

## 1. PURPOSE

The continuous evaluation of student learning is an integral part of the educational process at The American University of Paris as it is in all American universities. Students must demonstrate their knowledge and comprehension through a wide range of academic exercises, which may include written assignments, research, in-class essays, graphical and computer modeling, examinations or oral presentations. For faculty to perform such assessment, students must maintain integrity and ethical behavior in their academic work. The Code of Academic Integrity is the foundation of teaching and learning at AUP. It is an indispensable attribute of serious scholarship, and a hallmark of the University's mission and scholarly reputation. As members of the AUP community, students are responsible for upholding the tenets of this code, and for being aware of academic policies and procedures. Ignorance of any part of the Code of Academic Integrity and/or AUP policies concerning academic misconduct does not excuse violations.

## 2. WHO IS AFFECTED BY THIS POLICY

Students

## 3. POLICY STATEMENT

**What Constitutes a Violation of Academic Integrity?** A number of actions compromise academic integrity and honesty. The most egregious examples of academic misconduct include plagiarism, fabrication, and cheating. Infringements of the Code of Academic Integrity are serious and can lead to failing grades or dismissal from the University. Due to the international nature of the AUP student body, a few examples and explanations are provided below for clarity.

**Plagiarism.** Failure to acknowledge the sources and authors of all borrowed, quoted, copied, directly translated, or paraphrased material (in any format) constitutes a serious violation of academic integrity. All use of, or references to, the work or ideas of others (including books, research, opinions, statistics, Web/Internet content, electronic communications), whether published or unpublished, must be correctly cited. Plagiarism includes the use or submission of someone else's work as one's own work. It is considered theft and is unacceptable practice at AUP. Plagiarism can take the following forms:

- Submitting research, papers, assignments, quizzes or examinations produced by another as one's own;
- Submitting purchased material, such as a term paper, for coursework or credit;
- Restating or paraphrasing works without acknowledging or correctly citing the source(s);
- Copying any portion of work belonging to another, without proper citation.

The AUP Writing Lab offers workshops and individual consultations for all students who have questions about plagiarism. Writing Lab tutors are experts in citation guidelines and can explain when, why and where to attribute ownership of ideas and content included in research papers and assignments. The MLA Handbook for Writers of Research Papers and other citation guides are available to students in the Academic Resource Center.

**Fabrication and Falsification.** Fabrication is the practice of inventing information, or knowingly submitting dishonest work. It includes the falsification of research, data, quotations, studies or other findings, and thus is an unacceptable practice. Examples of fabrication or falsification include the following:

- Submitting in a paper, thesis, lab report, or other academic exercise that is falsified, invented, or contains fictitious data or evidence;
- Deliberately and knowingly concealing or distorting the true nature, origin, or function of data or evidence;
- Falsifying or misrepresenting one's records, transcripts, experience or coursework;
- Selectively manipulating research and results.

**Cheating.** Academic integrity requires compliance with all testing and evaluation procedures so that the results honestly demonstrate a student's mastery of information. Cheating is the act or attempted act of deceiving, misleading or misrepresenting this mastery and is unacceptable behavior. Examples include:

- Copying from another student's quiz, test or examination paper;

- Obtaining unauthorized access to testing content before, during, or after an exam;
- Using unauthorized aids such as notes, textbooks, PDAs, cell phones or calculators, while taking an exam;
- Collaborating on a test, quiz, or other project in a manner unauthorized by the instructor.

**Additional Examples of Academic Misconduct.** Academic integrity policies are important to students' success and fair treatment. If student work, progress and performance are not measured under equitable conditions, one student may obtain an unfair advantage over his/her peers. Additional examples of academic misconduct include, but are not limited to:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the professor;
- Encouraging, or collaborating with, another student to violate the Code of Academic Integrity;
- Stealing, defacing, or concealing library or course materials with the purpose of depriving others of their use;
- Tampering with grades, course documents or student records, with the purpose of obtaining an unfair advantage over other students;
- Failing to comply with the Acceptable Use Policy for the use of University computer resources and networks;
- Failing to adhere to University policies for classroom decorum, such as disrupting the class by arriving late or leaving the room while class is in, using or consulting a cell phone during class, talking to a neighbor, reading e-mail or otherwise compromising the learning experience of one's fellow students.

**Sanctions.** Students should consider very carefully the penalties for cheating and other violations of Academic Integrity. Faculty members are responsible for evaluating students' work, verifying the originality of assignments, and enforcing the university's standards of fairness and academic honesty. Professors who have questions about the originality of student work may question students about the methods and materials used on a paper or assignment; they may also ask to see notes, rough drafts or other materials. Faculty members also have access to plagiarism detection software. Finally, the Office of Academic Integrity provides guidance, support and mediation to both faculty and students. If a student has violated the Code of Academic Integrity, he/she will be subject to an appropriate sanction, which can include, for example:

- A reduced or failing grade on an assignment;
- A reduced or failing grade in the course;
- Suspension from the University for 1 to 2 semesters;
- Expulsion from the University.

Sanctions within a given course are determined and enforced by the professor of that course. Suspension or expulsion is determined by the Provost, and will be enforced in the case of repeat offences.

**The Office of Academic Integrity.** Academic Integrity incidents are reported to the Office of Academic Integrity, which maintains confidential records of such incidents. If a student is found to violate academic integrity more than once, the information will be reported to the Provost for further action. The Director of the Office of Academic Integrity will serve as an impartial mediator in the case where disputes cannot be resolved between the faculty member and a student. Confidential questions and concerns may be sent to [academicintegrity@aup.edu](mailto:academicintegrity@aup.edu).

**The Honor Board.** If a student disputes or appeals the findings of the Office of Academic Integrity, the case will be referred to the Honor Board. Students may request an advocate from the Office of Student Affairs or from the Honor Board at any time during the formal procedures. Honor Board decisions are final, and only the President of the University can reverse such a decision. A confidential written record of Honor Board proceedings will be kept on file in the Office of Student Affairs, and a written record of the Honor Board's conclusions will be placed in the student's file.

**Composition of the Honor Board.** The Honor Board is composed of seven members who are prepared to meet at least once per semester. Its membership includes: two teaching faculty members (appointed by the Chair of the Faculty Senate), the Director of the Office of Academic Integrity, the Dean of Student Services, the Provost, the GSC President or his/her Appointee, and the SGA President or his/her Appointee.

**Student Pledge to Uphold the AUP Code of Academic Integrity.** Please see addendum below.

4.

APPROVALS & HISTORY August 13, 2018 December 15, 2020 Review of long standing policy. Addition of "Student Pledge to Uphold the AUP Code of Academic Integrity" and approval by Leadership Team.

Last review: Fall 2023

Next review: Fall 2025

5. ISSUING OFFICE AND CONTACT

The Office of Academic Affairs

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## STUDENT PLEDGE TO UPHOLD THE AUP CODE OF ACADEMIC INTEGRITY:

When I began my studies at AUP, I signed the following, which is still in force during this exceptional semester:

- I pledge that I will not misrepresent someone else's work as my own or give or receive unauthorized aid.
- I accept responsibility for upholding the AUP Code of Academic Integrity at all times. More information about academic integrity can be found here: <https://www.aup.edu/university-policies-guidelines/academic-integrity>
- I pledge to be honest and truthful concerning research data, university records, information and the use of information technology.
- I pledge to foster an atmosphere of honesty and academic integrity among my fellow students.
- I will uphold the highest standards of academic integrity in all of my work at AUP, including during examinations.
- I understand that I will be subject to serious sanctions should I commit any violation of the AUP Code of Academic Integrity. Sanctions may involve failing grades, suspension or expulsion from the University.

I now hereby acknowledge and agree to the following addendum to the AUP Code of Academic Integrity above:

- I understand that exams, quizzes and assignments submitted online have the same ethical requirements as those administered in a classroom, and that I will submit ONLY my own work.
- I will not collaborate on an exam, quiz or assignment in a manner unauthorized by the professor, including exams, quizzes or assignments scheduled outside supervised classroom time.
- If appropriate, such as the case of a synchronous exam or quiz, I will complete the exam or quiz at the designated time and submit the work in the manner and within the time limitation required by the professor.
- I will be alone at my workspace during the exam or quiz.
- If requested by my professor, I will have a camera adjusted so that the professor can see me, and my entire workspace, during the exam or quiz.
- If requested by my professor, I will do a room scan with my camera.
- If the professor asks me to share my computer screen at any point during the exam or quiz, I will comply.
- I will not access any unauthorized materials in any format, digital or otherwise.
- I will not have any program open on my computer other than the programs specified by the professor and required for the exam (i.e., no email, no internet, no social networking, logged out of all non-specified programs, etc.).
- I will not solicit information or assistance on exams, quizzes or assignments and I will signal any unsolicited request for assistance (via email, text, social media, etc.) to my professor immediately.
- I understand that the professor may run exams or other written work through an antiplagiarism program to verify the integrity and originality of my work.
- I understand that it is my responsibility alone to read, understand and adhere to the above policies. Ignorance of the Honor Code will not be considered a legitimate excuse if a violation of university policy has occurred.

### Affirmations:

Honor Pledge for Exams (Required):

I pledge to uphold the standards of the AUP Honor Code, and affirm that I will not give or receive any unauthorized help on this exam, and that all work will be my own.

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Date: \_\_\_\_\_

Honor Pledge for Graded Assignments (Recommended):

I pledge to uphold the standards of the AUP Honor Code, and affirm that I will not give or receive any unauthorized help on this assignment, and that all work will be my own.

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Date: \_\_\_\_\_

Honor Pledge for Group Projects (Recommended):

I pledge to uphold the standards of the AUP Honor Code, and accept responsibility for my role in ensuring the integrity of the work submitted by the group in which I participated.

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Date: \_\_\_\_\_