



## **Academic Integrity**

Volunteer University (VolU) is committed to the mission, standards, and core values of Civil Air Patrol. VolU academic honesty commitment aligns with the CAP core values of integrity, respect, excellence, and volunteer service. VolU leadership, faculty, staff, and students are expected to adhere to CAP standards of conduct.

### **Academic Misconduct**

Academic misconduct can be any action or attempted action, including but not limited to the prohibited acts specified in this policy, that may result in an unfair academic advantage for oneself or any other member(s) of the VolU community.

1. Plagiarism or copying work done for a module/course, if the plagiarized or copied material constitutes a minor portion of the assignment.
2. Failure to provide enough citations to allow a reviewer to locate quoted work.
3. Submitting plagiarized or counterfeit work including the submission of another person's work as one's own that was created, researched, or produced by someone else; this includes submitting joint work as if that work was solely one's own work; or work produced by one person but submitted in the name of another person.
4. Collaboration with other students on assignments that is not specifically allowed by the instructor.
5. Failure to report witnessed academic misconduct by another student.
6. Unauthorized reuse of work or the turning in of the same work to more than one class without requesting approval from the instructors involved.
7. Falsifying academic records, knowingly or improperly adding grades, changing transcripts, grade reports, or related documents using access to eServices, Axis, or other VolU computing resources or other types of VolU digital or physical materials; forging a signature (real or digital) on any academic document record.
8. Selling, purchasing, distributing, displaying, posting, uploading, publishing, downloading or obtaining written assignments, papers, assessments, examinations, discussion posts, answers, required coursework or other information provided by VolU or a faculty member that is owned by VolU or the faculty member or using such materials outside of typical classroom usage without the express written permission of the faculty member or VolU.

9. Offering money, goods, services, or anything of value by a student or on behalf of a student in exchange for an academic advantage (e.g. assignments, a passing grade, transcript, certificate).

### **Definition of Plagiarism**

Plagiarism is defined as using intellectual material produced by another person or presenting another person's idea(s) or work as one's own in any format without providing proper citation or attribution, including but not limited to:

1. Verbatim copying of all or part of another's written work, including but not limited to passages, writings, phrases, charts, computer code, figures, illustrations, or mathematical or scientific solutions in any assignment without indicating the verbatim nature of text from others' work by using quotation marks to denote others' work and/or citing sources in the text of the academic assessment and on a reference list.
2. Not properly citing the source in any assignment when using or paraphrasing ideas, views, opinions, insights, conclusions and/or research of another.
3. Not properly citing the source in any assignment when using all or part of a literary plot, poem, film, musical score, source code or other artistic product, including printed material or digital content.
4. Falsifying or inventing citations and/or other information or data in an assignment.

Plagiarism can be something simple as not citing the source correctly to copying the complete work of another without giving credit to the originator.

### **Reporting Procedures**

1. Individuals who suspect academic misconduct should send their concerns to the instructor of the module or course in which the misconduct is believed to occur.
2. Instructors or individuals who suspect academic misconduct should send their concerns to the Chair of the level/modality in which the misconduct is believed to occur. For example, a report of academic misconduct involving an online assignment in a Level III module would be sent to the Online Chair of Level III.
3. The level Chair will review the report and determine if a review is warranted. To determine if a review is warranted, the Chair may contact individuals with relevant information, such as the cohort instructor(s).
  - a. If a review is not warranted, the Chair will acknowledge receipt to the individual submitting the claim.
  - b. If a review is warranted, the Chair will follow Academic Misconduct Review procedures (below).

## Academic Misconduct Review

In cases where the Chair has determined a review of academic misconduct is necessary, the Chair will notify Dean responsible for the modality in which the alleged misconduct occurred. The Dean will notify the student and instructor of the alleged misconduct and the review process. The Dean will conduct the review or appoint a reviewing official.

1. The member accused of misconduct will be notified in writing by the Dean/reviewing official of the complaint and specifics of the allegations. Following this written notification, the member will have the ability to respond within seven (7) days, providing documentation or other information related to the charge(s).
2. The cohort instructor(s) will be notified in writing by the Dean/reviewing official of the complaint and specifics of the charge. Following this written notification, the instructor(s) will have the ability to respond within seven (7) days, providing documentation or other information related to the charge(s).
3. The Dean/reviewing official will obtain assistance from the Chair and/or LMS Manager if needed in acquiring access to the assignment(s) in question for review.
4. Upon completion of the review, the Dean/reviewing official shall provide a report of findings for review within 21 days of the initial report, if possible. The report will include:
  1. A summary of the relevant facts related to the report
  2. A list of individuals the reviewing official requested and/or received information from along with a summary of any information provided
  3. A list of any relevant documents with copies attached
  4. A list of any relevant physical evidence gathered with images of evidence
  5. A summary of relevant data, if any, from eServices, Axis, or other resources.
5. The summary report will not include conclusions regarding responsibility, possible penalties, or findings.
6. The Dean/reviewing official will provide the member accused of misconduct with a copy of the misconduct report. The member will have up to ten (10) days to respond. The response can include explanations of the member's position or evidence and copies of any documents or evidence to support the member's response. The member may provide names and contact information for any individuals who can support their position.
7. After the report is received by the member, should ten (10) days pass with no response, the reviewing officer shall forward all documents to the Dean of Onsite Learning or the Dean of Online Learning for determination of any sanctions. A determination will be finalized by the Dean within five (5) days after receiving the report.
8. The Dean will notify the member of the decision in writing upon. The Chair and cohort instructor(s) will be notified at this time, along with a description of any sanctions.

## **Appeal Process**

1. The member may appeal the decision in writing to the VolU Provost within five (5) days of receipt of the decision.
2. The appeal must include a statement by the student and provide reasons for the appeal along with all relevant information, documentation, and reasons for the appeal and the student's desired outcome.
3. The Provost has seven (7) days to review the appeal and report the results.
  - a. The Provost can confirm the decision.
  - b. The Provost can reverse the decision and return the report to the Dean to correct the error; or
  - c. The Provost may require a new review or new reviewing official.
4. If the student disagrees, a final appeal can be made the Chief, Education and Training, following the appeal process. The decision by the Chief, Education and Training, is final.

## **Sanctions for Academic Misconduct**

Individual instructors have the autonomy to deal with individual instances of minor academic misconduct in their courses. For academic misconduct of a more serious nature or for multiple occurrences of academic misconduct, instructors will file a report with the Chair per the Academic Misconduct Reporting procedures.

Academic misconduct may result in any or all the following sanctions:

- a. Counseling to ensure the member understands the misconduct, severity of the charges, and how to prevent future occurrences.
- b. Member may correct and resubmit an assignment after counseling.
- c. Member may be disenrolled as a student from Volunteer University for a period of at least six months.
- d. Member may have VolU instructor permissions removed for a period of at least six months.
- e. Member may have VolU instructor permissions permanently removed.
- f. The member's unit commander may be notified by VolU Dean or Provost.
- g. The member's wing and region commander may be notified by VolU Provost.