

DeVry University - Houston

Faculty Orientation Manual

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Academic Integrity Policy

DeVry University academic standards are based on a genuine pursuit of knowledge and assume a high level of integrity in every member of the academic community. When this trust is violated, the community suffers injury and must act to ensure that remedies are applied fairly and consistently to restore the conditions for trust.

This academic integrity policy is designed to foster a fair and impartial set of standards by which alleged violations of the policy are judged. All students are required to adhere to these standards.

Academic integrity violations are defined and cited in this policy, however it is not all-inclusive, and faculty members may establish certain other standards based upon the nature of the course or the setting in which the course material may be delivered or applied. This policy constitutes the minimum basis upon which student academic integrity is measured.

The following are the guiding principles of the academic integrity policy:

- **Consistent Beliefs and Actions:** Academic integrity is not simply a set of rules, but rather a consistency of belief and action that creates a supportive environment for teaching and learning and shapes the community's attitude toward its members, potential members, and the general public.
- **Clear and Accurate Representation:** Providing a clear and accurate representation to potential students of what DeVry offers and expects academically is an important step in the process. This stance must also guide the assessment, placement, and evaluation of incoming students, as well as the ongoing application of academic standards, whose goal is the equitable treatment of all constituents, consistent with the values of the higher education community at large. Neither prejudicial nor preferential treatment nor the relaxation of standards, regardless of how well-intentioned, ultimately serves this goal.
- **Maintaining Academic Integrity:** The ongoing activities of teaching and learning must also reflect the principle of proactive support for maintaining academic integrity. A proactive stance includes clear guidelines concerning prohibited practices, arrangements for testing and evaluation that discourage cheating, use of plagiarism detection tools, and other such methods.

As part of our commitment to academic integrity, DeVry University subscribes to online plagiarism prevention systems, such as, but not limited to [Turnitin.com](https://www.turnitin.com). Student work may be submitted to this system, which protects student privacy by assigning code numbers, not names, to all student work stored in its databases.

Violations of Academic Integrity

Violations of academic integrity are those which permit a student to gain an unfair advantage over other students. The academic integrity policy applies to every aspect of coursework including threaded discussions, exams, quizzes, essays, assignments, and any other assigned work.

A. Copying

The act of copying is not limited by the method of execution or conveyance. Visual, oral, or electronic means applied to notes, printed matter, graphics, or images constitute methods by which copying can occur. Copying includes any act of copying information from another student by any means to obtain an advantage for one's self; this includes copying information from DeVry Inc. alumni.

- Any act of copying information from another student or alumni (of any of DeVry Inc.'s institutions or elsewhere) by any means to obtain an advantage for one's self.
- Any act of conveying information to another student for the purpose of providing unfair advantage to that student.
- Any act of representing another's work, whether copyrighted or not, as one's own. Another's work includes, but is not limited to, homework, written papers, examinations, laboratory assignments, published works, graphics, images, software, etc.

B. Plagiarism

In speaking or writing, plagiarism is the intentional or unintentional act of representing someone else's work as one's own. In addition, plagiarism is defined as using the essential style, and manner of expression, of a source as if it were one's own. If there is any doubt, the student should consult with his/her professor or adopt a "when in doubt, document" philosophy and reference the information source. Any statement made without documentation is, de facto, claimed as one's own and may be subject to a charge of plagiarism. Examples of plagiarism include:

- A submitted paper or other written assignment that contains word-for-word passages of others' work without proper acknowledgment.
- The paraphrasing of others' works which contains specific information or ideas and which is not properly acknowledged.
- Two or more submitted papers, lab assignments, computer programs, etc., that contain a resemblance beyond the bounds of reasonable coincidence.
- A submitted paper, examination, or assignment that contains data or conclusions which, upon questioning, the student cannot explain, support, or demonstrate direct knowledge of.
- Computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software which has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code whether copyrighted or not.

C. Collaboration

The following are examples of collaboration violations:

- Any act of two or more students actively cooperating on any assignment when the professor has not expressly permitted such cooperation. This may include, but is not limited to, homework, papers to be completed outside of the normal class hours, in-class assignments, laboratory exercises or reports, and takehome examinations.
- The actions of any individual representing another student or being represented by another person for the purpose of taking an examination; authoring a paper or assignment, including homework, for another student; or in any other way fulfilling the obligation of another student when that obligation is expected to be the work of the nonparticipating student.

- Students who collaborate with others by sharing their work when not permitted are subject to the same sanctions and review processes as students who use others' work.

D. Alteration of Records

The following are examples of alterations.

- Any act by which the signature of a professor or any authorized agent of the professor (including student faculty assistants) is changed or forged for the purpose of misrepresenting the signature of the professor or his/her authorized agent.
- Any act which changes or alters the time or date of a submitted assignment for the purpose of misrepresenting an established due date or time.
- Any act of altering any previously completed examination, record of an examination, or any other assignment which has been returned to the student, in an attempt to claim professor error. This includes any attempt to gain an improved grade or additional credit for work not originally demonstrated

E. Aids

Any use of aids that have not been expressly permitted. Aids include, but are not limited to, calculators, notes, books, electronic recording devices, photocopied materials, files stored on a hard drive, cell phones, the Internet, PDAs, etc.

F. Proprietary Material

Any unauthorized use of, or giving to others, proprietary materials obtained by any means. This includes, but is not limited to, exams; problem solutions; copyright or patent infringement; computer piracy; or unauthorized use of any other material regulated by federal, state or local law.

G. Offering of Money or Other Incentives

The following are examples of offering money or other incentives.

- Offering money, items of value, or acts or services to a professor, student, or any other person to gain academic advantage for oneself or another.
- Offering, giving, receiving, or soliciting any unauthorized information in exchange for anything of value.

H. Lying

Lying is the deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or in whole, for the purpose of enhancing one's academic standing or for the purpose of avoiding or postponing completion of any assignment, duties, test or exam in a course, internship, or cooperative education assignment or program.

I. Other Violations

The following are examples of other types of violations.

- Misrepresenting the facts regarding an absence, or work that has not been completed, for the purpose of gaining an extension of an established due date or for taking a make-up examination.
- Using the material of others, however obtained, for the purpose of gaining advantage or credit, unless the use of such material is expressly authorized.
- Entering online discussion threads under false pretenses or not complying with professor or DeVry University authorship rules.
- Current use of any work previously submitted for credit or other recognition unless the use of such previously completed work is expressly authorized.
- Stealing, as theft of grade books or other documents, from professor offices or elsewhere.

- Knowingly using, buying, selling, stealing, or unauthorized transporting or soliciting, in whole or in part, the contents of a test.
- Intentionally or knowingly helping, or attempting to help, another to commit any act of academic dishonesty.
- Inappropriately accessing, or attempting to access, students' academic records
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Procedures

- 1) Professor speaks to student to identify the concern/issue. If the professor believes a violation has occurred, the professor informs the student that they will report the case to the academic integrity board.
- 2) Professor will complete Academic Integrity Incident Report and review with the student and have the student sign the form. If student refuses to sign, the professor will put "Refuses to Sign" on the form.
- 3) The professor will then contact their Dean of Academic Affairs or Associate Dean and explain the situation to the Dean. The professor will give the DAA the integrity incident report.
- 4) The DAA will then decide if case needs to be escalated to student services.
- 5) Once the Dean of Academic Affairs has made the decision he/she will either escalate the case to Student Services (Student Central) or decide that there is not enough evidence for the case to be escalated to Student Services (Student Central).
- 6) Student services will complete investigation and contact student, professor, and all involved.
- 7) Student Services department will then render a verdict. If the case calls for the attention of an academic integrity board, one will be formed by student services so a verdict can be rendered.
- 8) After the verdict is rendered, student services will communicate the verdict to the dean, professor, and student.