Academic Integrity at Roanoke College

Roanoke College is committed to the maintenance of the highest possible standards of academic integrity among all of its constituents. To promote an atmosphere conducive to a free quest for intellectual fulfillment, the administration, staff, students, and the faculty have the responsibility and the obligation to adhere to and to enforce the standards of the academic integrity policy as defined and outlined in the brochure Academic Integrity at Roanoke College. Before beginning their course work at Roanoke, students are required to make a commitment to support this policy and to work fully with the campus community in sustaining the academic integrity of Roanoke College.

There will be those individuals who violate the governing principles which this institution has adopted for the independent search for knowledge. When such violations are suspected, it is the duty of the institution's members to report those who are suspected of such acts. While striving to sustain a consistently high level of academic integrity, Roanoke College also strives to ensure due process to all who have been charged with academic integrity violations. No one person has the right to assume the enforcement of this policy; thus, each person charged with a violation, as well as each person bringing a charge, has the right to a full hearing. The Academic Integrity Council consists of the Associate Dean for Academic Affairs and Administration, members of the faculty and professional staff appointed by the President, and student members elected annually by the student body. Members of the Council are chosen for Academic Integrity Panels and Academic Integrity Boards, which hear all cases involving charges of violations of academic integrity.

Violations include cheating in any form; plagiarizing; lying in direct association with academic matters or during the process of an academic integrity hearing or investigation; unauthorized use of an electronic device during a testing period; impeding an investigation; denying access to academic materials; or other actions that violate student regulations or public statutes for the purpose of committing or supporting an academic integrity violation. Penalties, which vary according to the severity of the violation and the circumstances of the case, include the grade F in the course (the usual minimum penalty); the grade XF (academic integrity failure); and Academic Integrity Probation, Suspension, and Expulsion. The [Academic Integrity at Roanoke College](https://www.roanoke.edu/inside/a-z_index/academic_affairs/academic_integrity/the_ai_handbook/letter_from_the_dean)brochure should be consulted for complete details concerning the College's academic integrity system.

It is the responsibility of each student to become familiar with the regulations and procedures of the system immediately upon enrollment. To assist students in meeting this responsibility, all students are required to attend an Academic Integrity session during their first semester. The brochure *Academic Integrity at Roanoke College* is available electronically (see link above), and all students must complete an Academic Integrity Module prior to registering for their second semester. Questions concerning the Academic Integrity System should be addressed to the Associate Dean for Academic Affairs and Administration

## ****Information for Faculty who are Aware of an Academic Integrity Violation****

### Do I Need to Talk to Anyone Before I Bring a Charge?

You are not required to meet with or talk with anyone before bringing an Academic Integrity charge. You may, however, choose to meet with the student(s) involved. The purposes of this meeting could include (a) confronting the student about suspected behavior, (b) obtaining more information about the situation, or (c) informing the student that you are filing a charge. You also have the option of meeting with the Chair of the Academic Integrity Council for advice about whether a particular situation constitutes a violation, about how to compose a charge letter, or about whether you have sufficient evidence to bring a charge. You can also seek the advice of your department chair or any member of the Academic Integrity Council on these matters. While you may discuss a case in general terms, it is your responsibility to protect the identity of the student(s) involved. If you seek the advice of your department chair or another faculty member, do not reveal a student's name or any information that would reveal the identity of the student suspected of a violation.

### Do I Put Myself at Risk by Reporting a Charge?

No. Colleges' established procedures for dealing with Academic Integrity violations are respected by the courts. Faculty members who follow these procedures do not put themselves at risk. However, for example, if a faculty member does not report a violation, but instead imposes a penalty apart from a hearing, the faculty member risks liability for failing to follow our own procedures. If you have any questions about this, please talk to the Chair of the Academic Integrity Council.

### How Much Time do I Have to File to a Charge?

You have 48 hours-excluding weekends, holidays, and other breaks in the calendar-from the time you determine that a violation has occurred to report the violation in writing to the Chair of the Academic Integrity Council. Note that the 48 hours does not begin from when you first suspect that violation might have occurred, but rather from the time that you have determined that you have sufficient evidence to support a charge.

### It's the End of the Semester and Grades are Due. Should I Report a Grade?

If the deadline for grades is approaching and you suspect a student of a violation (or you have filed a charge and the hearing has not yet taken place), you should report a grade of "NG" (No Grade).

### What Should a Charge Letter Include?

There is no set format for a charge letter. The following items should, however, be included in your letter:

* A clear statement of the charge being brought (see p. 2 of the AI Handbook for a list of violations);
* The name(s) of the student(s) being charged;
* The course in which the violation occurred;
* A course syllabus and relevant assignment sheet;
* An explanation of the evidence that supports the charge.

In plagiarism cases, please make sure to include with your charge letter the student's work and the sources from which you believe material was plagiarized. **It is especially helpful if the correspondences between these two are clearly marked in some fashion (e.g., with highlighting or underline along with matching letters or numbers). If you use Turnitin, feel free to submit that report as well, although please realize that this report cannot substitute for the the student's work or the source documents.**

## Information for Faculty Who have Filed an Academic Integrity Charge

### It's the End of the Semester and Grades are Due. Should I Report a Grade?

If the deadline for grades is approaching and you suspect a student of a violation (or you have filed a charge and the hearing has not yet taken place), you should report a grade of "NG" (No Grade).

### How are Hearings Scheduled?

After a charge is received, Susan Rambo will begin scheduling a hearing and will contact you to find an available time slot. Normally we need to ensure that you will be available for at least 1.5 hours after the start of the hearing. Hearings usually are held in the Dean's Conference Room, which is located on the second floor of the Administration Building.

### What Should I Expect to Happen at a Hearing?

At the beginning of the hearing you will be asked to make an opening statement that summarizes the information in your charge letter and expands upon that letter as you desire. The student charged will then have an opportunity to make an opening statement. At that point you will be asked to walk the panel or board through the evidence of the violation. At the end of this phase of the hearing, you will have the option of making a closing statement, after which all but the panel or board members will leave the room. At that point you may return to your office/class or remain for the close of the hearing, when the panel or board's decision will be communicated to the student.

You have the right to bring one member of the RC community to assist you at the hearing. These assistants can fully participate during the hearings.

### What Aspects of a Charge/Hearing are Confidential?

All Academic Integrity hearings are confidential. This means that while you may discuss a case in general terms, it is your responsibility to protect the identity of the student(s) involved. If you seek the advice of your department chair or another faculty member, do not reveal a student's name or any information that would reveal the identity of the student suspected of a violation or found in violation. If you do speak with a member of the Council, please make sure that he or she is not going to serve at that hearing. Discussing the case beforehand with a panel or board member will mean that person will have to be replaced and the hearing likely rescheduled.

### What Happens After a Hearing?

After a hearing you will receive written confirmation of the outcome. If a student is found not in violation of the charge, he or she will return to class without penalty. If a student is found in violation, there are two cases in which you are responsible for imposing the penalty determined by the panel or board: (1) If a student receives an F in the course, but you have already submitted an "NG" (No Grade) for the student, you will need to complete a grade change form (available in the Registrar's Office). (2) If a student receives the penalty of a zero on the assignment and reduction of the course grade by one letter grade, you need to calculate the final grade (with the reduction) and either enter it in Web Advisor along with the other grades for your course or submit a grade change form if you have already submitted an "NG." In all other cases the Registrar's Office will impose the appropriate penalty.

Students have the right to appeal a panel or board's decision within 48 hours of the hearing. If a student chooses to exercise this option, he or she has the right to attend class pending the Dean of the College's decision