

Academic Regulations and Procedures

Academic Integrity Process

Embry-Riddle is committed to maintaining and upholding intellectual integrity. All students, faculty, and staff have obligations to prevent violations of academic integrity and take corrective action when they occur. The adjudication process will include the sanction imposed on students who commit the following academic violations, which may include a failing grade on the assignment, a failing grade for the course, suspension, or dismissal from the University:

- Plagiarism: Presenting as one's own the ideas, words, or products of another. Plagiarism includes use of any source to complete academic assignments without proper acknowledgment of the source.
- Cheating is a broad term that includes the following:
 - Giving or receiving help from unauthorized persons or materials when preparing a graded course deliverable.
 - The unauthorized communication of examination questions prior to, during, or following administration of the examination.
 - Collaboration on examinations or assignments expected to be individual work.
 - Fraud and deceit, which include knowingly furnishing false or misleading information or failing to furnish appropriate information when requested.
 - Facilitation of academic dishonesty, which includes knowingly or negligently enabling one's work to be copied by others, such as posting one's work on a common networked drive.

Procedure:

1. Within five class days after the incident or knowledge of the incident, the instructor shall:
 - a. Confront the student with the alleged act.
 - b. Complete Part I of the Academic Integrity Violation Report Form found in PCPG 2-5 on Academic Integrity Violations (henceforth referred to as the form) located on the Prescott Academic Affairs web site, and present it to the student.
 - c. Upon receipt of the form from the instructor, the student selects a course of action, signs Part I of the form, and may attach a statement of fewer than 250 words. The student returns the form to the instructor. Depending upon the student's selected course of action, the instructor will execute the sanction and process the form with the Registrar's Office or proceed as outlined below. The form will not become part of the student's permanent record but will be stored in a database managed by the Registrar until graduation or for six years.
2. If the student desires a hearing:
 - a. The instructor will inform the department chair of the request. The instructor's department chair and the student shall hold a private hearing within five class days of the initial meeting between the instructor and the student. The instructor will not be present at this hearing.
3. After reviewing the evidence, the department chair shall, within five class days:
 - a. Make a decision.
 - b. Establish a sanction.
 - c. Complete Part II of the form.
 - i. Sanctions may include dismissal of charges, warning, and failure on a particular assessment, failure in the course, suspension, or dismissal from the University.

The student may appeal the sanction to the Academic and Admission Standards Committee by submitting a written appeal to the dean of their primary degree program within five class days.

1. If no written petition of appeal is received by the dean within five class days:
 - a. The sanction is administered by the department chair as stated in Part 2 of the form, and the form with appended paperwork is forwarded by the department chair to the Registrar for recording.
2. If the dean receives a written petition for appeal within the five-day period, the following steps will be taken:
 - a. The dean provides the necessary documents to the Academic and Admissions Standards Committee (AASC).
 - b. The AASC schedules a hearing and notifies the involved parties including the student, the instructor, any witnesses or other relevant parties particular to the circumstances.
 - i. If either the student or instructor wishes to ask questions during the hearing, those questions must be submitted to the AASC chair at least 24 hours prior. The AASC chair will ask the submitted questions as needed during the hearing.
 - c. The AASC hears the case from the aforementioned parties and renders a decision.
 - d. The AASC deliberates and based on the preponderance of evidence and a majority vote makes a recommendation to the Dean.
 - e. The dean of the student's degree program, in consultation with the Dean of Students (ex officio AASC member) makes the final decision on sanctions and communicates it in a letter to the student, instructor, department chair, and registrar. When the outcome yields the waiving of sanctions, this letter put closure on the process.
3. In instances of a negative outcome (e.g., failure/dismissal, or other sanction), the aforementioned letter with the final decision is recorded with the registrar and may result in transcript notations.