA”).
- f) A student is presumed innocent until a determination is made by the Board by a simple majority, or until guilt is admitted.

Academic Honor Board Procedures. Once a Board is convened and membership finalized, the Chair shall provide the student with the then-current procedures for the Board process, as well as coordinate in the documentation and scheduling of the Board functions. This includes:

- a) Securing a written statement describing the nature and circumstances of the alleged offense from the student, faculty, or other person making the allegation.
- b) Securing a written statement describing the incident from the accused student.
- c) Interviewing separately the accused student and the faculty/staff member alleging the dishonesty, in order to clarify and to expand upon the written statements.
- d) Interviewing any witnesses or other persons claiming knowledge of the incident.
- e) Securing, examining, and retaining any physical evidence related to the incident.

Upon receipt, completion, and review of the written statements, interviews, and available evidence, the Board will decide the validity of the alleged incident of academic dishonesty. If academic dishonesty is confirmed, the Board will determine appropriate sanctions to be imposed. The Board will consider the recommended sanction from the faculty, if any, as well any additional educational or disciplinary sanctions as may be appropriate, including academic suspension or dismissal from the University. The decision of the Board will be communicated in writing to the student with copy to the Vice Provost.

Appeals of Disciplinary Sanctions Assessed by Academic Honor Board. If a student disagrees with the findings of the Academic Honor Board, the student may appeal the decision to the Provost. An appeal under this section must be submitted within five (5) business days after the written finding from the Board is provided to the student. If the student does not appeal within the allotted time, the appeal will not be considered. If an appeal is timely submitted, the Provost will review the information and documentation reviewed by the Board and issue a determination within 10 business days. The decision of the Provost is final and may not be appealed.

OVERSIGHT RESPONSIBILITIES FOR THIS POLICY

1. Oversight of this policy is assigned to the Provost and Vice President for academic Affairs.
2. The policy will be published in the Policy Library and a link to the policy will be located on the

Provost's website.

3. The Vice Provost will assure its compliance, and report results to the Provost and Vice President for Academic Affairs.
4. This policy will be reviewed annually for possible updates.

Dates Reviewed: May 2023

Revised: January 27, 2026