

Undergraduate Students | Academic Integrity

Scope: Who is Covered by this Policy?

Undergraduate and Prospective Students

Policy

Introduction

Miami University is a scholarly community whose members believe that excellence in education is grounded in qualities of character as well as of intellect. We respect the dignity of other persons, the rights and property of others, and the right of others to hold and express disparate beliefs. We believe in honesty, integrity, and the importance of moral conduct. We defend the freedom of inquiry that is the heart of learning and combine that freedom with the exercise and the acceptance of personal responsibility.

Miami demands the highest standards of conduct from its students, faculty, and staff. As a community of scholars, our fundamental purpose is the pursuit of knowledge. Integrity in academic study is based on sound disciplinary practices and expectations as well as a commitment to the values of honesty and integrity.

As stated in the Statement of [GoodEssential Teaching Practices \(MUPIM, Section 5.4\)](#), a responsibility of the faculty is to “~~...demonstrate respect for~~ [\[treat\] students as individuals, with courtesy](#) and [adhere to their proper roles as intellectual guides](#) [respect at all times. Courtesy](#) and [counselors. Professors make every reasonable effort to foster honest](#) [respect do not prohibit strong criticism directed at the student's](#) academic

~~conduct errors~~ and ~~to assure that their evaluations of students reflect students' true merit.~~ scholarly responsibilities. Faculty also have the responsibility for ~~“assuming the positive obligation to confront~~ informing students ~~suspected of academic dishonesty.~~ Miami's Academic Integrity Policy and adhering to its principles.”

All Miami students are expected to be of the highest character and to behave honestly in their learning and in their behavior outside the classroom. Academic and other forms of dishonesty violate the spirit of the values espoused by Miami University and undermine the value of a Miami education for everyone, especially for the person who is dishonest. Therefore, students are encouraged to hold one another accountable and report suspected academic dishonesty to their instructors. Additionally, when students err in their academic conduct, they are expected to accept responsibility for and learn from their actions. As such, the process outlined in this policy is intended to be educational in nature and provide learning opportunities for students in maintaining personal and academic integrity.

Students are responsible for knowing and understanding these standards; misunderstanding of the appropriate academic conduct will not be accepted as an excuse for academic dishonesty. If ~~a student is~~ students are in doubt about appropriate academic conduct in a particular situation, ~~he or she~~ they should consult with the instructor of the course, the department chair/program director, the academic dean in the appropriate division, or the ~~Assistant Director for Academic Integrity~~ academic integrity staff in order to maintain the highest standards of academic integrity.

Criteria

Academic Dishonesty

Academic dishonesty is defined as engaging or attempting to engage in any activity that compromises the academic integrity of the institution or subverts the educational process, including as a means to complete or assist in the completion of an academic assignment.

An academic assignment is defined as the submission or presentation of any student work for evaluation, grade, or academic credit. This includes, but is not limited to, assignments in courses, proficiency waiver exams, and portfolios of research submitted to earn academic credit. This definition applies to work submitted face-to-face or through on-line or electronic means and work submitted for face-to-face, hybrid, and on-line courses affiliated with any of Miami University's campuses and divisions.

Academic dishonesty includes, but is not limited to, the following acts.

Acts of academic dishonesty

1. Cheating: using or attempting to use or possessing any unauthorized aid, information, resources, or means in the completion of an academic assignment ~~that are not explicitly permitted by the instructor~~ or providing such assistance to another student. Examples of cheating include, but are not limited to:
 - Possessing, referring to, or using in any way unauthorized textbooks, notes, study aids, websites, crib/cheat sheets, AI tools, or other information during an academic assignment, in paper, electronic, or other format;
 - Possessing, referring to, or using in any way unauthorized electronic devices or other materials during an academic assignment;
 - Looking at or using information from another student's work during an academic assignment;
 - Receiving unauthorized answers, information, or materials from another individual in any academic assignment ~~when not explicitly permitted by the instructor~~;
 - Utilizing or soliciting another person to complete any portion of an academic assignment in place of oneself or submitting the work of another person as one's own;
 - Submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more courses without approval of the instructors involved, including when repeating a course; or submitting the identical or substantially the same assignment or portions thereof from a previously completed course to fulfill the requirements for another course without the approval of the instructor of the latter course; or submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more academic assignments within a course without the approval of the instructor;
 - Completing or participating in the completion of any portion of an academic assignment for another student to submit as his or her ~~their~~ own work, including taking a quiz or an examination for another student;

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- o Providing answers, information, or materials to another student in a manner not authorized by the instructor, including one's own completed coursework.

o Submitting material, in whole or part, generated through an artificial intelligence output-generating program, software, or application without permission from the instructor.

2. Plagiarism: presenting as one's own the work, the ideas, the representations, or the words of another person/source without proper attribution. Examples of plagiarism include, but are not limited to:

- o Submitting material that in part or whole is not entirely one's own work without accurate and appropriate citations and attribution (including appropriate use of quotation marks);
- o Using the words, ideas, or structure/sequence of another person or source without accurate and appropriate citation and attribution (including the appropriate use of quotation marks);
- o Submitting material using translation software/devices without permission from the instructor;

3. Fabrication: falsification, invention, or manipulation of any information, citation, data, or method. Examples of fabrication include, but are not limited to:

- o Changing material on a graded academic assignment and requesting re-grading for that assignment;
- o Presenting false or invented information in any academic assignment;
- o Presenting false claims regarding how information or data was collected or generated;
- o Providing an inaccurate account of how information or data was collected or generated;
- o Inventing, inaccurately presenting, or manipulating data and/or its outcomes;
- o Inventing or inaccurately presenting citations or sources;
- o Changing or manipulating any grade or evaluation.

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4. Unauthorized collaboration: working with another individual or individuals in any phase of or in the completion of an individual academic assignment without explicit permission from the instructor to complete the work in such a manner.

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5. Misrepresentation: falsely representing oneself or another's or one's own or another's efforts or abilities in an academic assignment or one's own or another's attendance in or ability to attend a class session or exam/quiz. Examples of misrepresentation include, but are not limited to:

- Utilizing another person to complete any portion of an academic assignment in place of one's self;
- Having another individual sign-in for a course or use an iClicker or other electronic device or other means to falsely record one's presence or participation in a class;
- Signing another student's name or using an iClicker or other use electronic device or other means to falsely record another's presence or participation in a class or on an academic assignment;
- Including another student's name on a group project for credit when that student did not contribute to the work;
- Including one's own name on a group project when one did not contribute significantly to the work or thereby claiming credit for work completed by another group member;
- Including unacknowledged sources or citations in an academic assignment;
- Presenting a false excuse or claim for not attending or not being able to attend a class session or exam/quiz or doing the same for another student.

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6. Gaining/giving an unfair advantage: completing an academic assignment through use of information or means not available to other students or providing such means to others, completing an academic assignment in an unauthorized location, or engaging in any activity that interferes with another student's ability to complete his or her their academic work. Examples of gaining/giving an unfair advantage include, but are not limited to:

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- Retaining, possessing, using, distributing or making public previous or current academic assignment materials when the instructor has indicated that those materials are not to be retained or shared or are to be returned

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to the instructor at the conclusion of the academic assignment or course (including originals, copies, reproductions, pictures and electronic or hard copy formats, or uploading to websites or providing for sale);

- Taking pictures of, making copies of, or reproducing any academic assignment materials when the instructor has indicated that those materials are not to be copied or reproduced in any form;
- Completing an academic assignment in a location not authorized by the instructor;
- Obstructing or interfering with another student's academic work or ability to gain access to information to be used in the completion of an academic assignment;
- Taking or using another student's work without his or her knowledge;
- Removing academic assignment materials from an instructor's office, classroom, computer, or any other University space (physical or virtual/electronic);
- Violating the procedures described to maintain the integrity of an academic assignment, including any procedures associated with online proctoring;
- Aiding another student in committing or attempting to commit academic dishonesty.

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Attempts to engage in any of the above actions will be treated the same as completed acts.

Students may be held responsible for committing academic dishonesty while enrolled even if ~~the student withdraws~~they withdraw from the course.

Procedures for Reporting and Adjudicating Cases of Academic Dishonesty

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Academic dishonesty weakens the quality of education and the academic culture for all members of the Miami University community. All members of the Miami University community are expected to uphold the principles of academic integrity and to deter and report academic dishonesty.

Procedures for reporting alleged academic dishonesty

If academic dishonesty is suspected to have occurred within a course, the course instructor who suspects that a student has engaged in academic dishonesty shall report the alleged incident to the Assistant Director for Academic Integrity in a timely manner. If academic dishonesty is suspected to have occurred on an academic assignment that is not within a course (e.g., proficiency waiver examination, portfolio or research submitted for credit), the person in charge of the academic assignment shall report the alleged incident to the Assistant Director for Academic Integrity.

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Other persons, including students, who believe they have knowledge of academic dishonesty, should report the alleged dishonesty to the instructor of the course or person in charge of the academic assignment in which the dishonesty is alleged to have occurred. If, after reasonable inquiry, the course instructor or person in charge of the academic assignment finds the report credible, ~~he or she~~they will report the alleged incident to the Assistant Director for Academic Integrity.

In ~~report~~reporting the alleged incident to the Assistant Director for Academic Integrity, the course instructor or person in charge of the academic assignment (herein referred to as the instructor) shall provide a report of the incident and include the relevant documentation. The instructor is encouraged to communicate to the student suspected of committing academic dishonesty that ~~he or she has~~they have been reported to the Assistant Director for Academic Integrity.

Once a report has been submitted to the Assistant Director for Academic Integrity, the Assistant Director for Academic Integrity may meet with the instructor to discuss the criteria for academic dishonesty, hearing procedures, the nature of the information, or to request more information.

Notice and Procedural Review

Upon receipt of a referral, ~~the Assistant Director for Academic Integrity~~an academic integrity staff member will notify the student of the report and schedule a procedural review with the student.

The notice will include a copy of the instructor's report with all supporting documentation; the date, time, and location of the procedural review, which will be held

no sooner than five university class days from the date of the notice; and the Student Guide to Academic Dishonesty.

The purpose of the procedural review is to review the report from the instructor, provide an explanation of the academic integrity process, discuss the reported student's options, and advise the student regarding the proposed sanctions for the alleged violation(s).

If the student fails to appear at the procedural review, the case will be referred to the appropriate department chair/program director for a hearing. Procedural reviews may be rescheduled at the discretion of the Assistant Director for Academic Integrity.

Selection of a Hearing/Outcome Option

The student must, no later than two university class days from the date of the procedural review, select one of two resolution options and return the signed Academic Integrity Resolution Option form to the Assistant Director for Academic Integrity staff member handing their case.

The options are:

1. Accept responsibility for committing academic dishonesty as alleged and the proposed sanction(s)* or
2. Request a hearing with the department chair/program director of the department/program in which the alleged violation arose.

If the student accepts responsibility, the Assistant Director for Academic Integrity academic integrity staff will notify the instructor and appropriate department chair/program director of the student's decision. The Assistant Director for Academic Integrity academic integrity staff will impose the sanction(s) accepted by the student. If the student accepts responsibility, the finding is final, and the student may not appeal. If the reported student requests a hearing, the Assistant Director for Academic Integrity academic integrity staff will notify the student and the appropriate department chair/program director of the student's decision. The department chair/program director has the right to require a single hearing for cases involving multiple students.

*If the case is not a first offense, see process below for petitioning to waive a period of suspension or hold a dismissal in abeyance.

Hearing Notice

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If the student elects to have a hearing or fails to notify the ~~Assistant Director for Academic Integrity~~ academic integrity staff of the option selected within two university class days from the date of the procedural review, a hearing will be scheduled, and the student will be notified of the date, time, and location of the hearing. The hearing will be scheduled no sooner than five university class days from the date of notification.

Hearing Procedures

The hearing will be conducted by the department chair/program director (herein referred to as the hearing officer). A student may request that a designee conduct the hearing. (Refer to Section 1.5.1)

Hearings will be held with all parties physically present. In the event not all parties are able to be physically present, hearings may be held via video, phone, teleconferencing or other means. Students may bring an advisor of their choice and up to two persons for support to the hearing. However, the advisor or support ~~person~~ persons may not speak on behalf of the student. If an advisor or support person is determined to be unreasonably interfering with the hearing, they may be asked to leave.

At the hearing, the instructor will present the information supporting the allegation of academic dishonesty, including any supporting factual witnesses or information. The student will be afforded the opportunity to respond verbally or by submitting a written statement or evidence, with any supporting factual witnesses, and to ask questions of the instructor and witnesses called by the instructor. The hearing officer may ask questions of all parties involved in order to understand the full nature of the situation and the evidence presented by both parties.

To the extent possible or necessary, the hearing should serve as an opportunity to have an educational conversation with the student about academic integrity.

If the student fails to attend the hearing, the hearing may be held in the student's absence.

Sanctioning

Hearing Outcome

Following the hearing, the hearing officer shall review all of the documentation and testimony and determine whether the student has committed an act of academic

dishonesty. The standard of review used to determine responsibility is a “preponderance” standard. This determination is based on the greater weight of the available information is sufficient for the hearing officer to conclude the student committed academic dishonesty and does not require a standard beyond a reasonable doubt.

~~If The hearing officer will submit the hearing officer concludes that the student is not finding, rationale, and sanctions to be imposed for a responsible for committing finding to the academic dishonesty, integrity staff. The academic integrity staff will send the hearing officer will inform, finding letter to the student, instructor, hearing officer, and any other relevant university personnel.~~

~~If a student is found Not Responsible, the instructor, and finding letter will include the dean of the division in which the violation was alleged to have occurred, and the Assistant Director rationale for Academic Integrity of this the finding. If the hearing officer determines that no violation of the Academic Integrity Policy has occurred, but that the student may benefit therefrom, the hearing officer may direct the student to successfully complete an educational seminar conducted by the Assistant Director for Academic Integrity academic integrity staff within a specified period of time. Such information will be outlined in the hearing finding letter sent to the student.~~

If the hearing officer concludes that the student is responsible for committing academic dishonesty, the hearing officer, ~~after conferring with the instructor, will impose one or more sanction(s) will contact the academic integrity staff to determine if the student has a previous dishonesty offense (either academic dishonesty or a dishonesty violation of the Code of Student Conduct). If the offense is a first offense of academic dishonesty, the hearing officer, after conferring with the instructor and academic integrity staff, will determine the appropriate sanctions to impose based on the sanctioning guidelines in this policy.~~

- ~~1. The hearing officer will first determine whether the student has been found finding letter for a responsible for any previous act of dishonesty (to include academic dishonesty violations and dishonesty violations of the Code of Student Conduct).—~~
- ~~2. If the student has not previously been found responsible for an act of dishonesty, the hearing officer will impose one or more of the following grade-related sanctions:~~

- ~~A letter grade of F, the numerical grade of zero, a percentage grade of zero (0) percent, or a reduced grade or receipt of zero credit for any academic assignment on which academic dishonesty was found to have occurred, or any other portion of the course;~~
- ~~A reduced grade for the entire course, including the possible specification of a course letter grade of F or Y (no credit) for a course taken credit/no credit;~~
- ~~A letter grade of F for the entire course with transcript notation of "Academic Dishonesty (class)" and the recording of a grade of either ADF for F or ADY for credit/no credit.~~

~~3. The following sanctions also may be imposed:~~

- ~~finding Participation in an online academic integrity workshop. The student will be required to pay for the workshop. Failure to complete the workshop will result in a hold being placed on a student's ability to register for subsequent semesters, to change a class schedule, or eligibility to graduate.~~
- ~~Completion of an educational seminar other than the online academic integrity workshop, listed above. Failure to complete the workshop will result in a hold being placed on a student's ability to register for subsequent semesters, to change a class schedule, or eligibility to graduate.~~
- ~~In extraordinary circumstances, the recommendation for suspension or dismissal may be recommended for a first offense.~~

~~If of academic dishonesty will include the rationale for the finding and the sanction(s) imposed. The hearing finding letter also will include a statement of the student's right to appeal the decision of the hearing officer determines that as outlined in this policy and include instructions for submitting an appeal and the deadline by which to do so.~~

~~4. If the student has previously been found responsible for an act of a previous academic dishonesty offense, the minimum sanction imposed will be suspension for at least one semester.~~

~~5. If the student has previously been suspended for dishonesty, the minimum sanction will be academic dishonesty (including a period of suspension that has been waived) or had a dismissal held in abeyance, dismissal from the University university will be the minimum sanction imposed.~~

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~~6. The hearing officer will provide the decision to the student, the instructor, and the Assistant Director for Academic Integrity.~~

~~o The decision will include the name of the student, the student's identification number, full details of the case, and the sanction(s).~~

~~o The decision~~The hearing finding letter for a student who has been responsible for a previous academic dishonesty offense will include the rationale for the finding, the grade-related and educational sanctions imposed, and the suspension/dismissal effective dates. The hearing finding letter will include a statement of the student's right to appeal the decision of the hearing officer as outlined in Section 1.5. This policy and include the instructions for submitting an appeal and the deadline by which to do so. The student also will be provided with instructions for submitting a petition to waive a period of suspension or to hold a dismissal in abeyance and the deadline by which to submit the petition.

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A student who is submitting an appeal based on procedural error or new evidence (see below), should submit the appeal before submitting a petition regarding suspension/dismissal imposition. If the appeal is denied, a petition regarding the suspension or dismissal can be submitted.

Once the appeal or petition deadline has passed and if no appeal or petition has been submitted, the academic integrity staff will, notify the instructor, the hearing officer, and any other relevant university personnel, if action by their office is required, that the case is fully resolved and the sanctions can be imposed.

Suspension/Dismissal Imposition Decision

A student found responsible for committing academic dishonesty who has a previous responsible finding for academic dishonesty, may submit a petition to waive a period of suspension or hold a dismissal in abeyance. The petition must be submitted within five University business days from the date the written decision was sent. If a petition is submitted, the hearing officer may submit a statement/recommendation with regard to the imposition of the suspension/dismissal sanction. The student's petition, hearing finding letter and recommendation, and case materials from the student's dishonesty cases with responsible outcomes will be sent to the Interdivisional (ID) Committee of Advisors for consideration. The ID Committee will review all of the materials and determine whether to grant a student's petition. The ID Committee will consider the hearing officer's recommendation, student petition, severity of the behavior, nature of the offenses, nature and worth of the academic assignment(s), and/or the presence of aggravating or mitigating circumstances in making a decision.

The ID Committee will submit its decision and rationale to the academic integrity staff. The academic integrity staff will send the decision letter to the student. The letter will include the committee's decision and rationale, restate the finding, rationale, and imposed sanctions from the hearing officer, provide suspension/dismissal effective dates if the student's petition is denied. The decision of the ID Committee is final.

Sanctions

The purpose of sanctions is to hold students accountable for their academic integrity offenses in a manner that is appropriate to the nature of the offense as well as to provide education for students around the greater issues involved in their situations. Sanctions for academic integrity offenses take into consideration previous academic dishonesty offenses and may take into consideration previous Code of Student Conduct Dishonesty offenses.

Miami University recognizes that each case of academic dishonesty is unique and sanctions should be appropriate to the offense; therefore, the severity of the offense, based on the nature of the offense and nature of the academic assignment, will be considered in determining the appropriate sanction(s) to impose.

The sanctions imposed for a responsible finding in a hearing may differ from the proposed sanctions provided to a student during a Procedural Review meeting if different sanctions are deemed appropriate.

◦ No sanctions will be imposed until after the appeal deadline has passed or an appeal that has been submitted is fully resolved.

Sanctioning Guidelines for First Offenses

For a first violation of the Academic Integrity Policy considered to be low severity, when the student has no previous violation or Code of Student Conduct Dishonesty violation, a student typically will receive:

- A grade of zero (0) on the academic assignment(s) in question.
- An additional reduction in the final course grade (e.g., 10% reduction).
- Participation in an online academic integrity workshop. Once the appeal deadline has passed and if no appeal has been submitted, the Assistant Director for Academic Integrity will send a copy of the final sanction letter to the student, instructor, the hearing officer, and the Office of the University Registrar if action by this office is required.

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- There will be a fee of \$200 to the student for the workshop.

If the offense involves a major assignment or exam, in addition to the above, the sanctions also may include:

- A significant reduction of the course grade, including the possible specification of a course letter grade of F or NCR (no credit) for a course taken credit/no credit.

For a first violation of the Academic Integrity Policy considered to be high severity, when the student has no previous Code of Student Conduct Dishonesty violation, the student typically will receive:

- A grade of zero (0) on the academic assignment(s) in question.
- A significant reduction of the course grade (e.g., more than 10%), including the possible specification of a course letter grade of F or NCR (no credit) for a course taken credit/no credit.
- Participation in an online academic integrity workshop. There will be a fee of \$200 to the student for the workshop.

If the offense involves a major assignment or exam, in addition to the above, the sanctions also may include:

- A grade of F or Y or a grade of ADF or ADY in the course. A grade of ADF/ADY is a letter grade of F or Y (no credit) for the entire course with a transcript notation of "Academic Dishonesty (class) and the recording of a grade of either ADF for F or ADY for credit/no credit.

When a student accepts responsibility for or is found responsible for violating the academic integrity policy, the academic integrity staff and/or hearing officer will consider the type and severity of the behavior, nature of the offense, nature and worth of the academic assignment, and consult with the instructor in determining appropriate sanctions to propose and/or impose.

A previous Code of Student Conduct Dishonesty violation may be taken into consideration as an aggravating circumstance in determining appropriate sanctions. More severe sanctions could be imposed due to a previous Code of Student Conduct Dishonesty offense.

First offenses may result in suspension or dismissal due to the severity of the behavior and/or presence of aggravating circumstances.

Sanctioning Guidelines for Students with Previous Academic Dishonesty Offenses

For a second violation of the Academic Integrity Policy, a student typically will receive:

- A grade of F or Y or a grade of ADF or ADY in the course. A grade of ADF/ADY is a letter grade of F or Y (no credit) for the entire course with a transcript notation of "Academic Dishonesty (class) and the recording of a grade of either ADF for F or ADY for credit/no credit.
- Participation in an educational workshop with the academic integrity staff

And a minimum of one semester suspension will be imposed.

For a second violation of the Academic Integrity Policy, the academic integrity staff and/or hearing officer, in consultation with the instructor, may choose to propose or impose grade-related or educational sanctions other than those listed above, depending on the type and severity of the behavior, nature of the offense, nature and worth of the academic assignment, and/or the presence of aggravating or mitigating circumstances. A previous Code of Student Conduct Dishonesty violation may be taken into consideration as an aggravating circumstance.

If a student previously has been suspended for academic dishonesty, the minimum sanction imposed will be dismissal from the university.

Petition to Waive a Period of Suspension or Hold a Dismissal in Abeyance

The minimum sanction to be imposed for multiple offenses of academic dishonesty is either suspension or dismissal.

A student may petition to waive the period of suspension or to hold the dismissal in abeyance, and to appeal the petition decision (see above).

ADF/ADY Sanction

If the sanction is the ADF/ADY, this denotes **Appeals**

~~A student found responsible for an act of academic dishonesty may appeal the decision or sanction(s) in writing within five university class days following the student's receipt of~~

~~the decision. Students who are studying abroad at the time of the notice may be given extended time to submit an appeal based on ability to communicate via electronic means. The appeal submitted by the student should state the basis for the appeal, include all supporting documents, and be submitted by the student to the Assistant Director for Academic Integrity. The Assistant Director for Academic Integrity will forward the student's appeal documents and all case materials to the appropriate dean for consideration, the dean of the division in which the matter arose. The Assistant Director for Academic Integrity also will notify the reporting instructor and hearing officer that an appeal has been submitted. The hearing officer may elect to write a response to the student's appeal to be considered by the dean when deciding upon the appeal.~~

~~1. Appeals may be filed for the following reasons:~~

~~a. inappropriate sanction;~~

~~b. procedural defects in the adjudication of the matter sufficiently substantial to have affected the outcome of the hearing; or~~

~~c. new evidence sufficiently substantial to have affected the outcome of the hearing.~~

~~2.1. If the dean concludes that procedural defects occurred or new evidence is available, either or both of which is sufficiently substantial to have affected the outcome of the hearing, the dean will order a new hearing. The dean shall appoint a new hearing officer.~~

~~3.1. If the dean concludes the sanction was inappropriate, the dean will impose the appropriate sanction.~~

~~The dean will send copies of the final decision letter to the student and the hearing officer, as well as any other appropriate persons.~~

Sanctions

~~If the sanction is failure for the course with transcript notation of "Academic Dishonesty (class)" and the recording of a grade of either ADF for F or ADY for credit/no credit, the~~
The Office of the University Registrar will record the grade of ADF or ADY for the course with a transcript notation of "Academic Dishonesty (class)." If the student officially drops or withdraws from the course, and the sanction is ~~failure of an F/Y or ADF/ADY for~~ the course, a grade of ADF or ADY will be imposed with a transcript notation of "Academic

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Dishonesty.” (class).” A student, who is sanctioned to an ADF/ADY, may not change his or her/their grading option after the date of the academic dishonesty occurrence.

A course with a transcript notation of Academic Dishonesty is not eligible to be retaken using the Undergraduate Course Repeat Policy.

Suspension and Dismissal

If the sanction is suspension, the Office of the University Registrar will place the notice “Academic Integrity Suspension” on the student’s academic record. Similarly, dismissal for academic dishonesty will be noted on the student’s academic record as “Academic Dismissal.” Integrity Dismissal. If a petition to waive a period of suspension or hold a dismissal in abeyance is granted, this will be noted on the transcript.

1. Suspension may begin either immediately or at the close of the current academic semester or term as provided in the final decision. A sanction of dismissal will take effect immediately.

2. Suspension is a sanction that terminates the student’s enrollment for a specified period of time. The effective dates of the suspension will be provided to the student in the finding letter.

3. Suspensions will not be for less than the remainder of the current academic semester nor more than the remainder of the current academic semester plus up to two succeeding semesters. (Note that a student may not be suspended solely for either winter and/or summer term.) Suspended students may not attend any term or semester at Miami during a period of suspension. (either in person or online).

2.4. Dismissals permanently separate the student from the University without any opportunity to re-enroll in the future.

3.5. Academic credit earned elsewhere during a period of suspension will not be accepted in transfer. Incomplete grades may not be removed during periods of suspension or dismissal.

A student who has been dismissed or suspended from the University is denied all privileges afforded a student and must vacate campus. Students who are dismissed or suspended may not enter any Miami University campus/or other University property at any time for any reason in the absence of the express written consent of the Dean of Students or designee. To seek such permission, a suspended or dismissed student must file a written request with the academic integrity staff for entrance for a limited.

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specific purpose. During the period of suspension or dismissal, a student may not attend classes or participate in University-related activities, whether they occur on or off campus. All assigned educational sanctions must be completed prior to the conclusion of suspension, otherwise the suspension will remain in effect. Presence on campus in violation of sanctions could result in arrest. A student who has been suspended must apply for re-enrollment.

Academic Integrity Education Sanctions

If the sanction includes an educational workshop or seminar, the student will be required to pay for the seminar. Failure to complete the seminar by the stated deadline will result in a hold being placed on a student's ability to register for subsequent semesters, to change a class schedule, or eligibility to graduate.

Appeals

A student found responsible for an act of academic dishonesty may appeal the decision or sanction(s) in writing within five University business days of the date of the written decision by the academic integrity staff. Students who are studying abroad at the time of the notice may be given extended time to submit an appeal based on their ability to communicate via electronic means. The appeal submitted by the student should state the basis for the appeal, include all supporting documents, and be submitted by the student to the Assistant Director for Academic Integrity. The Assistant Director for Academic Integrity will forward the student's appeal documents and all case materials to the dean of the division in which the matter arose. The Assistant Director for Academic Integrity also will notify the reporting instructor and hearing officer that an appeal has been submitted. The hearing officer may elect to write a response to the student's appeal to be considered by the dean when deciding upon the appeal.

1. Appeals may be filed for the following reasons:

- a. inappropriate sanction;
- b. a procedural error in the hearing of the case occurred that is found to be substantial enough to have changed the outcome of the hearing, including failure to objectively evaluate all relevant evidence or error(s) related to determination of relevance; or
- c. new evidence exists that was not reasonably available at the time the determination was made that is determined to be substantial enough to have changed the outcome of the hearing.

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2. If the dean concludes that procedural error occurred or new evidence is available, either or both of which is sufficiently substantial to have affected the outcome of the hearing, the dean will order a new hearing. The dean shall appoint a new hearing officer.
3. If the dean concludes the sanction was inappropriate, the dean will impose the appropriate sanction.

The dean will notify the academic integrity staff of the appeal decision. The academic integrity staff will send copies of the final decision letter to the student, instructor, the hearing officer, and any other appropriate persons.

If an appeal based on procedural error or new evidence is denied, a petition regarding suspension or dismissal can be submitted, as outlined above.

The decision of the dean is final. The result of any new hearing ordered by the dean may be appealed only as detailed in this policy.

Withdrawal

Should a reported student be academically dismissed or withdraw from Miami University before an academic integrity case has been fully resolved or sanctions completed, the matter may proceed in the absence of the student, and/or a comment may be placed on the student's official transcript indicating "academic misconduct action is pending at the time of withdrawal."

Academic Dishonesty Records

The Assistant Director for Academic Integrity, on behalf of the Office of the Provost, is responsible for maintaining records of any adjudication of academic dishonesty. Records of these hearings are kept confidential to the extent permitted by law.

1. Records of hearings regarding academic dishonesty resulting in a finding of not responsible will be maintained in the Office of the Provost until the end of the academic year in which the finding is made at which time they may be destroyed.
2. Records of actions resulting in an acceptance of or finding of responsible and sanctions other than suspensions or dismissals are maintained for seven academic years following the date the finding is made at which time they may be destroyed.

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3. Records of actions resulting in an acceptance of or finding of responsible and a sanction of suspensionsuspension or dismissalsdismissal are maintained indefinitely. A notation of suspension or dismissal is reflected on the student's official University academic record (transcript) maintained by the Office of the University Registrar, including if a period of suspension is waived or a dismissal is held in abeyance.
4. At any time after seven years from the date of the finding in which a sanction less than dismissal was imposed, a student or former student may petition the Provost or designee to have their records of academic dishonesty expunged. The decision to expunge will be based on the severity of the violation(s), the person's disciplinary record as a whole (including violations of the Code of Student Conduct), and evidence of good behavior since the violation(s). If the records are expunged, any notation of academic dishonesty or suspension for academic dishonesty will be removed from the official academic record maintained by the Office of the University Registrar.
5. A student who has been dismissed from the University may not request to have their records expunged. However, the Provost has the authority to expunge the records and remove the notation in extraordinary circumstances any time after seven academic years from the date the finding was made.

Graduation

All Miami University academic dishonesty charges against a student must be resolved and sanctions completed before a student is eligible to graduate.

Interpretation of the Academic Integrity Policy

Any question of interpretation or application of the Academic Integrity Policy shall be referred to the Provost and Executive Vice President for Academic Affairs or designee for final determination.

Any reference to university class days in this policy does not include final exam week or winter or summer terms unless the matter arises during one of these terms.

Any reference to a particular office holder is to be read as including any person serving in an acting or interim capacity for the office and any person designated by the office

holder to serve in place of the office holder. The designee must be a full-time tenured faculty member-, or TCPL faculty with associate or full rank, or academic administrator but need not be from the department/program in which the matter originates.

Related Form(s)

Not Applicable.

Additional Resources and Procedures

Not Applicable.

FAQ

Not Applicable.

Policy Administration

Next Review Date

7/1/2023

Responsible Officer

- Provost & Executive Vice President
- Associate Provost
- Associate Vice President & Dean of Students

Legal Authority

Not Applicable.

Compliance Policy

No

Revision History

Amended July 2019; Amended August 2023

Reference ID

Student Handbook 1.5

Reviewing Bodies

- Miami University Senate
- Administrative

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