ACADEMIC POLICY

University Policy on Semester Course Syllabi

Each faculty member shall prepare and distribute, without charge, to each student within one week of the first meeting of the class a semester course syllabus. The syllabus will be consistent with course content and catalog description, which was approved by the Curriculum Committee of the University Senate for the initial course offering or revision. Semester syllabi may be distributed in hard copy or electronically.

The semester course syllabus is a vehicle of communication to promote student academic planning and to avoid misunderstandings of course plan and requirements.

It is recommended that each syllabus include:

a. the faculty member's name, office location, telephone number, and office hours
b. an outline of the course content, objectives, and prerequisites, as appropriate
c. information about the required textbook(s) with title, author, and edition, and any other required materials
d. information on the determination of grades, including the weight, types, and scheduling of evaluations, other planned requirements, and expectation for class participation
e. statement of policies and/or penalties for make-up exams and late submission of assignments

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Undergraduate Course Attendance Policy

The university expects all students to attend class.

Individual faculty members may define attendance standards appropriate to each course and the consequences of not meeting those standards, within the following guidelines:

1. Each policy must be distributed in writing during the first week of the course. Normally, it is expected that the information dealing with class attendance standards will be distributed with the Semester Course Syllabus.
2. Each policy must recognize students' need to miss class because of illness or personal emergency.
3. Each policy must define some limited level of allowable absence, normally at least a number of clock hours equal to course credits.
4. Each policy must not penalize students who add the class during the regular or specified university drop-add period and must allow those students to make-up work missed prior to adding the class.

Inclement Weather Policy

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff, and visitors. Because of this commitment, the decision whether the university should close or remain open during periods of adverse weather conditions is based on the overall concern for the university community. In general, however, IUP's practice will be to remain open and to conduct classes and business as usual during periods of inclement weather.

Closure of the University: Should adverse weather conditions arise or be anticipated that would make it inadvisable to operate the university on a given day, the president may, at his discretion, close the institution (i.e., cancel all classes and on-campus activities at all campuses). In the event of either a full- or partial-day closure, notification will be provided to the following radio and television stations: WDAD Radio (Indiana), WCCS Radio (Indiana), WJAC-TV (Johnstown), KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), and WTAE-TV and WTAE Radio-1250 AM (Pittsburgh).

I. Academic Integrity Policy and Procedures

The university's academic integrity policy is part of an ongoing effort to develop a community where trust, honesty, ethical principles, and personal integrity guide interactions with others, thereby providing for orderly academic and scholarly processes. The following policy and procedures have been established to preserve the academic integrity of the university community, while also providing a process that provides opportunities for students to respond to allegations that the policy has been violated.

II Policy

A. **Types of Violations.** Violations of academic integrity include, but are not limited to, the following:

1. Providing or receiving unauthorized assistance in coursework; with lab work, theses, and dissertations; or during examinations (including qualifying and comprehensive exams) or quizzes.
2. Using unauthorized materials or devices, such as crib notes, during examinations or quizzes.
3. **Plagiarizing papers**, theses, dissertations, essays, reports, speeches and oral presentations, take-home examinations, computer projects, or other academic exercises by misrepresenting or passing off the ideas, words, formulas, or data of another as one's own. **Plagiarism is dishonest and illegal.** Writers are indebted to authors from whom they **borrow exact words, ideas, theories, opinions, statistics, illustrative material, or facts** (beyond common knowledge). Writers are also indebted if they **summarize or paraphrase in their own words material from sources. All quoted material requires the acknowledgment of the source by the use of quotation marks or indentation** (if exact wording is incorporated). In addition, **both directly quoted and summarized material must be acknowledged by use of a note or parenthetical citation that indicates the author and/or date of publication and page number or numbers.** If the writer indents a quotation, it must be clearly set off from the body of the text and must be documented in the aforesaid manner. To verify the various documentation procedures, writers should consult the style sheet in the particular discipline for which they are preparing the assignment (MLA, APA, Chicago, BC, etc.).
4. Using the same paper or work more than once without authorization of the faculty member to whom the work is being submitted.
5. Possessing course examination materials before the administration of the exam, without the prior knowledge or consent of the instructor.
6. Intentionally evading IUP academic policies and procedures; for example, improperly processing course withdrawals, grade changes, or other academic procedures.
7. Falsifying information, including falsification/fabrication of research data and/or statistical analyses, forging signatures on various forms and documents, or altering or adding answers on academic exercises or exams after work has been graded.
8. Computer dishonesty as addressed by university computing policies including, but not limited to: using or attempting to use computing accounts or other information for which the student is not authorized; providing false or misleading information to obtain a computing account or access to other information resources; attempting to obtain information resource access codes (usernames, passwords, PINs, etc.) for another user's computing accounts; sharing information resource access codes (usernames, passwords, PINs, etc.) with other individuals; attempting to disguise the identity of a computing account or other information resource; using or attempting to use university network resources to gain or attempt to gain unauthorized access to remote computers including, but not limited to, port scanning; violating the terms of intellectual property rights, in particular software license agreements and copyright laws; using information resources to monitor another user's data communications or to read, copy, change, or delete another user's files or software without permission of the owner; using or installing or attempting to use or install software not properly licensed.
9. Noncompliance by failure to comply with previously imposed sanctions for academic violations under this policy.
10. Class behavior which significantly disrupts the learning process or is a threat to others.
11. Buying, selling, stealing, or engaging in unauthorized exchange of, or improperly using, any assignments, papers, or projects.
12. Making fraudulent claims to gain academic credit or to influence testing or grading.

The university reserves the right to discipline any student for the above policy violations and any other action that an ordinary, reasonable, intelligent college student knows, or should know, might lead to the issuance of discipline. This means the university maintains the right to issue discipline for reasonable cause.

Charges of academic integrity violations may be brought by a faculty member or administrator. Students who observe or become aware of a violation of academic integrity by another student are strongly encouraged to report it to a university official. A faculty member/administrator who believes that a student has violated an academic policy may elect to resolve the matter by Informal Resolution, by Documented Agreement, or by Formal Adjudication. *Sanction(s) may not be imposed upon a student believed to have violated an academic policy without following one of these three procedures.*

If charges are brought, the accused student shall have a fair and reasonable opportunity to answer, explain, and defend against the charges. The university shall have the burden of proof in all cases.

III. Procedures

A. **Options for Resolution.** A faculty member or administrator must use one of the following options to resolve alleged violations of academic integrity:

1. **Option I: Informal Resolution.** The faculty member/administrator shall notify the student of the charges and schedule a meeting within ten calendar days of the observation or discovery of the incident and agree at such meeting to resolve the issue without submitting any formal documentation. If the violation pertains to work being judged or that has been judged by a committee (examples might include dissertations, theses, and comprehensive examinations, both oral and written), the meeting must involve a majority of the committee and the resolution must be agreed to by a majority of the committee. It is in the interest of the faculty member/administrator and student to complete a statement that summarizes the incident, meeting, and agreed-upon resolution. The factual statement should be signed by both parties and copies provided to the student and the faculty member/administrator. By resolving the charges informally, the student waives his/her right to appeal sanctions which have been agreed upon in the resolution process. If agreement cannot be reached, or if, at the discretion of the faculty member/administrator, a more formal process as outlined in this policy is appropriate, the formal process will be initiated by the faculty member/administrator. No formal record is kept if the case is satisfactorily resolved at this level.
2. **Option II: Resolution by Documented Agreement**
   a. If no resolution is reached under Option I, or if the faculty member/administrator deems this step to be more appropriate, the faculty member/administrator will schedule a conference with the student in an attempt to reach a mutually agreeable resolution. This conference must be scheduled/requested within ten calendar days of the observation or discovery of the alleged violation or of the failure to resolve through Option I. If an agreement is reached, the faculty member/administrator must complete a Documented Agreement Referral Form outlining the agreement and have it signed by both parties: faculty member/administrator and student. If the violation pertains to work such as a thesis or comprehensive examination being judged or that has been judged by a committee, the conference must involve a majority of the committee and the Documented Agreement Referral Form must be agreed to and signed by a majority of the committee and the student. Copies are distributed to the student, the faculty member/administrator filing the agreement, the department chair, and the Office of the Provost. The Office of the Provost will file the official documents with the Office of Student Conduct. The form must be filed within ten calendar days of the conference.
   b. By signing the agreement, the student waives the right to appeal the sanctions agreed upon in the conference. If the student fails to fulfill the written agreement, the faculty member/administrator may file an academic integrity referral against the student for noncompliance.
   c. If a prior academic integrity violation for the student is on record, the matter will be referred to an Academic Integrity Board (see section D, Multiple Violations).
   d. If a documented agreement is not reached, the faculty member/administrator shall initiate the formal adjudication process by filing an Academic Integrity Referral Form with the department chair, within ten calendar days of the conference with the student.

3. **Option III: Resolution by Formal Adjudication.** A faculty member/administrator should pursue formal adjudication if:
   – he/she cannot reach, or chooses not to attempt, a mutually agreeable resolution with the student regarding the facts of the case or sanctions to be imposed
   – he/she believes that the violation is so severe that it warrants the following sanctions:
   * awarding a failing grade on a project or exam (such as a graduate qualifying for a comprehensive exam or dissertation) when resubmitting the project or retaking the exam is not possible
   * involuntary withdrawal from part of IUP's academic or other programs
   * suspension
   * expulsion
   * rescission of a conferred degree

Withdrawal Policies

Individual Course Withdrawal Policy

The Individual Course Withdrawal Policy provides students who are unable to complete a course with the option of withdrawing from that course. This option should be taken only after other options have been discussed with the instructor and/or the student's advisor.

All **DUAL ENROLLMENT STUDENTS** who need to make schedule changes including course withdrawal **must submit the change in writing to the Office of the Registrar with the signed approval of his/her high school guidance counselor.** Individual Course Withdrawals may be processed between the day after the conclusion of the drop/add period and the end of the first two-thirds of the academic term. During summer parts of term, the deadline is the two-thirds point of each summer course for which the student is registered. After the two-thirds point of each semester or part of summer term, students may no longer process Individual Course Withdrawals.

A **DUAL ENROLLMENT STUDENT** needing to withdraw from a course after the deadline must process a request for deadline waiver WITH HIS/HER GUIDANCE COUNSELOR'S SIGNATURE through the office of the registrar. Approval of the waiver is contingent upon documentation of catastrophic circumstances preventing the student from completing the semester. If a waiver is approved, the college office will arrange for recording the "W" designation.

Since instructors inform students of their standing in class prior to the two-thirds point of the semester (Midterm Grade Report Policy), students will be able to discuss course withdrawals with instructors and/or academic advisors to assess alternatives. Students, advisors, and instructors should also understand the significant impact of course withdrawal on financial aid eligibility (percent of completion and eligibility to move to the next class level), athletic eligibility, and health insurance which requires full-time status. Students are also cautioned to consider the detrimental impact of Ws in a transcript review by a prospective employer or graduate school.

IUP Student Grade Appeal Policy

Grade Review Policy

If a student disagrees with the evaluation of his/her work by the instructor but has no basis for a charge of "discrimination" or "capricious evaluation" or "error," the student should discuss the matter directly with the instructor, and if unsatisfied, with the chairperson of the department in which the course was offered, and if still unsatisfied, with the dean of the college in which the course was offered. In such cases, the decision of the instructor shall be final.

If a student believes that an improper grade has been assigned, an appeal may be filed on the following grounds:

1. **Discrimination:** On the basis of race, religion, national origin, sex, age, ancestry, handicapped status, gender identity, sexual orientation, or political affiliation.
2. **Capricious Evaluation:** Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily in a written statement during the first week of the course) or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim capriciousness if he or she disagrees with the subjective professional evaluation of the instructor.
3. **Error:** Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

Procedures of Appeal

Level I: Informal Resolution

Every effort should be made to resolve the disagreement at Level I. The student must first seek a resolution to the disagreement with the instructor either in person or in writing. If the student is not satisfied with the results, the student must then speak with the chairperson of the department that offers the course. If still unsatisfied, the student must discuss the matter with the dean of the college in which the course is offered. A Student Congress member may accompany and advise the student during the Level I procedures. Only after all attempts for resolution at Level I have been exhausted may the student initiate Level II.

Level II: Appeal Screening

A. **Composition:** Each year there shall be appointed a Grade Appeals Committee to determine the existence of the substantive basis for appeal. The committee will be composed of seven voting members: three faculty members appointed by APSCUF, three members elected by and from the Senate Academic Committee (one faculty, one administrator, one student), and one student appointed by the Student Congress. A quorum consists of a majority of the committee. To take action, a majority of those present must be faculty members. If a quorum of the Level II committee is not available to meet within the designated time limits, the Provost's Office will seek additional members from the appointing bodies. If these bodies are unable to respond in a timely manner, the Provost's Office may select additional members from the appropriate groups.

B. **Procedure to Initiate Appeal:** To initiate Level II of the appeal, the student must file an appeal form with the Provost's Office. This form must be filed within sixty (60) calendar days of the beginning of the semester immediately following the semester in which the grade was received. The Provost's Office may extend the sixty-day limit only in unusual circumstances when equity demands it and when the student's own procrastination or misunderstanding did not substantially contribute to the delay. (Note: Grade appeals will not generally be processed during the summer. Therefore, the appeal of any grade received in the spring or summer sessions normally will be processed in the fall. A review will be scheduled in the summer only when the student's academic eligibility is jeopardized by the grade in question or when the student is a graduating senior.) The Provost's Office will notify the appropriate dean, department chairperson, faculty member, APSCUF president, and the Student Congress president of the student's initiation of the Level II process.

C. **Procedure to Process Appeal:** The student will be expected to submit written documentation of his/her complaint, and the faculty member will be expected to submit in writing the course grading procedure and any other pertinent information. Appeals based on discrimination will be reviewed according to current standards of nondiscriminatory action. Appeals based on capriciousness will be reviewed in light of the faculty member's announced evaluation and grading system. The committee will review the materials to deny or confirm appeal continuance. Denial of appeal continuance must be by a negative vote of four members of the committee. This committee will inform the Provost's Office of its findings. Within five (5) class days of the receipt of the committee's report, the provost or designee will notify the student and the faculty member of the findings. If the basis for appeal is determined to be substantive, the provost or designee will schedule a Grade Review Panel within fifteen (15) class days to be convened prior to the conclusion of the semester.

Level III: Appeal Review

A. **Composition:** The Grade Review Panel will consist of five voting members: one academic dean or associate dean and four faculty members. The Student Congress Executive Committee designee may advise as requested by the student. The affirmative action officer will advise in appeals based on discrimination. The panel will be constituted from the Grade Review Pool by random selection. The panel chairperson will be elected by and from the panel before each review.

B. **Membership:** The Grade Review Pool will be established in the spring term to serve for the following academic year. Using random selection methods, the pool and rotational order within the pool will be

established by the Provost's Office. A pool of three deans or associate deans and twelve full-time faculty members will be maintained. In establish-
ing the membership for each review panel, prior to each review the names of those designated as primary members of the specific panel and available as alternates will be supplied to all parties involved. A panel member may request (to the provost or designee) disqualification due to a conflict of interest. The student and the faculty member may eliminate names in proportion to the composition of the panel. Each may eliminate only one dean/associate dean and four faculty. The instructor and the student will be supplied a list of all primary and secondary pool members. The opportunity to disqualify panel members will take place only once. Resulting vacancies will be filled from the appropriate pool of alternates so that the panel will be composed of one dean/associate dean and four faculty. If through self-disqualification and challenges a panel cannot be constituted from the pool, then the Provost's Office will supplement the pool using appropriate random selection methods.

C. **Procedure:**

1. Both the student and the instructor will have the right to appear before the panel, present witnesses, and offer evidence. In addition to those specified in Level III, Section A, each may also bring one observer, with whom he or she may consult but who may not participate in the review.
2. The panel shall determine its rules of order for internal operation. After hearing the evidence brought forth, the panel will privately deliberate and render a decision. If the grade appeal is upheld, the panel will constitute a committee of three appropriate faculty members (knowledgeable in the discipline but excluding the faculty member against whom the complaint was lodged), who will review the student's work and recommend the appropriate grade or suitable remedy. The panel will incorporate this information in its determination, which it then forwards to the Provost's Office for implementation, ordinarily within thirty days. The Provost's Office will initiate the processing of grade changes resulting from Level III decisions. The Provost's Office will notify the student of grade changes resulting from Level III decisions.
3. The written report sent to the Provost's Office will state whether the student's appeal is upheld or denied; if upheld, the committee's evaluation and remedy will be included. Both the student and the faculty member have the right to review all documents related to the appeal. All documents supporting the report will be sealed and kept for one year to ensure the appropriate action is taken before they are destroyed or returned to the individual presenting the evidence.

Department of English: Statement on Plagiarism

Liberal Studies

General Introduction: Our Philosophy, Approach, Concerns

IUP English faculty expect academic integrity in all assignments and are ready to help students strive to attain authentic writing that reflects each student's own abilities, development, and thought. Our goal is to help students learn to write well and with integrity; we aim to teach effective writing above anything else. We recognize, however, that during the learning process, students may plagiarize their work, and we believe it is essential to address this lapse in academic integrity.

The Department of English faculty recognizes that there are various ways in which students plagiarize their writing within the academic institution; these variations call for different kinds of sanctions. We also recognize that the use of sanctions is an entirely individualized process; students and faculty will have to confer in all cases of plagiarism to determine the next step. Each faculty member can determine a process for responding to incidents of plagiarism, as long as these processes are in line with university policy, describe these responses on his or her syllabi, and use these statements as a starting point for conversations with students about possible infractions.

Because so many of the courses we teach involve teaching the research process, including accurate documentation and the avoidance of plagiarism, many faculty will choose to view plagiarism incidents as part of the learning process and respond accordingly. We are committed to teaching students about accurate documentation and to educate them about the university policy regarding academic integrity.

The Departmental Guidelines on Plagiarism

1. **The Value of a Department Guideline**
   We desire that individual policies be congruent with a department guideline. In the event that students challenge a professor's interpretation of and response to plagiarism, the student should first be aware that his or her instructor's position on plagiarism has been acknowledged by the English Department as reasonably congruent with the approved guidelines. It is the responsibility of each faculty member to ensure that his or her statement fits within the departmental position. In the event that the student is dissatisfied with the instructor's policy, he or she is free to meet with the department chair or the Director of Liberal Studies English (when the student's work pertains to EN 100, 101, 121, or 202) to review departmental guidelines.
2. **Definition of Plagiarism**
   We define plagiarism in the conventional sense in our discipline: the unacknowledged borrowing of ideas, facts, phrases, wordings, or whole works, either through direct quotation, indirect quotation, paraphrasing or summarizing without appropriate documentation.
3. **Specific Guidelines for Sanctions**
   The Department of English recognizes the general University policy on plagiarism as stated in the student handbook and the IUP Undergraduate Catalog (p 31, "Academic Integrity Policy and Procedures"). These guidelines require faculty to confer with students regarding a suspicion of plagiarism BEFORE any sanctions are applied. The policy stipulates that an instructor and student should work together to resolve the matter using either the process of "Informal Resolution," "Documented Agreement," or "Formal Adjudication."

At the Informal Resolution level, an instructor who suspects that a student has plagiarized an assignment should first ask to meet with the student and discuss the writing, explaining how and why he or she believes the work not to be the student's own writing. During this discussion, the instructor should take notes regarding the conversation, and if the student and the instructor agree upon a course of action regarding the assignment, the

student and instructor may choose to sign a note indicating their agreement and the process to which they have agreed, without filing charges of Academic Dishonesty that will go on the student's record. At the next level, a faculty member may ask to meet with the student within seven days of the observed infraction, reach an agreement, and file the appropriate papers to document the infraction (Documented Agreement). If no agreement can be reached, then the student and instructor should meet with the Director of Liberal Studies English (Dr. Lea Masiello) if the assignment is part of a course requirement for EN 100, 101, 121, or 202 or the Department Chair (Dr. Don McClure) concerning all other English Department courses. During this second level meeting, instructor and student should again attempt to reach an agreement regarding the assignment and the accusation of plagiarism. Beyond this level, the faculty member may request to resolve the matter through Formal Adjudication, which is described in detail on page 32 of the IUP Undergraduate Catalog. Please refer to this section for complete information regarding this serious process.

With these premises from the University policy in mind, the English department notes the following guidelines about plagiarism:

a. First and foremost, plagiarism is not acceptable; it is illegal and unethical.
b. Students must learn to recognize various ways in which they can inadvertently plagiarize; they must also recognize that inadvertent plagiarism is still plagiarism and the instructor can choose to respond to inadvertent plagiarism as though it were intentional.
c. Penalties for plagiarism should respond to the different ways in which plagiarism may occur. Instructors are likely to assess plagiarism according to whether it is
    - inadvertent or "innocent" or "careless," whereby the writer has forgotten to identify words as not his or her own, does not understand that doing so constitutes plagiarism, does not understand that the concept of plagiarism exists, or that there can be sanctions imposed (penalties) for such loose borrowings;
    - intentional or "evil, " with the desire to deceive and not do the writing oneself, thus presenting one's own work as someone else's, i.e. stealing intentionally; or
    - intentional, but ignorant of the conventions regarding documentation.

RESPONSES, PENALTIES, OR SANCTIONS FOLLOWING INCIDENTS OF PLAGIARISM

Category 1: Inadvertent or innocent or careless plagiarism

1. Instructors may choose to view such incidents as part of the learning process and therefore not penalize students minimally or not at all, but require them to rewrite their work within a specified time frame.
2. Instructors may choose to view such incidents as part of the learning process, but, dependent upon the context of instruction about plagiarism in the course, impose some sanctions, such as failing the essay in which the plagiarism occurs.

Category 2: Intentional Plagiarism

When an instructor has determined that the student has submitted work not his or her own, either through copying another student's work, copying published work, or "double-dipping"-- using the same essay for two assignments without prior permission, the instructor may choose to pursue academic sanctions in accordance with the IUP University policy to the degree that the student may fail the essay and the course.

Statement of Understanding

Indiana University of Pennsylvania Academic Policy

Dual Enrollment Participants

I acknowledge that I have received a copy of the Academic Policy and the IUP Department of English Guidelines on Plagiarism.

I acknowledge that I have read and/or attended a presentation that explained the elements of the Academic Policy and Guidelines on Plagiarism. I understand that by virtue of my participation in the Dual Enrollment program at Indiana University of Pennsylvania, I am obliged to follow the guidelines set forth by the Academic Integrity Policy as described in the Academic Policy handout.

_____

Print Name Please

_____

Signature Date