

**University Policy 3.01.01****Academic Integrity and Honesty****Policy Revision Approval Date: March 23, 2014****Policy Revision Effective Date: April 1, 2014****Procedure Approval Date: July 25, 2017****Procedure Effective Date: August 1, 2017****POLICY STATEMENT**

Capella University is committed to providing learners with the competencies and skills associated with academic integrity and honesty. Capella learners are expected to act with integrity and honesty in all their interactions as associated with their academic endeavors pursuant to this policy.

Learners are expected to be the sole authors of their work and to acknowledge the authorship of others' work through proper citation and reference. Use of another person's ideas, including another learner's, without proper reference or citation constitutes plagiarism and academic dishonesty and is prohibited conduct. Capella extends the concept of plagiarism to include issues of copyright and trademark infringement.

Collaboration in the completion of coursework is prohibited unless explicitly permitted by the course instructor. Where such collaboration is permitted by the course instructor, learners must acknowledge any collaboration and its extent in all submitted coursework.

The disciplinary consequences of failing to uphold this policy are determined on a case-by-case basis and may include but are not limited to one or more of the following faculty and university sanctions: non-acceptance of submitted coursework, failing grade on an assignment, lower grade in a course, failing grade in a course, written warning, suspension from the university, removal from the program, administrative withdrawal or dismissal from the university, and cancellation of previously awarded course credits or degrees.

Capella University learners, faculty, and staff share the responsibility for promptly reporting any alleged violation of this policy.

**RATIONALE**

In support of Capella University's core values, this policy establishes the standards for academic integrity and enforces the university's commitment to teaching and learning while maintaining academic integrity, authenticity, ethics, and scholarship in one's work as a learner at the university. This policy also establishes the due process procedures for the internal resolution of acts of academic dishonesty.

## **DEFINITIONS**

### Dismissal

Dismissal is a university-initiated permanent separation of a learner from the university and is noted on the learner's official academic transcript.

### Plagiarism

Plagiarism is presenting someone else's ideas or work as one's own. Plagiarism also includes copying verbatim or rephrasing ideas without properly acknowledging the source by author, date, and publication medium. Learners must take great care, whether in a draft or final version of a paper or project, to distinguish their own ideas and language from information acquired from other sources. Sources include published primary and secondary materials, electronic media, unpublished materials, and information and ideas gained through other people.

### Sanction

A sanction is a disciplinary consequence that may be issued by faculty or the university due to a learner committing an act of academic dishonesty. Disciplinary consequences may include but are not limited to one or more of the following: non-acceptance of submitted coursework, failing grade on an assignment, lower grade in a course, failing grade in a course, written warning, suspension from the university, removal from the program, administrative withdrawal or dismissal from the university, and cancellation of previously awarded course credits or degrees. This list is not exhaustive, and Capella University reserves the right to issue sanctions on a case-by-case basis.

## **PROCEDURES**

- I. Academic Resources
  - A. Campus offers resources to learners to aid in their success at Capella, such as the [Writing Center](#), Academic Tutoring, Turnitin, Reading Strategies, and more.
  - B. The *Publication Manual of the American Psychological Association* (APA) is a required tool to help learners identify work that must be referenced, including their own published works, and determine how it must be cited. To avoid any instances that may be construed as plagiarism, learners should consult the APA style guide to apply the proper citation format. However, where this policy and the APA style guide diverge, this policy will take precedence.
- II. Reporting Allegations of Academic Dishonesty
  - A. Anyone may report an allegation of academic dishonesty.
  - B. The allegation should be reported verbally or in writing to the faculty member or university official responsible for supervising the course or activity during which the allegation occurred.
  - C. The individual receiving the report of the allegation will bring it to the attention of the faculty member or university official directly associated with the course or activity during which the alleged academic dishonesty occurred, should the report be made to someone other than this faculty member or university official.
- III. Resolution of Allegations of Academic Dishonesty

Whenever possible, allegations of academic dishonesty will be resolved by the faculty member or university official directly associated with the course or activity during which the alleged academic dishonesty occurred.

- A. The faculty member or university official will contact the learner to notify him or her of the alleged academic dishonesty.
- B. The faculty member or university official responsible for the course or activity during which the alleged academic dishonesty occurred will review the circumstances surrounding the allegation with the learner. The learner will be given the opportunity to explain or refute the allegation.
- C. If the faculty member or university official determines that the allegation was accurately identified as academic dishonesty, the faculty member or university official will typically give the learner the opportunity to demonstrate academic integrity, should this be the learner's first offense.
- D. The faculty member or university official may decide to conduct a teaching/learning experience with the learner to work on improving his or her academic integrity competencies and skills. The faculty member or university official may conduct as many teaching/learning experiences as he or she feels necessary.
- E. A record of the faculty member or university official's teaching/learning experience will become part of the learner's official academic record, including first-time offenses.
- F. Although first-time offenses typically result in a teaching/learning experience that the faculty member or university official conducts with the learner, the faculty member or university official may also choose to issue the learner a sanction appropriate to the course or activity.

#### IV. Academic Dishonesty Sanctions

- A. If a faculty member or university official decides to issue a learner a sanction for an academic dishonesty offense, the learner will be notified in writing of the decision, with an associated rationale. The faculty member or university official will forward a copy of the notification and any evidence of the offense to the appropriate university staff member to be filed in the learner's official academic record.
- B. Multiple or egregious offenses of academic dishonesty may result in more severe sanctions. However, there is no requirement of progressive discipline, and a single instance of academic dishonesty may result in severe sanctions, depending on the offense.
- C. A failing course grade sanction can be issued at any time. Learners who receive a failing grade as a sanction for a course are prohibited from dropping or withdrawing from that course.
- D. Learners have the right to appeal faculty- or university official-issued sanctions pursuant to section V.

#### V. Appealing a Faculty- or University Official-Issued Sanction

- A. Review by Independent University Panel
  - 1. Under this policy, an independent university panel may be convened at the university's discretion or due to a learner appeal request.
    - a. At its own discretion and without prompting from a faculty member, university official, or learner, the university may refer allegations of academic dishonesty to

an independent university panel, which will convene to review the evidence associated with the allegation in conjunction with the learner's complete academic integrity history.

- b. Upon receipt of a learner appeal request, the panel will convene to review the appeal and issue a decision.
2. Regardless of whether the panel is convened at the university's discretion or due to a learner appeal request, the panel will:
  - a. Conduct a full review of the learner, including his or her complete history of academic integrity. The panel will not be limited to reviewing the faculty-issued sanction for a specific academic dishonesty offense.
  - b. Maintain the right to issue the appropriate sanction, if deemed necessary. The panel's sanction may be more or less severe than any prior sanction issued to the learner.
- B. Independent University Panel Review Process
  1. Upon receipt of the appeal request, the panel designee will acknowledge the request and inform all involved parties that an appeal has been initiated.
  2. The panel will convene to review the sanction and evidence and issue a decision as soon as practicable.
    - a. All involved parties will be given the opportunity to submit written statements and any other evidence supporting their respective positions.
    - b. All involved parties will be given the opportunity to present their respective positions to the panel via telephone conference.
    - c. Upon review of the evidence, the panel will make a decision and if deemed appropriate, issue a sanction.
    - d. The panel designee will report the panel's decision and associated sanction to all involved parties as soon as practicable. A record of the panel's decision and sanction will become part of the learner's official academic record.
- C. Both parties have the right to appeal the panel's decision pursuant to procedure VI.

## VI. Appealing an Independent University Panel Decision

- A. If either party chooses to appeal the panel's decision, he or she must submit a written appeal request to the president's designee. The appeal must be submitted via certified mail or email and within 10 calendar days of being sent notification of the panel's decision.
- B. Upon receipt of the appeal request, the president's designee will acknowledge the request and inform all involved parties that an appeal has been initiated.
- C. The president's designee will review all prior evidence, records, and faculty and panel decisions associated with the academic dishonesty offense. At his or her discretion, the president's designee may accept or reject any evidence not previously presented.
- D. Following the review, the president's designee will issue a decision and report it to all involved individuals as soon as practicable. The decision will either a) uphold the panel's decision, b) reverse the panel's decision, c) direct the panel to provide additional information, or d) alter the panel's decision. In the event the president's designee requests additional information from the panel, the involved parties will be notified of a revised time frame for the determination of the appeal.

- E. The decision of the president’s designee is final. Matters that have been reviewed and have received a final decision under this policy are not eligible for further review under another policy.
- F. A record of the final decision and all related materials will become part of the learner’s official academic record and upon request will be made available to all Capella boards and any appropriate regulatory bodies.

VII. Copyright

- A. Faculty, staff, and learners must comply with federal copyright and trademark laws, such as the Digital Millennium Copyright Act.
- B. No one may use Capella information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one’s own, or other copyright violations.
- C. In addition to Capella University sanctions, under The Digital Millennium Copyright Act, copyright infringement can result in civil and criminal liabilities for unauthorized distribution of copyrighted materials including but not limited to the following:
  - 1. Payment of money to the copyright holder in a lawsuit—between \$750 and \$30,000 for each file, and up to \$150,000 for each file if the infringement was willful.
  - 2. Payment of copyright holder’s costs and attorney fees to bring the lawsuit.
  - 3. Payment of criminal fines up to \$250,000, and up to 10 years jail time.
  - 4. Seizure and destruction of infringing files.

VIII. All procedures in this policy apply to learners in credit-based (GuidedPath) and FlexPath programs.

**POLICY OWNERS**

Academic Owner: Chief Academic Officer

Operations Owner: Learner Affairs

**RELATED DOCUMENTS**

University policy 1.01.05 Policy Exceptions

University policy 2.02.10 Separation from the University

University policy 3.03.02 Publication of Dissertations

University policy 4.02.02 Learner Code of Conduct

University policy 4.02.03 Learner Grievance

**REVISION HISTORY**

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