

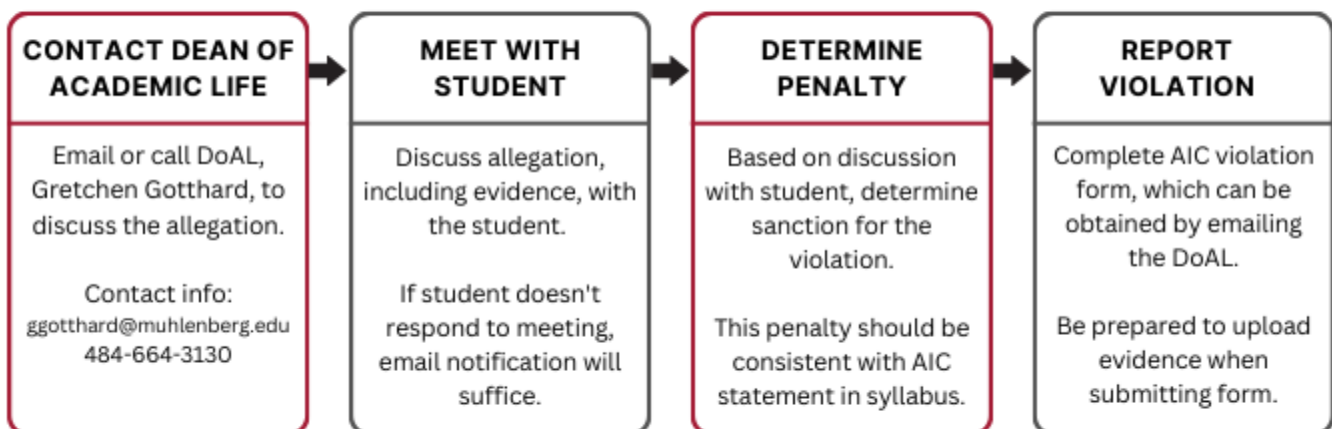
Academic Integrity Code (AIC) Procedures

Preventing Academic Integrity Code (AIC) Violations

- Include a statement about the [AIC](#) on your syllabi. Be specific about potential consequences for violations (e.g., breaking the AIC will result in a zero on the assignment).
- Frequently remind students about AIC expectations throughout the semester, especially at key points in the semester (e.g., when exams are given and assignments are due).
- Remind students that the AIC prohibits all of the following: cheating; plagiarism; collusion; furnishing false information; helping or hindering the academic work of others.
- **Note about ChatGPT:** As we all work to determine the best ways to incorporate this tool into our classes, be clear with students about what constitutes acceptable use of this technology in your classes. It will be difficult to prevent students from using AI tools. Assignment design is one of the best ways to limit plagiarism. For example, ChatGPT can be used to provide basic summaries, but doesn't seem to be effective for creating papers that require critical analysis and/or synthesis.
 - **Dr. Josh Barszczewski** shared several [helpful ChatGPT resources](#) in a recent workshop.

Reporting AIC Violations

Quick Guide for Faculty



Reporting AIC Violations

CONTACT DEAN OF ACADEMIC LIFE

- This email or phone call is just a consultation; it is not a formal report of an allegation. Use this opportunity to discuss the details of the situation and decide whether or not to proceed with the allegation.
- Naming the student is not required during this stage of the process.

MEET WITH STUDENT

- If you decide to pursue the allegation, set up a time to meet with the student. If the student doesn't reply after your second attempt, please send details of your concerns in an email to the student and copy the DoAL.
- During this meeting (or in your email), discuss the violation with the student, including any evidence you have of the violation.
- **No AIC violation:** If you conclude that there is not an AIC violation, please let the DoAL know via email. No further steps are required.
- **AIC violation:** If you conclude that there is an AIC violation, please move on to the next step and determine the penalty for the violation.

DETERMINE PENALTY

- Ideally, the penalty you impose should be consistent with statements made in the AIC section of your syllabus.
- **Common penalties include:**
 - Resubmission of the assignment
 - Note: If you impose this penalty, no formal report (i.e., AIC violation Jotform) is required, although you are still welcome to report the allegation.
 - Points or percentage penalty (e.g., 10 points off; 50% off)
 - "F" on the assignment
 - Zero on the assignment
 - "F" in the course
- For all penalties (other than resubmission of the assignment), communicate the penalty to the student and let them know that you are required to report the penalty to the DoAL. You may also let the student know that the DoAL will be contacting them soon.

REPORT VIOLATION

- Please complete the AIC Violation Form. This form can be obtained by emailing deanofacademiclife@muhlenberg.edu. See below for screenshots of the form.

Academic Integrity Code Violation

Faculty Form

[View the Academic Integrity Code](#)

Course Instructor's Email *

Course Instructor's Name *

First Name

Last Name

Course Name *

Course Number and Section *

Student's Name *

First Name

Last Name

AIC Violation (select all that apply) *

Cheating

Plagiarism

Collusion

False Information

Helping or Hindering Others

Date Notice Given to Student *

MM-DD-YYYY

Date


Sanction for Violation *

Detailed Narrative

Type here...

Please describe in detail what occurred with this case. For example, first notice of the alleged violation, discussions with the student about the violation, rationale for the sanction, etc. **NOTE: This narrative replaces the letter that was submitted in the past.** You should not submit a separate letter.

Upload Evidence


Browse Files
Drag and drop files here

Please upload ALL evidence that pertains to this case (e.g., course syllabus, assignment details, evidence of the violation, etc.). **No additional evidence can be uploaded after this form is submitted.** If there are documents that you prefer to share with the committee only (e.g., the student's reaction to the accusation), please specify that in the document.

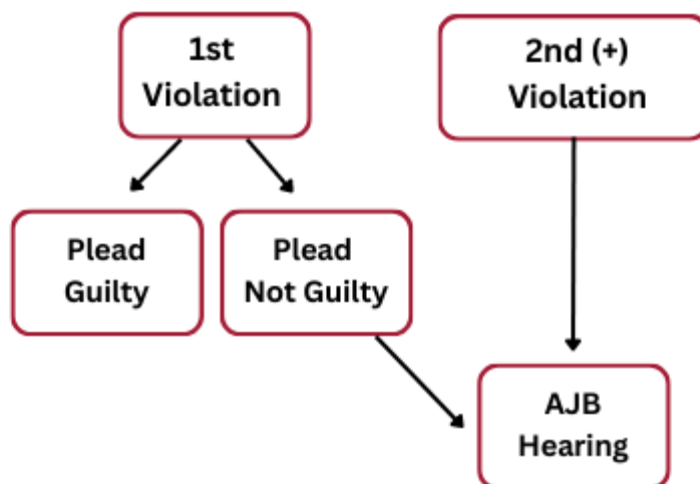
- **Detailed Narrative:** This form replaces the letter that was submitted in past years. There is a textbox on the form where you can type your narrative of events. You may want to compose the narrative in a separate document and then copy/paste into the AIC violation form.
- **Upload Evidence:** This section of the form asks you to upload **all evidence** that pertains to the case. No additional evidence can be uploaded after the form is submitted or shared in a potential hearing.
 - **Important: You do not have to show every instance of a violation in your evidence.** For example, if a student plagiarized a paper, you are not required to show every place in the paper that the student plagiarized. Simply show **any** evidence of plagiarism.
 - **Confidential information:** If there are documents that you prefer to share with the DoAL and Academic Judicial Board (AJB) only (e.g., the student's reaction to the accusation), please specify that at the top of the document by writing "FOR DOAL AND AJB ONLY."

Following Report of AIC Violation

- **DoAL meets with the student** to discuss the AIC, the current accusation and sanction, and the student's options as outlined in the AIC. Options differ depending on whether it is their first or second (or subsequent) violation.

Hearings

Quick Guide for Faculty



- For a **first violation**, the student has two options:
 - Plead Guilty: Faculty member's original sanction stands and there is no further process. A letter describing the case is placed in the student's file in the DoAL office.
 - Plead Not Guilty: An AJB hearing will be held.
- For a **second (or subsequent) violation**, the student is required to participate in an AJB hearing, even if they plead guilty.
 - **IMPORTANT:** It is **crucial to report all violations**; otherwise, every violation is equivalent to a first violation.
- **AJB Hearing**
 - At the hearing, the student may:
 - Plead guilty: In this case, the hearing provides additional context for the penalty.
 - Plead not guilty: In this case, the AJB will examine the facts and then arrive at a guilty or not guilty verdict.
 - AJB may uphold the faculty member's original sanction or choose a more substantial sanction, including :
 - Grade of "F" on the assignment
 - Zero on the assignment
 - Final grade of "F" in the course
 - Final grade of "VF" in the course, which indicates on the student's transcript that failure was due to an integrity code violation
 - Suspension for one, two, or three semesters
 - Expulsion from the College
 - At the conclusion of the hearing, AJB promptly makes a recommendation to the DoAL.
 - The DoAL notifies the student of the outcome of the hearing and the sanction.