

ACADEMIC INTEGRITY POLICY

DeVry University expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. DeVry University reserves the right to suspend or permanently expel students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. In all centers of education, learning is valued and honored. No learning community can thrive if its members counterfeit their achievements, or seek to establish an unfair advantage over their fellow students.

VIOLATION OF ACADEMIC INTEGRITY

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including threaded discussions, exams, quizzes, essays, assignments, and any other assigned work.

A. Plagiarism

Examples of plagiarism include, but are not limited to:

- Any act of copying information from another student or alumni by any means to obtain an advantage for one's self.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.

- Purchasing any academic papers, discussion threads, final exams, quizzes, etc. from an internet site or commercial service whether it is a prewritten paper or having a paper written for you.
- Submitting a paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
- The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.

B. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers, threaded discussions, assignments, laboratory exercises or reports, and examinations.
- The actions of any individual representing another student or being represented by another person for the purpose of taking the course; an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student.
- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work.

C. Proprietary Material

This includes, but is not limited to the following examples: examinations; problem solutions; copyrighted or patented materials; computer piracy; or unauthorized use of any other material regulated by federal, state, or local law.

D. Offering of Money or Other Incentives

The following are examples of offering money or other incentives:

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for one's self or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

E. Lying

The following are examples of lying: lying is the deliberate misrepresentation by words, actions, or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing the completion of any assignment, quiz, examination, or other duties in a course, internship, or cooperative education assignment or program.

F. Other Violations

The following are examples of other types of violations:

- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.

- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.
- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, any DeVry University content.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty. • Inappropriately accessing, or attempting to access, students' academic records.

PROCEDURES

COMPLAINT

Any member of the University community may report a violation of standards of conduct as described in this policy. Any violation should be reported as soon as the violation is observed or immediately after the event has taken place.

RESPONSIBILITIES

Upon report of a violation to the professor, the professor then notifies the student of the violation and requests to discuss the incident with the student. If the student does not respond within 5 days, the professor then proceeds with processing the potential violation. The student is notified in writing regarding the violation and sanctions applied.

APPEAL PROCESS

The outcome of the violation may be appealed by the student. The student must notify the Academic Integrity Support team of their intent to appeal and then complete and submit

an Academic Integrity Appeal form to IntegrityMatters@devry.edu within 3 days of receiving the sanction notification.

Once the appeal is received, a member of the Academic Integrity Support Team will inform the professor that the student is appealing and form a Hearing Panel, set a time and date for the hearing and notify the student in writing of the appeal hearing date, time and location. If the student does not appear at the hearing, the hearing will proceed without the student's further input.

HEARINGS

The student at their own expense has the right to be assisted by any advisor they choose. The advisor may be an attorney, but it should be understood that this is an administrative action of the University and not a legal proceeding. The student is responsible for presenting their own case, and advisors are not permitted to speak or to participate directly in any part of the process.

- The student and the University shall have the privilege of presenting witnesses, subject to questioning by the Hearing Panel or the hearing Chairperson.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration at the discretion of the hearing Chairperson.
- All procedural questions are subject to the final decision of the hearing Chairperson.
- After the hearing, the Hearing Panel determines by majority vote whether the student has violated one or more provisions of the Academic Integrity Policy and if so, what sanctions are appropriate. The Hearing Panel's determination is made

on the basis of 10 whether it is more likely than not that the accused student(s) violated the Academic Integrity Policy.

- The student will be notified regarding the decision made by the Hearing Panel. If the Hearing Panel determines that sanctions are to be revoked, no indication of the incident is placed in the student's permanent academic record. If the Hearing Panel determines that sanctions are to be upheld, the decision is noted on the Academic Integrity Incident Report form, the violation is recorded in the student's permanent academic record, and the sanctions are imposed.

APPEAL OF HEARING PANEL DECISION

A student can appeal a Hearing Panel's decision or imposed sanctions based on one of the criteria listed below by completing, signing and submitting an Academic Integrity Appeal form within three business days of the decision.

The criteria for appeal of a hearing panel decision are limited to the following:

- To determine whether the original hearing was conducted fairly in light of the charges and prescribed procedures, giving the student a reasonable chance to prepare and present evidence that the Academic Integrity policy was violated, and giving the student a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the decision reached regarding the accused student was based on substantive evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Integrity Policy had occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation.

- To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known at the time of the original hearing.

The decision on the appeal is final.

SANCTIONS

First Recorded Offense

MANDATORY

Students are assigned a grade of zero for the entire paper, exam, quiz, threaded discussion assignment, homework, lab, or other work in which the incident of academic dishonesty occurred, and the students' grade in the course is adjusted accordingly. No partial grade will be given.

Second Recorded Offense

MANDATORY

Students receive a failing grade for the course, lab course, etc., in which the second offense occurred and are precluded from withdrawing from the course.

Third Recorded Offense

MANDATORY

Students receive a failing grade for the course and are dismissed from DeVry University for a minimum of one academic year (six consecutive sessions). Students are precluded from withdrawing from the course(s) or the University to avoid dismissal. The third offense need not be in the same location, course, program session or semester as either the first or second offense to invoke this sanction.

RETROACTIVE SANCTIONS

The sanctions previously described for first, second, or third offenses may be applied retroactively if the offenses are discovered after grades or degrees, diplomas or certificates have been awarded on the basis that all previous work had been completed within and subject to DeVry University academic integrity standards.

If the incident results in a course failure or if the retroactive zero grade for an assignment leads to a failure in the course, the student's GPAs are recalculated and the student is required to make up the failed course as a condition of award conferral and recognition.

If a violation leading to a failed course is discovered after a student's degree, diploma or certificate is conferred; the student is contacted and given one chance to make up the course at their own expense. If the student refuses to do so, their degree, diploma or certificate is subject to revocation. The decision on revocation of a degree, diploma or certificate is adjudicated using procedures specified in the Code of Conduct.

The decision to revoke a student's degree, diploma or certificate is made by the provost/chief academic officer. The process for rescinding conferrals as defined in academic policy will be implemented.

If a degree, diploma or certificate is revoked, the student may not return to or attend DeVry University