Pepperdine University
Pepperdine College of Health Science
Academic Integrity Policy

I. Introduction

Academic Integrity is an integral part of the educational process. It makes possible an atmosphere conducive to the development of the total person through learning experiences. Since a person is more than intellect, learning is more than academic achievement. It includes achievement in all the qualities of an individual: intellectual, spiritual, ethical, emotional, and physical. The Code of Academic Integrity provides among students, faculty members, and the administration a spirit of community where total development of all individuals can occur. Furthermore, it creates a climate of mutual trust, respect, and interpersonal concern, where openness and integrity prevail.

The Academic Integrity Policy, referred to as “policy”, is to set forth rules by which the students of Pepperdine University are governed with respect to academic matters. The policy enriches the educational process within the Pepperdine College of Health Science (PCHS) and encourages the development of a communal spirit. Consequently, this leads to a pervasive sense of pride for and loyalty to PCHS's high standards of academic ethics, personal honesty, and spiritual values which imbue Pepperdine as a Christian university.

The policy emphasizes the dignity and development of each individual. The policy maintains free competition and independent intellectual effort, not tolerating dishonesty, cheating, or plagiarism in any form. If acts of dishonorable conduct occur, the policy outlines applicable procedures and sanctions designed to censure such activity. However, to be effective, the policy must be honored, respected, and maintained by the community. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the PCHS community is expected to pursue his or her academic work with honesty and integrity while maintaining the highest ethical standards.

From a Christian perspective, academic integrity is the expression of intellectual virtue in human beings as a result of their creation in God's image. It represents the convergence of the best of the human spirit and God's spirit, which requires personal, private, and community virtue. As a Christian institution, Pepperdine University affirms that integrity begins in our very created being and is lived out in our academic work.

An atmosphere where academic integrity is valued and honored creates a climate of mutual trust, respect, and interpersonal concern in which openness and probity prevail. However, unfortunately, students do, on occasion, violate the policy, and this creates both a need for discipline and an opportunity for restoration.

In the policy, an "Academic matter" means any activity which may affect a grade or any extracurricular activity, or which in any way contributes to the satisfaction of

graduation requirements. Academic matters shall include, but shall not be limited to, the following:

1) Any examination;
2) Any research or other assignment to be done for a course;
3) Any work that is in whole or partial satisfaction of requirements for the receipt of credit;
4) Any misconduct relating to study material, such as notes, papers, books, or tapes;
5) Any efforts to obtain employment or further education

An individual who matriculated and/or was enrolled (degree or non-degree seeking) at Pepperdine University at the time he or she is alleged to have violated this policy shall be deemed as a "student" for the purposes of this policy. An individual shall be deemed "enrolled" from the time of his or her initial registration at Pepperdine University until he or she receives a degree, is dismissed, or formally withdraws from Pepperdine University.

II. Reporting

An alleged infraction is to be reported to the chairperson of the PCHS Academic Integrity Committee using the Academic Integrity Reporting Form available on the college's academic integrity website.

III. Violations Levels and Possible Sanctions

Any violation of academic integrity is subject to an appropriate penalty. Violations at Pepperdine are classified into four levels according to the nature of the infraction. For each level of violation, a corresponding set of sanctions is recommended. The PCHS Academic Integrity Committee, the office of the Dean of the College of Health Science, and the schools and programs within the PCHS are charged with using these guidelines as general rules of practice for the PCHS academic community in matters relating to the assignment of violation level and appropriate sanction.

1. Level One

   Level One violations may occur because of inexperience or lack of knowledge of principles of academic integrity. These violations are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. Cases involving Level One violations are primarily viewed as "teaching opportunities." Therefore, they are to be administered by the instructor in consultation with the student and subsequently reported to the committee chair. In cases where the student disagrees with the sanction imposed, the student may appeal the case to the committee. Level One violations include (but are not limited to) the following examples:

1A. Working with another student on coursework, a laboratory. or other homework assignments to submit for credit when such work is prohibited.

1B. Failing to reference, footnote, or give proper acknowledgment in an extremely limited section of an assignment. This includes changing some words but copying whole phrases, copying words from a source but only marking some of those words as a quotation, paraphrasing without attribution, copying the syntactical or organizational structure of another writer, using unique or apt phrases from another writer, or failure to use quotation marks to cite a passage.

1C. Engaging in any of the following (or similar) activities during an examination when prohibited: talking, having notes visible, leaving the exam room without permission, looking at another's paper, failing to stop working when time is called, or taking additional time beyond the examination period.

The recommended sanctions for violations at Level One are:

i) Consultation with a Student Success staff member, academic coach, or tutor and/or

ii) Completion of an assigned paper or research project on a relevant topic, and/or

iii) Submission of a rewritten assigned paper, and/or

iv) Completion of a make-up assignment at a more difficult level than the original assignment, and/or

v) Receipt of a zero for the original assignment.

A second instance of a Level One violation constitutes an automatic Level Two or higher violation.

2. Level Two

Level Two violations are characterized by dishonesty of a more serious nature or by dishonesty that affects a more significant aspect or portion of the course work. Cases involving Level Two violations are still primarily viewed as "teaching opportunities" and are therefore to be administered by the instructor in consultation with the student and subsequently reported to the committee chairperson. In cases where the student disagrees with either the violation or the sanction imposed, the student may appeal the case to the committee. Level Two violations include (but are not limited to) the following examples:

2A. Using significant portions of information for an assignment without

acknowledging the sources or the collaborators.

2B. Giving or receiving assistance to/from others, such as help with research, statistical analysis, computer programming, or data collection that constitutes an essential element in the undertaking without acknowledging such assistance in the paper, project, or assignment.

2C. Giving or receiving unpermitted assistance on exams.

2D. Using unauthorized materials during an exam.

2E. Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source.

2F. Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.

2G. Collaborating before or during an exam to develop methods of exchanging information and implementation thereof.

2H. To deface, remove, cause to be unavailable, deny the use of, or otherwise improperly use any material in the library or other sources, other than use covered by an overdue book policy

2I. Providing false excuses to postpone tests or due dates.

2J. To improperly reveal to a professor one's identity in connection with an examination which is to be graded on an anonymous basis

2K: To sign a class attendance sheet for another student or to solicit another student to sign in on your behalf

The recommended sanction for Level Two violations is a Level One sanction and/or the following:

i) Course grade that is lowered one or more grade levels, and/or

ii) Course grade of F, and/or

iii) Placement on University probation for one or more semesters.

A second instance of a Level Two violation constitutes an automatic Level Three or higher violation.

3. Level Three

Level Three violations include dishonesty that affects a major or essential portion of work done to meet course requirements, or involves premeditation, or is preceded by one or more violations at Levels One and/or Two. The committee hears all cases involving Level Three violations. Level Three violations include (but are not limited to) the following examples:

3A. Committing any premeditated Level Two violation involving a major portion of coursework.

3B. Taking an exam for another student.

3C. Altering an exam and submitting it for re-grading.

3D. Use, without proper attribution, of a paper or major sections of a work obtained from the Internet.

3E. Presenting the work of another as one's own.

3F. Permitting another to present one's work as their own.

3G. Buying or selling unauthorized aid on examinations, papers, or grades.

3H. Offering or accepting bribes related to academic work.

3I. Fabricating data by inventing or deliberately altering material (this includes citing "sources" that are not, in fact, sources).

3J. Translating work from one language into another and submitting as one's own work.

3K. To willfully or wantonly breach confidentiality, knowingly obstruct the investigation and other proceedings, or provide misinformation to committee members or an investigator during an investigation or hearing.

3L. Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

3M. To unlawfully possess, distribute, or use prescription drugs without proof of prescription, to enhance academic performance.

3N: To intentionally and unnecessarily disturb others taking an examination

3O: To misappropriate another student's, the University's, or any faculty member's notes, papers, books, tapes, or other materials

The sanction typically to be sought for all Level Three violations is a Level Two Sanction and/or suspension from the University for one or more semesters. Students who are suspended return to campus on University Probation.

4. Level Four

Level Four violations represent the most serious breaches of intellectual honesty and academic integrity. The committee hears all Level Four cases. Level Four violations include (but are not limited to) the following examples:

4A. All academic infractions committed after return from suspension for

a previous academic integrity violation.

4B. Stealing an examination from a professor or from a University office.

4C. Falsifying a transcript to secure entry into the University or change the record of work done at the University or elsewhere.

4D. Falsifying medical records.

4E. Falsifying any official University documents by mutilation, addition, or deletion.

The typical sanction for a Level Four violation is permanent dismissal from the University. Such cases will result in the permanent notation of "Academic Disciplinary Dismissal" on the student's transcript.

IV. Procedures

A. Notice

The accused shall be provided written notice of the charge.

1. Instructions for Students

It is the student's responsibility to meet with the faculty member to discuss the alleged academic integrity violation. At this meeting between the faculty member and the student, the student has the opportunity to accept the proposed Level One or Level Two sanction or request a hearing of the Committee.

2. Instructions for Faculty

i. The faculty member accusing the student of the alleged offense should attempt to meet with the student and discuss the incident and determine if there is an acceptable explanation for the apparent violation of the policy.

ii. If an agreement concerning the alleged Level One or Level Two violation is reached, the faculty member will submit a completed AI report form to the committee chair.

iii. If the student is unavailable for a meeting, the alleged violation remains unresolved despite the faculty member's efforts to meet with the student, or if the alleged incident represents a Level Three or Level Four violation, the faculty member will submit a completed Academic Integrity Report Form to the committee chair and a hearing will be scheduled.

Once a copy of the charges has been received by the chairperson of the Committee, they will contact the student to schedule a hearing.

B. Hearing Preparation

1. Students opposing Level One or Level Two sanctions imposed by an instructor or charged with Level Three or Level Four violations will receive written correspondence from the committee chairperson detailing the following:
    i. Date and time of the hearing. The hearing will be scheduled not less than five business days, but no more than thirty calendar days after the student has been notified.
    ii. The alleged violation(s) of academic integrity.
    iii. Possible sanctions for the alleged violation(s).
    iv. The URL to PCHS Academic Integrity web site and the hearing procedures.
    v. The ability of the student to bring a student, faculty or staff advisor.
    vi. The ability of the student to call witnesses and/or submit documents during the hearing. The documents must be submitted to the committee chairperson prior to the hearing.
    vii. A statement that the committee hearing is confidential.
    viii. The opportunity to appeal the resulting decision of the committee.
    ix. Contact information for the committee chairperson.

2. The student may provide a written response, including supplemental information, to the committee chairperson up to 24 hours prior to the committee hearing.

3. The student and the accusing faculty member(s) shall notify the committee chairperson of the names of the witnesses they choose to testify on their behalf and provide a copy of all pertinent documents at least twenty-four hours prior to the hearing. They shall assume responsibility for the presence of their witnesses at the hearing. The committee may, at its sole discretion, limit the number of witnesses and documents considered at the hearing.

4. All hearings will be closed to the community. Only the committee chairperson, the members of the committee, the accused student, advisors involved in the hearing, and accusing faculty member(s) involved in the case may be present at the hearing. Authorized witnesses will be present to testify individually and each witness must leave the hearing as soon as his or her testimony is completed.

C. Committee Creation

The committee will consist of the following members:

a. Student Representatives
    i. Two students from the PCHS. The chairperson, supported by the members of the Academic Integrity committee, shall identify a panel of 4-6 student representatives at the beginning of each academic year. When a hearing is required, the chairperson shall select two members from the panel to serve as the student members on the hearing committee. When selecting student members from the panel, the chairperson must avoid students from the same program cohort and should strive to select student members with minimal or no prior interactions with the students involved in the case.
b. Faculty Members
    i. One faculty member from each school in the PCHS
    ii. Two faculty members selected at large from all schools and programs in the PCHS

D. Hearing

In circumstances where a Committee hearing will be convened, the accused will be provided at least five days' notice prior to the hearing date.

Instructions for Students

A. Advisor

If he or she so desires, the student appearing before the committee shall have the right to be assisted at the hearing by an advisor of his or her choice. The advisor shall be from the Pepperdine community, either faculty, staff, or a student. The advisor cannot be an attorney or parent. The student shall notify the committee chairperson of the name of the advisor and the relationship to him or her at least twenty-four hours prior to the hearing.The advisor may not speak on behalf of the student.

B. Attendance

If, for a valid reason, the accused student cannot attend the hearing at the arranged time, the student should contact the committee chairperson immediately to reschedule the hearing date. If the student cancels or postpones a second scheduled hearing, the committee may rule that the student's failure to appear is a waiver of the student's right to represent himself or herself at the hearing and the hearing will proceed without the student.

C. Support for Students

- To allow a reasonable amount of time to prepare a defense;
- To be able to indirectly cross examine witnesses (the chair of the committee will present the questions submitted;
- To present evidence and to call witnesses who have first hand information;
- To a presumption of innocence which shall disappear only if the committee finds a violation has occurred by

1. Academic integrity proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures are structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness.

2. The hearing committee will consist of the committee and will be chaired by the committee chairperson. No member of the committee who is otherwise interested in the particular case brought before the committee, whether bringing charges against the student, or who is placed in a position of developing or prosecuting the case against the student, shall sit in judgment during the proceedings. This committee member will be replaced as stipulated in No. 3 of the procedures.

3. All committee members involved in the case being presented before the committee must recuse themselves from the committee. An alternate committee member shall replace each recused member prior to the hearing. When possible, the alternate committee member should be from the same academic school or program as the recused committee member. If the committee chairperson must be recused, the committee will elect an alternate chairperson from among its current membership.

4. The hearing will be called to order at the time specified. The hearing cannot begin without the committee (or alternate) chairperson, at least 60% of the remaining committee members, excluding the chairperson, and/or alternates (see #3 above), the accused student, and the accusing faculty member(s) (or an appointed representative) in attendance.

5. The hearing will begin with the committee chairperson providing a summary of the procedures to be followed at the hearing and the charges asserted against the accused student.

6. The accusing faculty member will present to the committee any evidence the faculty member wishes to have under consideration. The faculty member may call witnesses and/or present documents, if deemed pertinent to the case. At the close of any witness's presentation, the witness may be questioned by the committee on any points of evidence

on which the committee is unclear. The witness will then be asked to leave the hearing. The faculty member(s) also may be questioned by the committee on any points of evidence on which the committee is unclear.

7. The accused student will be given an opportunity to rebut the charges. The accused student may call witnesses and/or present documents, if deemed pertinent to the case. At the close of any witness's presentation, the witness may be questioned by the committee on any points of evidence on which the committee is unclear. The witness will then be asked to leave the hearing. At the close of the accused student's presentation, the student may be questioned by the committee on any points of evidence on which the committee is unclear. In addition, the committee may ask the student about points of evidence which are unclear.

8. After all evidence has been presented, the accused student and the accusing faculty member(s) will be asked to leave the hearing room while the committee deliberates. At this time, the committee will review and discuss all evidence it deems pertinent to the case. The committee will make its determination according to a preponderance of the evidence standard (i.e., whether it is more likely than not that the student violated the policy). When deliberation has been completed, a ballot will be taken to decide whether the accused student violated the policy. The ballots will be counted by the secretary and reported to the committee.

9. The accused student will be found in violation or not in violation of the policy based upon a vote of at least three-fourths of the committee members present, with no more than two members dissenting. If the accused student is found in violation of the policy, the committee will make a sanction recommendation to the committee chairperson. The committee chairperson shall consider the committee’s recommendation in determining the sanction(s), but is not bound to adhere to the committee’s recommendation.

10. The accused student will be informed of the committee’s decision and any applicable sanction(s) by letter within three (3) business days following the hearing. Formal written notice of the decision will be sent to the student, the accusing faculty member(s), the dean or director of the appropriate school or program, and the Dean of the College of Health Science.

11. If found in violation, the student will be advised of their opportunity to appeal the decision to the Dean of the College of Health Science (or their designee within the College of Health Science). See "Appeal Procedures"

below.

12. All notes and written records of the hearings shall be given to the Dean of the College of Health Science to be retained by the College in accordance with the University's Records Retention Policy.

13. To maintain a record of the hearing, the secretary will prepare a single written record of the hearing. The record shall consist minimally of:

    i. A list of all hearing participants
    ii. A statement of the alleged misconduct and violation(s);
    iii. A summary of information presented in the hearing, including a chronological outline of the proceedings;
    iv. A summary of the statement of the accused student;
    v. A statement of the decision; and
    vi. The sanctions issued.

14. Any member of the committee may attach a statement to the secretary's report of the hearing indicating his or her dissent.

15. If the accused student fails to appear at the hearing, the committee may make a decision based on the available information. If the committee chairperson determines that good cause exists for the accused student to not appear at the hearing, a new date may be set for the hearing.

E. Appeal Procedures

1. A student who wishes to appeal the committee's decision and/or the committee chairperson's sanction(s) may submit a written appeal to the Dean of the College of Health Science (or their designee). The appeal letter must be submitted within seven calendar days of the date on the written notice of the sanction.

2. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

    i. Insufficient information to support the decision.
    ii. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

iii. Procedural irregularity that undermined the student's ability to present a defense (see "Hearing Procedures" above).
iv. Inappropriateness of the sanction for the violation of the policy.

3. The appellate process does not require a hearing, nor does it require the Dean to make personal contact with the student or the committee. The Dean may, but is not required to, convene an ad hoc appeals committee to assist in considering the appeal. The Dean is not bound by the decision of the ad hoc appeals committee.

4. The Dean may affirm, reverse, or modify either the decision or sanction. The Dean may also return the case to the committee for further consideration. The Dean's decision shall be final and effective immediately.

V. Record Collection

Investigative materials, relevant correspondence, recommendations by faculty and the committee, and sanctions imposed shall be placed in the student's permanent record if a student is found to have violated the policy through findings, admission, or settlement. Future employers, background check requests, and other academic institutions can request this information if the student signs a waiver.

Level 1

Records of students who commit Level One offenses will be maintained in their schools' Dean's Offices until graduation, following which these records will be expunged.

Level 2

All records of students who commit Level Two offenses will be maintained permanently in their schools' Dean's Office.

Level 3

All records of students who commit Level Three offenses will be maintained permanently in their schools' Dean's Office.

Level 4

Since the typical sanction for a Level Four violation is permanent expulsion from the University, a permanent notation of "Academic Disciplinary Expulsion" will be on the student's transcript.

VI. Academic Integrity Committee - Tenure and Officers

A. Membership

1. Composition of Committee

   Committee membership is detailed in Section IV.C. of the policy.

2. Committee Tenure

   a. Students are selected by the committee chairperson in consultation with the PCHS and school deans. Students serve a one-year term beginning in September.
   b. Faculty representatives are elected to serve a two-year term. Non-full-time faculty members are ineligible to serve on the committee.

3. Officers

   a. A non-voting chairperson shall be elected by the committee from among its members. The chairperson must be a member of the PCHS faculty. The chairperson will be elected at the first meeting of the committee and serves as chair for the entire academic year.
   b. A recording secretary shall be elected by the committee. This election will be conducted by the chairperson without nomination. Only faculty members of the committee are eligible to serve as secretary.

4. Vacancies

   In the event of a student or faculty vacancy, the committee chairperson will consult with the PCHS Dean to determine an appropriate replacement.