

University Senate Minutes

March 7, 2023

3:45pm – 5:00pm, Eberly Auditorium

- Vice Chairperson Hague called the March 7, 2023 meeting of the University Senate to order at 3:45pm
- Minutes from the February 7, 2023 meeting were APPROVED
- The correction to the Minutes from the November 29, 2022 meeting was APPROVED
Double Major Policy was APPROVED
- Agenda items for the March 7, 2023 meeting were APPROVED

Reports and Announcements

A. President's Report:

- IUP's Men's Basketball team has done it again and taken the PSAC Championships with two nail-biter wins last weekend. With a number one seed in the NCAA Atlantic region, IUP hosts the playoff series. This Saturday, March 11, the team takes on Winston-Salem State University at 5pm in the KCAC. When they win that game, they will play Sunday at 7:30. The regional championship game will be at 7pm on Tuesday, March 14.
- IUP also has individual student athletes competing in NCAA championships for swimming and diving and indoor track and field.
- And IUP's Men's Hockey team, a club sport, is also off to compete in the national playoffs this month.
- Governor Shapiro gave his budget address to the state legislature earlier today. From my quick read of the material, his budget proposes an increase in appropriations for the State System of 2%, significantly less than the Board of Governors' request. Penn State has a proposed 7.1% increase, as do Pitt and Temple. This is just a step in the process and more work is to come. Governor Shapiro also called for a broad review of higher education in Pennsylvania. I expect that we'll learn more about that process in the weeks ahead.
- IUP's Council of Trustees hold their next meeting on Thursday, March 23, the week after spring break.
- It's hard to believe that we are already heading into spring break. I wish you a successful week and a restful break.

B. Provost's Report:

Good afternoon, everyone. I have just two items to share today.

- As President Driscoll already mentioned, I want to wish everyone a happy spring break. I hope that you are able to get some rest and relaxation before the latter half of the semester begins.
- The Middle States Steering Committee met late last month to kick off the process. The co-chairs of this committee, Edel Reilly and Paula Stossel, convened the meeting. They are working to prepare the self-study design this semester, which must be submitted before April 10. In April Paul Starkey, our liaison, will visit.

FOR INFORMATION:

The Provost has accepted the recommendations for curriculum actions endorsed by the IUP-APSCUF Representative Council at their December 8, 2022, meeting as follows:

From the University-Wide Undergraduate Curriculum Committee:

1. New course
 - a. MKTG 449 – Digital Marketing
2. The following program revisions were forwarded to the Council of Trustees for final approval:
 - a. English Studies, BA (includes title change)
 - b. Art Studio, BFA
 - c. Early Childhood Education, BSED (includes title change)
 - d. Early Childhood Education/Special Education, BSED (includes title change)
3. Track Deletion
 - a. Writing Studies, English, BA

From the University-Wide Graduate Curriculum Committee:

1. New course
 - a. PLSC 657 – The Art of Grantwriting
2. The following program revisions were forwarded to the Council of Trustees for final approval:
 - a. Health and Physical Education, Med
 - b. School Psychology, EdS
 - c. English 7-12 Teaching Certificate, Post-Baccalaureate

In response to the Senate recommendations from the November 29, 2022, meeting, I accept the following correction:

1. Undergraduate policy change as follows:
 - a. Double Major Policy

In response to the Senate recommendations from the February 7, 2023, meeting, I accept the following:

1. Undergraduate policy change as follows:
 - a. Withdrawal from IUP and its Impact on Student Financial Aid
 - b. Undergraduate Total Semester Withdrawal Policy

c. Midterm Grade Report Policy

C. Chair's Report:

- No report

D. Vice Chairperson's Report:

Student Government Association

- Student Organization Assembly met on February 23 and had two guest speakers – Director of PR, Maggie Samijlenko, presented on personal and organizational branding using Canva and Shawn Jones from UG admissions presented on DEI and how we can encourage a safer environment on campus. The last two SOA meetings will be in the HUB Knowlton Room instead of Folger.
- All SGA e-board applications are due on March 24 and the debate will be held on March 28.
- Leadership awards nominations are being accepted until March 25. College Deans and department chairs have been given the link and the 11 award categories. The nomination link is also available on Crimson Connect. We encourage you to nominate individual undergraduate and graduate students or a student organization for any award. The actual Leadership Awards Ceremony is on April 13 at 6:30pm in the Sutton Blue Room.
- The first Chat with the Deans will be for the business college where students can come talk to Dean Prashanth Bharadwaj and A-Dean Amy Cook. It will be here in this auditorium on March 28 at 4:00pm.
- Finally, the Multicultural festival is on April 14 from 4-6pm at the Oak Grove. Please attend and encourage your students to attend so that they can see the diversity among some of our student organizations.

Graduate Student Assembly

- Has the second general meeting for the semester tomorrow, March 8th at 4:30pm in the Great Room of Elkin.
- GSA e-board elections for the academic year 2023/2024 are now open and will close March 31, 2023 at 4:30pm.
- Lastly, GSA has recently created a Graduate Student Spotlight series. Faculty, advisors, and graduate students can nominate a graduate student in order to showcase the great things that they are doing at IUP, so please reach out to the GSA e-board to nominate your graduate students and encourage your graduate students to nominate their peers as well.

Standing Committee Reports

● **Rules Committee (Senator Bickley)**

- Senate elections will occur after spring break.
- Next meeting: March 21, 2023 @ 3:30pm in DAVIS 418

- **University-Wide Undergraduate Curriculum Committee (Chair Sechrist)**
 - Next meeting: March 21, 2023 @ 3:45pm in JANE 103

FOR INFORMATION:

The following were approved at the APSCUF Representative Council meeting on December 8, 2022:

UWUCC Approved the following courses to be offered via Distance Education:

<u>ART 281 - Ecommerce for the Artist and Designer</u>	online/web-based
<u>FRNC 281 - Modern France as Seen on TV</u>	online/web-based
<u>MKTG 449 - Digital Marketing Analytics</u>	online/web-based
<u>PHYS 151 - Physics for Life Sciences</u>	multi-modal, online/web-based

1. Department of Foreign Languages—Catalog Description Change and Prerequisite Change

FRNC 101 - Basic French I

Rationale: We are removing from the description the prerequisite of having a certain score on a placement test. The course description and prerequisites are being revised to remove this outdated restriction. For many years the department and the registrar's office did not enforce this prerequisite. When the registrar did begin to do so this fall, many students were not able to enroll.

2. Department of Marketing—New Course

MKTG 449 - Digital Marketing Analytics

Rationale: This course is being proposed as a Major Elective. The course may be taken by other majors in the College, at IUP, PASSHE or beyond. All College majors as well as allied majors such as Comm Media, Fashion Studies or Art have the prerequisite of MKTG 320 - Principles of Marketing.

3. Department of English—Catalog Description Changes, Modification of Prerequisites, Track Deletion, Program Revision, Program Catalog Description Change, and Program Title Change (was English)

a. Catalog Description Change:

ENGL 100 - Basic Writing

Rationale: Catalog description is being changed to make language regarding placement testing more accurate.

b. Catalog Description Change and Modification of Prerequisite:

ENGL 101 - English Composition I

Rationale: Catalog description is being changed to make language regarding placement testing more accurate. Additionally, the Registrar suggested that "**Note: May not be taken after successfully completing ENGL 103**" be added to the catalog description.

c. Track Deletion:**Writing Studies, English, BA**

Rationale: The English Department is revising the English BA program. In the new program, existing tracks will be shifted to specializations. This proposal accompanies our proposal to revise the English BA Program. The English Department will continue to offer the courses current students in this track need to complete it.

d. Program Revision, Program Catalog Description Change, and Program Title Change (was English)**English Studies, BA**

Rationale: This proposed revision to the English B.A. Program will combine our English Education B.S. Program and our English B.A. Program into one combined program. In the process, we will eliminate our two English B.A. tracks (Literature/Culture and Writing Studies). We will also be proposing to add an English Education Certificate to handle the certification elements of English Education. All regular English course work from the two programs will be combined.

This proposed revision will streamline our curriculum, eliminate tracks in favor of specializations, provide a clear path to degree completion, and make it easier for students to get the courses they need to complete their degree. It will also facilitate having more English B.A. students and English Education B.S. students take classes together allowing us to better manage course offerings and also encouraging more student learning interactions across the two areas of our English undergraduate programs.

This proposed program revision is being undertaken to refresh and revitalize our curriculum. Where once we had a 63 tenured English faculty, we now have only 28. In response to the ongoing lack of English faculty hiring, we are revising our English undergraduate program in order to be able to better cover courses for our majors with the faculty we still have. We know most other departments at IUP have suffered losses in tenured faculty as well, making delivery of all curriculum much more challenging. We hope that hiring in many departments, including English, will be resumed soon.

4. Department of Music—Course Revision, Catalog Description Change, and Course Title Change (was Concert Band)**MUSC 124 - University Band**

Rationale: The course is being revised to make a wind-band performance experience available to everyone in the university community. The department is updating the ensemble to eliminate the audition required for participation and to deploy new student learning outcomes. We also propose a new title, University Band, such that MUSC 124 aligns with its audition-free choral counterpart, MUSC 132 - University Chorus.

5. Department of Art—Program Revision and Program Catalog Description Change**Art Studio, BFA**

Rationale: In June 2022 the Bachelor of Fine Arts - Art Studio - Graphic Design and Illustration Track was finalized. This has made the Graphic Design specialization that existed within the Bachelor of Fine Arts - Art Studio unnecessary.

The purpose of this program revision is to remove the Graphic Design specialization from the Bachelor of Fine Arts - Art Studio (this is distinct from the Bachelor of Fine Arts - Art Studio - Graphic Design and Illustration Track). The current Bachelor of Fine Arts - Art Studio also includes an Art Studio specialization. With the separation of Graphic Design from the program it is no longer necessary to designate students within the BFA - Art Studio as belonging to either the Graphic Design or Art Studio specializations, so the Art Studio specialization will be eliminated as well.

6. Department of Professional Studies in Education—Course Revision, Catalog Description Change, Course Prefix Change (was ECSP), Program Revisions, Program Catalog Description Change, and Program Title Changes (was Early Childhood, BSED/Literacy, MED)(was Early Childhood/Special Education, BSED)

a. Course Revision, Catalog Description Change, and Course Prefix Change

[ECED 314 - Creative Experiences and Play for All PreK to Grade 4 Learners](#)

Rationale: The prefix ECSP is no longer used and so we wish to use the prefix ECED to make the course easier for students to find. We also recognized that there were entirely too many objectives and so we reorganized and condensed it to improve the course.

b. Program Revision, Program Catalog Description Change, Program Title Change (was Early Childhood, BSED/Literacy MED)

[Early Childhood Education, BSED](#)

Rationale: The program is being revised to update its name and reflect course revisions for including SCI 103 and ECSP 314, for which a course revision proposal is being submitted to return it to its original ECED 314 (changed to ECSP 314 in September 2009). The Bachelor of Science in Education-Early Childhood Education/PreK-Grade 6 (ECP6) program was revised in 2015 to become Early Childhood, BSED/Literacy, MED. This revision was meant to formalize the 4+1 approach to insure a pathway from a bachelor's degree in Early Childhood Education to MED in Literacy. The Early Admittance Policy was recently updated and as stated on the IUP website, "If you have a 3.0 GPA or higher and have earned at least 15 credits in your major, you can apply during the semester in which you will earn your sixtieth credit." As such, having a 4+1 program is no longer needed.

Students who are enrolled in the BSEd in Early Childhood Education program can apply for early admittance to the MED in Literacy program if they meet the requirements and work with their advisor to take courses that may apply to both programs. Furthermore, students may exit the BSEd program without pursuing the graduate program and as such the current name is confusing. Removing the reference to the graduate program will make the name of the BSEd program accurate. Adding "Education" to the name makes it clear that it is an education major and the grade level span shows clearly the grade levels for this certification area. Since the department has a Writing Plan, ENGL 202 is being removed from the Liberal Studies section and the free electives adjusted accordingly.

c. Program Revision and Program Title Change (was Early Childhood/Special Education, BSED)

Early Childhood Education/Special Education, BSED

Rationale: The program is being revised to reflect course revisions for SCI 103 and ECSP 314, for which a course revision proposal is being submitted to return it to its original ECED 314 (changed to ECSP 314 in September 2009). The name is also being revised to include grade level bands for certification areas. Since the department has a Writing Plan, ENGL 202 is being removed from the Liberal Studies section and the 3 credits are being removed to bring their total number of credits back to 126.

• **University-Wide Graduate Curriculum Committee (Chair Moore)**

- Next meeting: March 21, 2023 @ 3:45pm

• **Non-Credit Committee (Chair O'Neil)**

- Next meeting: March 30, 2023 @ 10:00am

FOR INFORMATION:

Institute of Cybersecurity
GenCyber Program

Meeting date: Monday, February 20, 2023

In attendance: Tess O'Neil, Chair, Marcy Rearick, Vice Chair, Members: Thomas Barnes, Rich Muth, Lynn Pike.

Excused, Joshua Castle

Interviewee: Dr. Waleed Farag, Professor of Computer Science and Director, Institute for Cybersecurity (ICS)

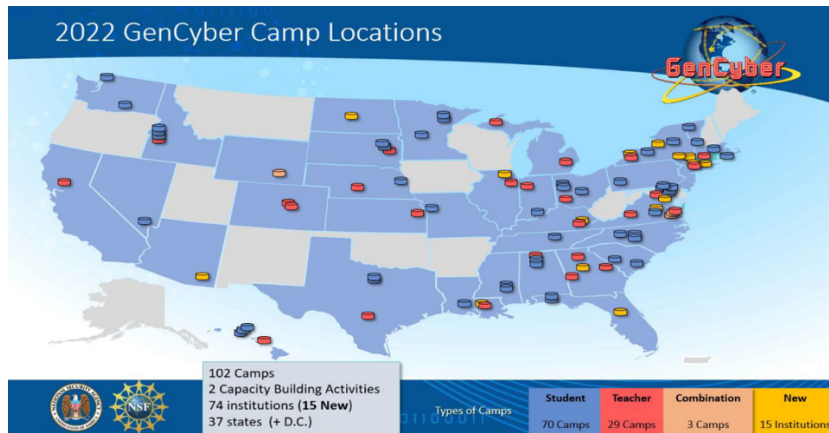
GenCyber is a national initiative supported by the National Science Foundation (NSF) and the National Security Agency (NSA) with the following objectives:

- Ignite, sustain, and increase awareness of K-12 cybersecurity content and cybersecurity postsecondary and career opportunities for participants through year-round engagement.
- Increase student diversity in cybersecurity college and career readiness pathways at the K-12 level
- Facilitate teacher readiness within a teacher learning community to learn, develop, and deliver cybersecurity content for the K-12 classroom in collaboration with other nationwide initiatives.

IUP GenCyber Highlights

- IUP is the FIRST university in PA to start this program in 2016.
- The only university in PA that continues to be funded in every year since 2016.
- **Received an award in 2021 out of ONLY 10 universities in the USA.**
- Trained over 450 middle and high school students and teachers since 2016.

- Held eight different summer camps since 2016 and will hold the ninth program in summer 2023.
- Secured more than \$0.82M in federal funds to support these programs.



The National Security Agency has designated the IUP as a Center of Academic Excellence in Cyber Defense (CAE-CD), continuing a 20-year recognition of IUP’s leadership in this discipline.

The recognition, which IUP has held since 2002, extends through 2027. Their application was described as ‘they best they had ever seen’.

Dr. Farag is to be commended on the growth of this program since its inception as well as the recruitment and recognition directed to IUP for the entire Institute of Cybersecurity.

- **Library and Education Services Committee (Chair Chadwick)**
 - Next meeting: March 21, 2023 @ 3:45pm in Stapleton 203
- **Research Committee (Chair Sciulli)**
 - Next meeting: March 21, 2023 @ 3:30pm via Zoom

FOR INFORMATION:

Minutes – February 14, 2023

Note: The committee currently has vacancies from NSM, CAH, and University Services

There were 17 USRC small grant proposals for review and the decision was made to fund 14 totaling \$35,490.77. This month's proposals consisted of 4 research and 13 travel proposals.

- Francis Allard
- Kristy Chunta
- Benjamin Ford (Research)
- Benjamin Ford (Travel)
- Lara Homsey-Messer (Travel)
- Lara Homsey-Messer and William Chadwick (Research)
- Lora Hromadik
- Sandra Janicki
- Robert Moore
- Christian Pedersen
- Amanda Poole
- Tamara Whited
- Charles Wick
- Leo Yan

See USRC website for research and travel funding opportunities.

- **Student Affairs Committee (Chair Erwin)**
 - Next meeting: March 21, 2023 @ 3:30pm via Zoom
- **University Development and Finance Committee (Senator Fitzsimons)**
 - The annual capital spending project spending plan approval process includes the following steps:
 - Presentation to President's Cabinet – February 6, 2023
 - Presentation to and approval by the Senate Development and Finance Committee – February 7, 2023
 - Presentation to the full University Senate – March 7, 2023
 - Presentation to and endorsement by the IUP Council of Trustees – March 23, 2023
 - Submission to the State System's Office of the Chancellor – May 1, 2023
 - Review and approval by the State System Board of Governors – October 19, 2023



**Indiana University of Pennsylvania
Proposed Five-Year, Priority Capital Project Spending Plan
FY2022-23 Submission**

The following is the proposed five-year project funding priority order of commonwealth capital projects for IUP:

Proposed 2023-24

Academic Building Replacement (Culinary Building)—Construction

Proposed 2024-25

Academic Building Deferred Maintenance and Capital Renewal (Renovation of Existing Space for Development of Future Academic Programming)—Construction

Proposed 2025-26

Academic Building Replacement (Culinary Building)—Original Fixtures and Equipment
Academic Building Deferred Maintenance and Capital Renewal (Renovation of Existing Space for Development of Future Academic Programming)—Original Fixtures and Equipment

Proposed 2026-27

Academic Building Deferred Maintenance and Capital Renewal (Johnson Hall Renovation)

Proposed 2027-28

Academic Building Replacement
Academic Building Deferred Maintenance and Capital Renewal (Johnson Hall Renovation)—Original Fixtures and Equipment

David A. Dye 2/7/2023

Proposal Accepted and Voted on by the Development and Finance Committee

- **Academic Committee (Chair Dugan)**
 - Next meeting: March 21, 2023 @ 3:45pm Conemaugh Room

FOR ACTION:**APPROVED**

The Senate Academic Committee recommends Bonnie Harbison Anderson for an Honorary Degree. Ms. Harbison meets she meets the degree requirements of distinguished service in the areas of science and business. Her accomplishments have benefited both the U.S. and IUP (and by extension, Pennsylvania, as IUP produces future scientific leaders.)

Her biography follows:

Nominee Information

Name: Bonnie Harbison Anderson

Graduate of IUP: Class of 1980, College of Health and Human Services, BS Medical Technology

Present position/responsibilities: Executive Chairwoman, Veracyte, Inc.

Veracyte, Inc. is headquartered in South San Francisco, CA, and is a pioneering genomic diagnostics company. Their tests are dramatically improving clinical outcomes for patients by resolving inconclusive results from traditional diagnostic methods. Veracyte consistently brings to bear evidence that is unprecedented in genomic tests, thereby changing today's clinical practice standards.

Bio: Bonnie H. Anderson's career spans over 40 years in regulated diagnostics and life science markets and she has served on Veracyte's board of directors since 2008, becoming chairwoman in 2016. She is a veteran diagnostics industry leader with a strong track record of building successful businesses in novel markets. Ms. Anderson cofounded Veracyte and served as the company's Chief Executive Officer from 2008 to 2021. During her tenure as CEO of Veracyte, she spearheaded the launch of market-leading diagnostic tests that are transforming patient care in multiple disease areas and established Veracyte's strategic vision for offering its tests to physicians and their patients globally. Prior to Veracyte, she provided strategic consulting services to venture capital firms and early-stage businesses following 18 years in leadership positions at Beckman Coulter. Under Ms. Anderson's leadership, Veracyte has been named a "Top Workplace" by the Bay Area News Group, based solely on employee feedback, for six consecutive years (2014-2019).

In addition to Veracyte, Ms. Anderson serves on the boards of Bruker Corporation, DNA Script, and the Keck Graduate Institute of Applied Life Sciences, and is President of the Coalition for 21st-Century Medicine. She previously served on the boards of the Biotechnology Industry Organization (BIO) and Castle Biosciences. Ms. Anderson has received numerous awards for her industry leadership, including the

- Wallace H. Coulter Award for Healthcare Innovation, 2017
- Fierce Pharma’s “Fiercest Women in Life Sciences”, 2017
- Fast Company’s “100 Most Creative People in Business” 2015
- San Francisco Business Times “Most Influential Women in Bay Area Business”, 2013 and 2014,
- San Francisco Business Times “Women Bay Area’s Most Admired CEOs”, 2013 and 2014,
- Silicon Valley Business Journal “Women of Influence”, 2013

Ms. Anderson graduated from Indiana University of Pennsylvania with a B.S. in Medical Technology and in 2012 was honored with a “Distinguished Alumni” award.

Recommended by: Steve Hovan, Dean of the Kopchick College of Natural Sciences and Mathematics

Her nominator notes points of influence that address both national and local impact:

“...it is worth noting how impactful her leadership has been in her role as a female scientist/CEO. She has received numerous awards for leadership, ...”

“While serving as CEO of Veracyte, the company was named “Top Workplace” by the Bay Area News Group for seven consecutive years (2014-2020).”

“Bonnie’s impact has also been felt locally on campus through her tireless service to the Kopchick College of NSM’s Advancement Council and University Advancement’s National Campaign Cabinet. Her guidance to me, our faculty and to our students has helped inspire a vision for the college and improved our planning for our new home in Kopchick Hall. “

FOR ACTION:

APPROVED

CURRENT

Bereavement-related Class Absences (approved April 3, 2018)

The university community recognizes the impact that the loss of a family member or loved one may have on the emotional and academic wellbeing of a student. In such circumstances, a student may request that a bereavement absence notification be sent to their faculty by contacting either the Office of the Student Advocate at the Academic Success Center or the dean’s office of the college of their major, who will send an email to the student’s faculty stating that the student is away from the university due to the death of a family member or loved one. Documentation that verifies the death (e.g., a funeral program, death notice, obituary, etc.) and the nature of the student’s relationship to the deceased may be requested.

The university encourages allowances for the grieving process, while acknowledging the faculty member’s right in determining the terms of variance from the course syllabus. The student is

expected to take the initiative to make all arrangements for meeting academic requirements. The university community also encourages students affected by a loss to contact the IUP Counseling Center or other university and community resources, as appropriate, if they are in need of ongoing emotional support.

PROPOSED

Bereavement-related Class Absences

The university community recognizes the impact that the loss of a family member or loved one may have on the emotional and academic wellbeing of a student. In such circumstances, a student may request that a bereavement absence notification be sent to their faculty by contacting either the Office of the Student Advocate at the University College (<https://www.iup.edu/success/student-advocate/index.html>) or the dean’s office of the college of their primary major, who will send an email to the student’s faculty stating that the student is away from the university due to the death of a family member or loved one. Documentation that verifies the death (e.g., a funeral program, death notice, obituary, etc.) and the nature of the student’s relationship to the deceased may be requested by the Office of the Student Advocate or the dean’s office.

The university encourages allowances for the grieving process, while acknowledging the faculty member’s right in determining the terms of variance from the course syllabus. The student is expected to take the initiative to make all arrangements for meeting academic requirements. The university community also encourages students affected by a loss to contact the IUP Counseling Center or other university and community resources, as appropriate, if they are in need of ongoing emotional support.

RATIONALE: Language updating and clarification as a part of cyclic review.

FOR ACTION:

APPROVED

CURRENT POLICY (approved April 4, 2017)

POLICY STATEMENT

Subject: Verification of Participation in Academically Related Activities Policy		
Date: XXX 2017	Distribution Code:	Reference No:
Addition Deletion X New Item Revision	Originating Offices: X Registrar – primary point of contact X Financial Aid X Bursar	

Purpose

This policy formalizes how IUP will determine the earned and unearned portions of federal Title IV student aid funds, which is required under Title IV of the Higher Education Act of 1965, as amended. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of earned Title IV aid. After the 60 percent point, a student has earned 100 percent of the Title IV aid funds he/she was scheduled to receive during the period. If a student unofficially withdraws (ceases to participate in academically related activities),

the university must determine that date.

Scope

All students shall engage in academically related activities in order to be eligible for federal (Title IV) student aid. All instructors of record shall verify their course rosters at designated times during each semester for such activity. This information will assist IUP personnel in Financial Aid and Bursar with the calculations of aid that may be awarded and/or returned.

Definitions

- A. Withdrawal – To cease attendance in all Title IV eligible classes in a payment period or period of attendance, as applicable. A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.
 - 1. Official Withdrawal Date – If a student provides written or oral notification of withdrawal to the university's designated office stating intent to withdraw, the withdrawal date is the date the university receives the notification.
 - 2. Unofficial Withdrawal Date – In general, if a student leaves the university without the provision of official notification, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically related activity in which the student participated.
- B. Academically Related Activity
 - 1. Academically related activities include, but are not limited to:
 - a. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
 - b. Submitting an academic assignment.
 - c. Taking an exam, an interactive tutorial, or computer-assisted instruction.
 - d. Attending a study group that is assigned by the university.
 - e. Participating in an online discussion about academic matters.
 - f. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
 - 2. Academically related activities do not include activities where a student may be present but not academically engaged, such as:
 - a. Living in institutional housing.
 - b. Participating in the university's meal plan.
 - c. Logging into an online class without active participation.
 - d. Participating in academic counseling or advisement.
- C. Academically Related Activity for Distance Education Courses – In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Academically related activities in a distance education course include, but are not limited to:
 - 1. Student submission of an academic assignment.
 - 2. Student submission of an exam.

3. Documented student participation in an interactive tutorial or computer-assisted instruction.
 4. A posting by the student showing the student's participation in an online study group that is assigned by the institution.
 5. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
 6. An email from the student or other documentation showing the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.
- D. Failing Grade, Earned – Grade awarded to students who generally completed the course period but failed to achieve the course objectives. It is used when, in the opinion of the instructor, completed assignments or course activities or both were sufficient to make normal evaluation of academic performance possible (instructor will record a grade of “F”).
- E. Failing Grade, Unearned – Grade awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible (instructor will record a grade of “N”, along with the last known date of participation in academically related activities.)

Procedure

All instructors of record must verify in the student system that students on their course rosters have participated in academically related activities immediately after the drop/add period, when mid-term grades are recorded, and when final grades are submitted.

Immediately after drop/add, verification of course rosters affirms that the students listed have been involved in academically related activities associated with the course. For online courses, the faculty member shall advise students to log into the course and begin course activity during the add/drop period.

Mid-term and final grades must be recorded in the student system for all students with earned and unearned failing grades. Instructors must determine if the failure was based on performance (“F”) or non-participation (“N”), respectively, and must also record the last known date of participation in academically related activities if the student receives an unearned failing grade (“N”).

Roles and Responsibilities

Students will be responsible for engaging in academically related activities in their courses. Instructors will record participation at the end of the drop/add period. For students failing the course at mid-term and/or finals, instructors will record whether or not the failing grade was due to performance or non-performance (earned or unearned). If the failure was due to nonparticipation, the last known date of the student’s participation in academically related activities will be reported. IUP personnel in Financial Aid and the Bursar will use the recorded information to determine the amount of Title IV student aid may be awarded and/or returned.

Guidelines

For more information about specific guidelines, consult the University Catalogs (undergraduate and graduate) at <https://www.iup.edu/registrar/> or <https://www.iup.edu/graduatestudies/catalog/>.

Rescission

Not applicable.

Publication and Distribution Statement

This policy will be distributed directly to all IUP students, faculty and applicable administrative offices at least once per academic year. It will also be included in the mid-term and final grade instructions distributed by the Registrar’s Office as well as incorporated in the University Catalogs.

Distribution

Code Description

- A All Faculty
 - All Students
 - All Applicable Administrative Offices

PROPOSED POLICY

POLICY STATEMENT

Subject: Verification of Participation in Academically Related Activities Policy		
Date: XXX 2023	Distribution Code:	Reference No:
Addition	Originating Offices:	
Deletion	X Registrar – primary point of contact	
New Item	X Financial Aid	
X Revision	X Student Billing	

Purpose

This policy formalizes how IUP will determine the earned and unearned portions of federal Title IV student aid funds, which is required under Title IV of the Higher Education Act of 1965, as amended. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine the amount of earned Title IV aid. After the 60 percent point, a student has earned 100 percent of the Title IV aid funds he/she was scheduled to receive during the period. If a student unofficially withdraws (ceases to participate in academically related activities), the university must determine that date.

Scope

All students shall engage in academically related activities in order to be eligible for federal (Title IV) student aid. All instructors of record shall verify their course rosters at designated times during each semester for such activity. This information will assist IUP personnel in Financial Aid and

Bursar with the calculations of aid that may be awarded and/or returned.

Definitions

- F. Withdrawal – To cease attendance in all Title IV eligible classes in a payment period or period of attendance, as applicable. A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.
1. Official Withdrawal Date – If a student provides written or oral notification of withdrawal to the university's designated office stating intent to withdraw, the withdrawal date is the date the university receives the notification.
 2. Unofficial Withdrawal Date – In general, if a student leaves the university without the provision of official notification, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically related activity in which the student participated.
- G. Academically Related Activity
1. Academically related activities include, but are not limited to:
 - a. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
 - b. Submitting an academic assignment.
 - c. Taking an exam, an interactive tutorial, or computer-assisted instruction.
 - d. Attending a study group that is assigned by the university.
 - e. Participating in an online discussion about academic matters.
 - f. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
 2. Academically related activities do not include activities where a student may be present but not academically engaged, such as:
 - a. Living in institutional housing.
 - b. Participating in the university's meal plan.
 - c. Logging into an online class without active participation.
 - d. Participating in academic counseling or advisement.
- H. Academically Related Activity for Distance Education Courses – In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Academically related activities in a distance education course include, but are not limited to:
1. Student submission of an academic assignment.
 2. Student submission of an exam.
 3. Documented student participation in an interactive tutorial or computer-assisted instruction.
 4. A posting by the student showing the student's participation in an online study group that is assigned by the institution.
 5. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.

6. An email from the student or other documentation showing the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.
 - I. Failing Grade, Earned (F) – Grade awarded to students who generally completed the course period but failed to achieve the course objectives. It is used when, in the opinion of the instructor, completed assignments or course activities or both were sufficient to make normal evaluation of academic performance possible (instructor will record a grade of “F”).
 - J. Failing Grade, Unearned (N) – Grade awarded to students who did not officially withdraw from the course, but who failed to participate in course activities through the end of the period. It is used when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible (instructor will record a grade of “N”, along with the last known date of participation in academically related activities.)

Procedure

All instructors of record must verify in the student system that students on their course rosters have participated in academically related activities immediately after the drop/add period, when mid-term grades are recorded, and when final grades are submitted.

Immediately after drop/add, verification of course rosters affirms that the students listed have been involved in academically related activities associated with the course. For online courses, the faculty member shall advise students to log into the course and begin course activity during the add/drop period.

Mid-term and final grades must be recorded in the student system for all students with earned and unearned failing grades. Instructors must determine if the failure was based on performance (“F”) or non-participation (“N”), respectively, and must also record the last known date of participation in academically related activities if the student receives an unearned failing grade (“N”).

Roles and Responsibilities

Students will be responsible for engaging in academically related activities in their courses. Instructors will record participation at the end of the drop/add period. For students failing the course at mid-term and/or finals, instructors will record whether or not the failing grade was due to performance or non-participation (earned or unearned). If the failure was due to non-participation, the last known date of the student’s participation in academically related activities will be reported. IUP personnel in the Office of Financial Aid and the Office of Student Billing will use the recorded information to determine the amount of Title IV student aid may be awarded and/or returned.

Guidelines

For more information about specific guidelines, consult the University Catalogs (undergraduate and graduate) at <https://www.iup.edu/registrar/> or <https://www.iup.edu/graduatestudies/catalog/>.

Rescission

Not applicable.

Publication and Distribution Statement

This policy will be distributed directly to all IUP students, faculty and applicable administrative offices at least once per academic year. It will also be included in the mid-term and final grade instructions distributed by the Registrar's Office as well as incorporated in the University Catalogs.

Distribution

Code Description

A All Faculty

All Students

All Applicable Administrative Offices

Rationale: This policy was reviewed as part of the five-year review process. Minor language clarifications and title updates were made.

FOR ACTION:**APPROVED**

CURRENT

Academic Integrity Policy (approved 4.27.2021)

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work should be the result of an individual's own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades should be the result of a student's own understanding and effort. All members of the IUP community—including students, instructors/administrators, and staff—are responsible for maintaining academic integrity, which includes knowing what IUP's academic integrity policies are and being able to identify academic misconduct. Academic misconduct includes any action which improperly impacts the assessment or representation of a student's academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University.

A. Violations

Academic integrity violations can take many forms. Violations of IUP's standards of academic integrity include, but are not limited to, the following broadly defined categories:

1. **Plagiarism:** Plagiarism is a type of fraud that involves stealing someone else's work and lying about it. Using someone else's words, ideas, or data as if it were one's own work is plagiarism. Plagiarism applies to any type of source, whether published or unpublished, and to any type of assignment, whether written, verbal, or otherwise. Plagiarism can be avoided simply by acknowledging that certain material is the work of another, and then providing a citation that gives a reader the information necessary to find the source of the work. Any assignment submitted by a student that includes the words, ideas, or data of another must include complete, accurate, and specific references. Any verbatim statements must also include quotation marks.
2. **Fabrication:** Fabrication means making something up to deceive or mislead someone. This

includes, but is not limited to, the use of fictitious data, research, citations, or any other kind of information. Fabrication also includes making false claims to influence testing or grading, or to gain academic credit.

3. **Cheating:** Cheating is an attempt to misrepresent one's mastery of information or skills being assessed. Cheating takes many forms; it includes, but is not limited to, using (or attempting to use) unauthorized materials, assistance, information, devices or study aids in any academic exercise. Cheating also includes, among other things, using the same paper or work more than once without authorization of the instructor/administrator to whom the work is being submitted.
4. **Technological Misconduct:** Computer dishonesty, as addressed by university computing policies, includes, but is 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; and using or installing or attempting to use or install software not properly licensed.
5. **Academic Dishonesty:** Academic dishonesty consists of any deceitful or unfair conduct relevant to a student's participation in a course or any other academic exercise or function. Academic dishonesty includes, but is not limited to: tampering with grades, any action that unfairly impacts the assessment of one's academic work, disrupting or interfering with the learning environment or the ability of others to complete academic assignments, intentionally evading IUP academic policies and procedures, or failure to comply with previously imposed sanctions for academic violations. Academic dishonesty also includes violations of student conduct policies, as related to the academic environment. A comprehensive discussion of IUP's policies and student behavior expectations has been compiled in, "The Source: A Student Policy Guide." Downloadable copies of "The Source" are available online at the Office of Student Conduct website (www.iup.edu/studentconduct).
6. **Facilitating Academic Integrity Violations:** Facilitating academic integrity violations includes attempting to help another engage in an academic integrity violation.
7. **Classroom Misconduct:** Conduct that significantly disrupts the learning process or is a threat to others.
8. **Out-of-Classroom Misconduct:** Behavior that is unethical or hazardous in IUP-sponsored professional experience activities, such as internship, clinical, student training, practicum, and service learning or other out-of-classroom experiences.
9. **Noncompliance:** Noncompliant behavior includes failure to fulfill any sanction levied as a result of an academic integrity proceeding.

B. Referrals for Alleged Violation

Charges of academic integrity violations may be brought by an instructor/administrator. Students who observe or become aware of a violation of academic integrity by another student are strongly encouraged to report it to an instructor/ administrator.

If, after reviewing the referral, the Office of the Provost determines the alleged behavior needs to be referred to another office, the Office of the Provost will share all pertinent information with the appropriate office.

C. Conduct of Proceedings

1. If charges are brought, an accused student shall have an opportunity to answer, explain, and defend themselves against the charges in accordance with the procedures below.
2. The university shall have the burden of proof of establishing violations based on evidence to make a reasonable person believe a fact sought to be proved is more likely true than not.
3. All formal records pertaining to academic integrity will remain confidential to the greatest extent possible.
4. All references to days in this policy refer to calendar days.
5. Sequential processing of an alleged academic integrity violation through the following resolution processes is not required.

D. Resolution by Documented Agreement with the Instructor/Administrator

1. If the instructor/administrator does not believe that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter by Documented Agreement. (Note: If the instructor/administrator believes that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter directly through formal adjudication, such as Hearing by Department Chair or Hearing by Academic Integrity Board (AIB)).

The instructor/administrator will schedule a timely formal conference with the student to reach a mutually agreeable resolution. This conference should be requested within ten (10) days of the observation or discovery of the alleged violation absent unusual circumstances. Absent unusual circumstances, a conference should be held within ten (10) days of request, an agreement should be reached within ten (10) days of conference, and if no agreement is reached within ten (10) days of conference, the alleged violation will be resolved through formal adjudication. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the conference must involve a majority of the committee.

2. If an agreement is reached, a Documented Agreement Referral form available online through MYIUP and at <https://www.iup.edu/academicaffairs/for-faculty/academic-integrity/> must be completed and acknowledged in writing by all required parties within ten (10) days of the conference. Electronic copies of the form must be distributed to all signatories to the agreement and Office of the Provost. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the Documented Agreement Referral form must be agreed to by a majority of

the committee and the student. In all other cases, the instructor/administrator and student must acknowledge the agreement.

3. By signing the Documented Agreement, the student waives any right to appeal the sanctions agreed upon and set forth in the Documented Agreement. If the student fails to fulfill the terms of the Documented Agreement, the instructor/administrator may file an academic integrity referral against the student for noncompliance within ten (10) days of discovery of said failure.
4. If the parties are unsuccessful at reaching a Documented Agreement, the instructor/administrator/student will pursue formal adjudication. The student will have input as to the path for formal adjudication (i.e., Hearing by Department Chair or Hearing by AIB).

E. Resolution by Formal Adjudication

Formal adjudication will be pursued if:

- The instructor/administrator and student are unable to reach a Resolution by Documented Agreement;
- The instructor/administrator believes that the violation is so severe that it warrants a sanction that includes disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree (Note: in this instance, an instructor/administrator does not have to initiate resolution of the alleged violation first through Documented Agreement); and/or
- A student desires formal adjudication and not a Documented Agreement to resolve the alleged academic integrity violation.

A formal adjudication is initiated by the instructor/administrator filing an Academic Integrity Referral form and may take the form of a hearing by the Department Chair and/or a hearing conducted by an Academic Integrity Board (AIB). If the student desires formal adjudication, the instructor/administrator will initiate a formal adjudication by filling out an Academic Integrity Form indicating the student's request and path for adjudication. If there is no indication of which formal adjudication path has been requested, the Office of the Provost will initiate discussion with the student regarding preferred path.

1. Hearing by Department Chair
 - a. The instructor/administrator and the student may agree to have the matter adjudicated by a Hearing by Department Chair. The Academic Integrity Referral form should include a statement the parties agree to have the matter adjudicated by a Hearing by Department Chair and should be filed within ten (10) days of the parties' failure to reach a resolution through Documented Agreement. A copy of the Academic Integrity Referral form will be sent to the referring party and the student.
 - b. If the instructor/administrator had decided to take the matter directly to a Hearing by Department Chair due to the seriousness of the alleged violations without first using the Documented Agreement process, the instructor/administrator will complete the Academic Integrity Referral form and forward it to the Department Chair. A copy of the Academic Integrity Referral form will be sent to the referring party and the student.
 - c. Despite the wishes of the referring party and the student, the matter may be

referred directly to an AIB if:

- i. The Department Chair believes the circumstances and the severity of the alleged violation would result in a recommended sanction of suspension, expulsion or rescission of degree if true or if the Department Chair otherwise believes the violation warrants Hearing by AIB; or
 - ii. The Department Chair feels he/she is unable to provide an unbiased/impartial opportunity for a hearing.
- d. If the Department Chair elects to send the violation directly to the AIB, the Department Chair should forward the Academic Integrity Referral form to the Office of the Provost within ten (10) days of receiving the form from the instructor/administrator.
 - e. The Department Chair will schedule a hearing within ten (10) days of receipt of the referral absent extenuating circumstances. The student accused must be given at least three (3) days advance written notice of the hearing to allow the student a reasonable time to prepare a defense. The student may waive this notice requirement.
 - f. The student and the instructor/administrator must be given the opportunity to submit and review written, physical, and testimonial evidence and to question witnesses at the hearing.
 - g. The student and instructor/administrator have the right to bring an advisor to the hearing. Advisors may only consult privately with the instructor/administrator or student.
 - h. Following the hearing, the Department Chair will render a determination based on the information presented at the hearing. Within ten (10) days of the hearing, absent extenuating circumstances, the Department Chair will send a written report of the hearing to the Office of the Provost with copies to the instructor/administrator and the student summarizing the outcome, the factual basis for the determination reached, and if a violation is found, recommending sanctions to be imposed and appeal procedures.
 - i. If the sanctions include suspension, expulsion, or rescission of a degree, the matter will be referred to the Provost/designee.
 - j. The student has the right to appeal the Department Chair's decision and/or sanctions through the Office of the Provost as outlined in the appeal procedure.
2. Hearing by Academic Integrity Board
 - a. A hearing before the AIB will occur if:
 - i. The instructor/administrator feels the alleged violation is egregious enough to warrant sanctions including suspension or expulsion;
 - ii. The instructor/administrator and the student do not agree to have the matter adjudicated by a Hearing by Department Chair;
 - iii. The Department Chair refers the matter to an AIB without conducting a hearing; or
 - iv. The student has previous violations on record. In this case, the AIB will determine if additional sanctioning is warranted due to multiple academic integrity violations.
 - b. The AIB will schedule a hearing within ten (10) days of receipt of the referral absent extenuating circumstances to allow the student a reasonable time to prepare a defense.

The student accused must be given at least three (3) days advance written notice of the hearing to allow the student a reasonable time to prepare a defense. The student may waive this notice requirement.

- c. The student and the instructor/administrator must be given the opportunity to submit and review written, physical, and testimonial evidence and to question witnesses at the hearing.
 - d. The student and instructor/administrator have the right to bring an advisor to the hearing or the review. Advisors may only consult privately with the instructor/administrator or student.
 - e. Following a hearing, the AIB will render a determination based on the information presented at the hearing. Within ten (10) days of the hearing, absent extenuating circumstances, the chair will send a written report of the hearing to the Office of the Provost with copies to the instructor/administrator and the student summarizing the outcome, the factual basis for the determination reached, and if a violation is found, sanctions to be imposed and appeal procedures.
 - f. If the sanctions include suspension, expulsion, or rescission of a degree, the matter will be referred to the Provost/designee.
 - g. The student has the right to appeal the AIB's decision and/or sanctions.
3. Composition of an AIB
- a. For undergraduate hearings and reviews, an AIB will be made up of four (4) instructors and two (2) undergraduate students. All members, including the chair, are voting members.
 - b. For graduate-level hearings and reviews involving undergraduate students taking graduate level courses, please refer to the Graduate School's policy on AIB composition.
 - c. For any case heard or reviewed, at least four AIB members must be available, at least one of whom must be a student, preferably an undergraduate student if the accused is an undergraduate student. An instructor will chair all hearings and reviews.
 - d. Selection of members to a specific AIB will avoid conflicts of interest with the student (e.g., AIB members being from the student's department). A board member may recuse themselves or be recused upon the request of the accused student/referring party if there is a perceived conflict of interest.

F. Sanctions

1. Sanctions Imposed through Documented Agreement

The following sanctions may be agreed upon by the student and instructor/administrator through Documented Agreement and can be instructor/administrator imposed. All grade reductions require the approval of the instructor of record. If the work is graded by a committee, a grade reduction requires the approval of the majority of the committee.

- a. Single Grade Reduction: Reduction of grade or failure on project, examination, quiz, or other academic exercise on which the student is alleged to have cheated.
- b. Course Grade Reduction: Reduction of course grade or failure in the course. If the violation involves a project spanning multiple courses (such as a dissertation or

multiple semester internship), the grade reduction may apply to all courses involved.

- c. Constructive or Educational Task: A task that requires students to examine their dishonest behavior and that may benefit the student, campus, or community.

Letter of Reprimand: A reprimand letter may be issued indicating that the student has been found in violation of an academic policy and that failure to comply with policies in the future may result in further disciplinary action to be handled as a subsequent offense. The letter of reprimand will remain in effect for the period of time specified by the individual or board hearing the case.

- d. Other: Sanctions deemed appropriate and tailored to a specific violation as agreed to by the student and instructor/administrator.

2. Sanctions Imposed through Formal Adjudication

In addition to the above, the following sanctions may result from a Hearing by Department Chair and/or AIB.

- a. Disciplinary Probation: Disciplinary probation, which is for the period of time specified by the individual or board hearing the case, is an indication that a student's status at the university is seriously jeopardized. If the student is found in violation of another IUP policy during the probationary period, a more serious sanction will be levied, which may include involuntary withdrawal from part of IUP's academic or other programs, suspension, or expulsion from the university.
 - b. Involuntary Withdrawal from Part of IUP's Academic or Other Programs: A student may be denied the right to participate in some IUP program(s). Such involuntary withdrawal might be imposed on either a temporary or permanent basis.
 - c. Suspension: A student may be suspended from the university for a specified period of time, not to be less than the remainder of the current semester. Suspension requires that students remove themselves from university premises, not attend classes or social activities, and not be present on university property (including residence halls) or Student Cooperative Association property during the period of suspension.
 - d. Expulsion: Expulsion may be considered under any of the following circumstances: when there is a very serious violation of the Academic Integrity Policy, when a student is proven to have violated the Academic Integrity Policy on more than one occasion, or when a student appears before the board after already having been suspended. Expulsion from the institution is permanent. Appeals to the sanction of expulsion must be submitted to the Office of the President.
 - e. Rescission of a Degree: Students may have their degree rescinded if found to have plagiarized or not to have conducted their research on their thesis.
 - f. Sanctions of expulsion and/or rescission of a degree can be recommended by a Department Chair or AIB but can only be imposed by the President/designee. A sanction of suspension can be imposed by the Provost/designee.
3. Previous Violations - Information about prior violations will not be used to determine whether a student violated the policy in the current case. Information on prior violations will only be used in determining the appropriate sanction. Students with multiple academic integrity violations on record may be subject to additional sanctions, including suspension

or expulsion from the university. A student who has had previous violations on record will be heard by an AIB to determine if additional sanctioning is warranted.

G. Appeal Procedures

1. Written appeals of a Department Chair's or AIB's hearing decision or sanction may be filed by a student within ten (10) days of receiving the report and are limited to the following grounds:
 - a. Denial of a fair and reasonable hearing (e.g., procedural errors that likely impacted hearing outcome)
 - b. New evidence (applies when there is an acceptable reason why the information was not presented at the original hearing)
 - c. Excessively harsh sanctions.
2. All appeals of expulsion or degree rescission must be submitted to the Office of the President. All other appeals must be submitted to the Office of the Provost.
3. The ten (10) day requirement may be waived where extenuating circumstances prevail and only if the grounds for appeal are met.
4. The person submitting the appeal must include in the written appeal the reason(s) for the appeal, the supporting facts, and the requested solution. Appeals will not be accepted by third parties on behalf of the party appealing the decision. The appeal must include the signature of the person submitting the appeal. An appeal is not a rehearing of the matter and will not have merit simply because the person submitting the appeal disagrees with the outcome.
5. In the case of an appeal of expulsion or degree rescission, the President/designee will issue a final decision within ten (10) days absent extenuating circumstances.
6. For all appeals other than expulsion or degree rescission, the Provost/designee will issue a final decision within ten (10) days absent extenuating circumstances.
7. Appeals may be sustained, denied, sanctions may be modified, or the matter may be referred for a new hearing.

H. Operational Notes

1. In cases where a violation is alleged at, or near, the end of the semester and resolution by Documented Agreement or Formal Adjudication cannot be completed before grades are submitted, the instructor/administrator should submit a grade of "Incomplete" (I) for the student. The instructor/administrator must initiate formal notification of an academic integrity violation to the student. The "I" grade will remain on the student's record until the case has been resolved. Once the case has been resolved, the "I" grade will be replaced with the appropriate grade.
2. If the violation is alleged during the semester when classes are in session, the accused student should continue attending all classes and continue to complete course requirements while the academic integrity case is pending.
3. Conversion of a Withdrawal: Individual course withdrawals initiated by a student before

resolution of an academic integrity case will not remain on the transcript if the student is found to have violated the policy and the resolution of the referral is the assignment of a grade. If the student has withdrawn and has been found to have violated this policy, another grade, including an “F,” may be placed on the transcript. If the student has withdrawn and has not been found to have violated this policy, the “W” will remain on the transcript.

4. The 10-day timeframe within this policy is a period of time violation intended to reasonably ensure a swift response while allowing the student a reasonable opportunity to prepare a response. An instructor/administrator, student, or Provost/designee may request an extension of time for good cause (e.g., alleged violation occurring at the end of the semester or during summer or winter session/break); this extension may be granted by the Provost/designee.
5. The university may withhold transcripts, grades, and diplomas or take other appropriate actions necessary to preserve its ability to enforce its rules.

Questions concerning the Academic Integrity Policy and Procedures and the availability of forms described in this policy can be directed to the Office of the Provost. A copy of this policy is posted on the Office of the Provost website (www.iup.edu/academicintegrity).

PROPOSED

Academic Integrity Policy

IUP is committed to the fundamental values of academic integrity. Academic integrity means honesty and responsibility in scholarly endeavors and behaviors; it means that all academic work **must** be the result of an individual’s own effort. Academic assignments help students learn and allow them to exhibit this learning. Grades are an assessment of the extent to which learning has been demonstrated in assignments. Therefore, academic work and grades **must** be the result of a student’s own understanding and effort. All members of the IUP community—including students, instructors/administrators, and staff—are responsible for maintaining academic integrity, which includes knowing what IUP’s academic integrity policies are and being able to identify academic misconduct. Academic misconduct includes any action **that** improperly impacts the assessment or representation of a student’s academic achievement. Academic misconduct may result in disciplinary action, including expulsion from the University.

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D. Resolution by Documented Agreement with the Instructor/Administrator

1. If the instructor/administrator does not believe that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter by Documented Agreement. (Note: If the instructor/administrator believes that the violation is so severe that it warrants sanctions such as disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree, the instructor/administrator may seek to resolve the matter directly through formal adjudication, such as Hearing by Department Chair or Hearing by Academic Integrity Board (AIB)).

The instructor/administrator will schedule a timely formal conference with the student to reach a mutually agreeable resolution. This conference should be requested within ten (10) days of the observation or discovery of the alleged violation absent unusual circumstances. Absent unusual circumstances, a conference should be held within ten (10) days of request, an agreement should be reached within ten (10) days of conference, and if no agreement is reached within ten (10) days of conference, the alleged violation will be resolved through formal adjudication. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the conference must involve a majority of the committee.

2. If an agreement is reached, a Documented Agreement Referral form available online through MYIUP and at <https://www.iup.edu/academicaffairs/for-faculty/academic-integrity/> must be

completed and acknowledged in writing by all required parties within ten (10) days of the conference. Electronic copies of the form must be distributed to all signatories to the agreement and Office of the Provost. If the violation pertains to work being judged or that has been judged by a committee such as a thesis or comprehensive examination, the Documented Agreement Referral form must be agreed to by a majority of the committee and the student. In all other cases, the instructor/administrator and student must acknowledge the agreement.

3. By signing the Documented Agreement, the student waives any right to appeal the sanctions agreed upon and set forth in the Documented Agreement. If the student fails to fulfill the terms of the Documented Agreement, the instructor/administrator may file an academic integrity referral against the student for noncompliance within ten (10) days of discovery of said failure.
4. If the parties are unsuccessful at reaching a Documented Agreement, the instructor/administrator/student will pursue formal adjudication. The student will have input as to the path for formal adjudication (i.e., Hearing by Department Chair or Hearing by AIB).

E. Resolution by Formal Adjudication

Formal adjudication will be pursued if:

- a. The instructor/administrator and student are unable to reach a Resolution by Documented Agreement;
- b. The instructor/administrator believes that the violation is so severe that it warrants a sanction that includes disciplinary probation, involuntary withdrawal from part of IUP's academic or other programs, suspension, expulsion, or rescission of a conferred degree (Note: in this instance, an instructor/administrator does not have to initiate resolution of the alleged violation first through Documented Agreement); and/or
- c. A student desires formal adjudication and not a Documented Agreement to resolve the alleged academic integrity violation.

A formal adjudication is initiated by the instructor/administrator filing an Academic Integrity Referral form and may take the form of a hearing by the Department Chair and/or a hearing conducted by an Academic Integrity Board (AIB). If the student desires formal adjudication, the instructor/administrator will initiate a formal adjudication by filling out an Academic Integrity Form indicating the student's request and path for adjudication. If there is no indication of which formal adjudication path has been requested, the Office of the Provost will initiate discussion with the student regarding preferred path.

1. Hearing by Department Chair
 - a. The instructor/administrator and the student may agree to have the matter adjudicated by a Hearing by Department Chair. The Academic Integrity Referral form should include a statement the parties agree to have the matter adjudicated by a Hearing by Department Chair and should be filed within ten (10) days of the parties' failure to reach a resolution through Documented Agreement. A copy of the Academic Integrity Referral form will be sent to the referring party and the student.

- b. If the instructor/administrator had decided to take the matter directly to a Hearing by Department Chair due to the seriousness of the alleged violations without first using the Documented Agreement process, the instructor/administrator will complete the Academic Integrity Referral form and forward it to the Department Chair. A copy of the Academic Integrity Referral form will be sent to the referring party and the student.
- c. Despite the wishes of the referring party and the student, the matter may be referred directly to an AIB if:
 - I. The Department Chair believes the circumstances and the severity of the alleged violation would result in a recommended sanction of suspension, expulsion or rescission of degree if true or if the Department Chair otherwise believes the violation warrants Hearing by AIB; or
 - II. The Department Chair feels he/she is unable to provide an unbiased/impartial opportunity for a hearing.
- d. If the Department Chair elects to send the violation directly to the AIB, the Department Chair should forward the Academic Integrity Referral form to the Office of the Provost within ten (10) days of receiving the form from the instructor/administrator.
- e. The Department Chair will schedule a hearing within ten (10) days of receipt of the referral absent extenuating circumstances. The student accused must be given at least three (3) days advance written notice of the hearing to allow the student a reasonable time to prepare a defense. The student may waive this notice requirement.
- f. The student and the instructor/administrator must be given the opportunity to submit and review written, physical, and testimonial evidence and to question witnesses at the hearing.
- g. The student and instructor/administrator have the right to bring an advisor to the hearing. Advisors may only consult privately with the instructor/administrator or student.
- h. Following the hearing, the Department Chair will render a determination based on the information presented at the hearing. Within ten (10) days of the hearing, absent extenuating circumstances, the Department Chair will send a written report of the hearing to the Office of the Provost with copies to the instructor/administrator and the student summarizing the outcome, the factual basis for the determination reached, and if a violation is found, recommending sanctions to be imposed and appeal procedures.
- i. If the recommended sanctions include suspension, expulsion, or rescission of a degree, the matter will be referred to either the Provost/designee or the President/designee depending on the sanction. Sanctions of expulsion and/or rescission of a degree can be recommended by the Department Chair but can only be imposed by the President/designee. A sanction of suspension can be recommended by the Department Chair, but can only be imposed by the

Provost/designee.

- j. The student has the right to appeal the Department Chair's decision and/or sanctions through the Office of the Provost as outlined in the appeal procedure.
2. Hearing by Academic Integrity Board
 - a. A hearing before the AIB will occur if:
 - I. The instructor/administrator feels the alleged violation is egregious enough to warrant sanctions including suspension or expulsion;
 - II. The instructor/administrator and the student do not agree to have the matter adjudicated by a Hearing by Department Chair;
 - III. The Department Chair refers the matter to an AIB without conducting a hearing; or
 - IV. The student has previous violations on record. In this case, the AIB will determine if additional sanctioning is warranted due to multiple academic integrity violations.
 - b. The AIB will schedule a hearing within ten (10) days of receipt of the referral absent extenuating circumstances to allow the student a reasonable time to prepare a defense. The student accused must be given at least three (3) days advance written notice of the hearing to allow the student a reasonable time to prepare a defense. The student may waive this notice requirement.
 - c. The student and the instructor/administrator must be given the opportunity to submit and review written, physical, and testimonial evidence and to question witnesses at the hearing.
 - d. The student and instructor/administrator have the right to bring an advisor to the hearing or the review. Advisors may only consult privately with the instructor/administrator or student.
 - e. Following a hearing, the AIB will render a determination based on the information presented at the hearing. Within ten (10) days of the hearing, absent extenuating circumstances, the chair will send a written report of the hearing to the Office of the Provost with copies to the instructor/administrator and the student summarizing the outcome, the factual basis for the determination reached, and if a violation is found, sanctions to be imposed and appeal procedures.
 - f. If the recommended sanctions include suspension, expulsion, or rescission of a degree, the matter will be referred to either the Provost/designee or the President/designee depending on the sanction. Sanctions of expulsion and/or rescission of a degree can be recommended by the AIB but can only be imposed by the President/designee. A sanction of suspension can be recommended by the AIB, but can only be imposed by the Provost/designee.
 - g. The student has the right to appeal the AIB's decision and/or sanctions.
 3. Composition of an AIB
 - a. For undergraduate hearings and reviews, an AIB will be made up of four (4) instructors and two (2) undergraduate students. All members, including the chair, are

voting members.

- b. For graduate-level hearings and reviews involving undergraduate students taking graduate level courses, please refer to the Graduate School's policy on AIB composition.
- c. For any case heard or reviewed, at least four AIB members must be available, at least one of whom must be a student, preferably an undergraduate student if the accused is an undergraduate student. An instructor will chair all hearings and reviews.
- d. Selection of members to a specific AIB will avoid conflicts of interest with the student (e.g., AIB members being from the student's department). A board member may recuse themselves or be recused upon the request of the accused student/referring party if there is a perceived conflict of interest.

F. Sanctions

1. Sanctions Imposed through Documented Agreement

The following sanctions may be agreed upon by the student and instructor/administrator through Documented Agreement and can be instructor/administrator imposed. All grade reductions require the approval of the instructor of record. If the work is graded by a committee, a grade reduction requires the approval of the majority of the committee.

- a. Single Grade Reduction: Reduction of grade or failure on project, examination, quiz, or other academic exercise on which the student is alleged to have cheated.
- b. Course Grade Reduction: Reduction of course grade or failure in the course. If the violation involves a project spanning multiple courses (such as a dissertation or multiple semester internship), the grade reduction may apply to all courses involved.
- c. Constructive or Educational Task: A task that requires students to examine their dishonest behavior and that may benefit the student, campus, or community.
- d. Letter of Reprimand: A reprimand letter may be issued indicating that the student has been found in violation of an academic policy and that failure to comply with policies in the future may result in further disciplinary action to be handled as a subsequent offense. The letter of reprimand will remain in effect for the period of time specified by the individual or board hearing the case.
- e. Other: Sanctions deemed appropriate and tailored to a specific violation as agreed to by the student and instructor/administrator.

2. Sanctions Imposed through Formal Adjudication

In addition to the above, the following sanctions may result from a Hearing by Department Chair and/or AIB.

- a. Disciplinary Probation: Disciplinary probation, which is for the period of time specified by the individual or board hearing the case, is an indication that a student's status at the university is seriously jeopardized. If the student is found in violation of another IUP policy during the probationary period, a more serious sanction will be levied, which may include involuntary withdrawal from part of IUP's academic or other programs, suspension, or expulsion from the university.
- b. Involuntary Withdrawal from Part of IUP's Academic or Other Programs: A student may be denied the right to participate in some IUP program(s). Such involuntary

withdrawal might be imposed on either a temporary or permanent basis.

- c. Suspension: A student may be suspended from the university for a specified period of time, not to be less than the remainder of the current semester. Suspension requires that students remove themselves from university premises, not attend classes or social activities, and not be present on university property (including residence halls) or Student Cooperative Association property during the period of suspension.
 - d. Expulsion: Expulsion may be considered under any of the following circumstances: when there is a very serious violation of the Academic Integrity Policy, when a student is proven to have violated the Academic Integrity Policy on more than one occasion, or when a student appears before the board after already having been suspended. Expulsion from the institution is permanent. Appeals to the sanction of expulsion must be submitted to the Office of the President.
 - e. Rescission of a Degree: Students may have their degree rescinded if found to have plagiarized or not to have conducted their research on their thesis.
 - f. Sanctions of expulsion and/or rescission of a degree can be recommended by a Department Chair or AIB but can only be imposed by the President/designee. A sanction of suspension can be imposed by the Provost/designee.
3. Previous Violations - Information about prior violations will not be used to determine whether a student violated the policy in the current case. Information on prior violations will only be used in determining the appropriate sanction. Students with multiple academic integrity violations on record may be subject to additional sanctions, including suspension or expulsion from the university. A student who has had previous violations on record will be heard by an AIB to determine if additional sanctioning is warranted.

G. Appeal Procedures

1. Written appeals of a Department Chair's or AIB's hearing decision or sanction may be filed by a student within ten (10) days of receiving the report and are limited to the following grounds:
 - a. Denial of a fair and reasonable hearing (e.g., procedural errors that likely impacted hearing outcome)
 - b. New evidence (applies when there is an acceptable reason why the information was not presented at the original hearing)
 - c. Excessively harsh sanctions.
2. All appeals of expulsion or degree rescission must be submitted to the Office of the President. All other appeals must be submitted to the Office of the Provost.
3. The ten (10) day requirement may be waived where extenuating circumstances prevail and only if the grounds for appeal are met.
4. The person submitting the appeal must include in the written appeal the reason(s) for the appeal, the supporting facts, and the requested solution. Appeals will not be accepted by third parties on behalf of the party appealing the decision. The appeal must include the signature of the person submitting the appeal. An appeal is not a rehearing of the matter and will not have merit simply because the person submitting the appeal disagrees with the outcome.
5. In the case of an appeal of expulsion or degree rescission, the President/designee will issue a final decision within ten (10) days absent extenuating circumstances.

6. For all appeals other than expulsion or degree rescission, the Provost/designee will issue a final decision within ten (10) days absent extenuating circumstances.
7. Appeals may be sustained, denied, sanctions may be modified, or the matter may be referred for a new hearing.

H. Operational Notes

1. In cases where a violation is alleged at, or near, the end of the semester and resolution by Documented Agreement or Formal Adjudication cannot be completed before grades are submitted, the instructor/administrator should submit a grade of "Incomplete" (I) for the student. The instructor/administrator must initiate formal notification of an academic integrity violation to the student. The "I" grade will remain on the student's record until the case has been resolved. Once the case has been resolved, the "I" grade will be replaced with the appropriate grade.
2. If the violation is alleged during the semester when classes are in session, the accused student should continue attending all classes and continue to complete course requirements while the academic integrity case is pending.
3. Conversion of a Withdrawal: Individual course withdrawals initiated by a student before resolution of an academic integrity case will not remain on the transcript if the student is found to have violated the policy and the resolution of the referral is the assignment of a grade. If the student has withdrawn and has been found to have violated this policy, another grade, including an "F," may be placed on the transcript. If the student has withdrawn and has not been found to have violated this policy, the "W" will remain on the transcript.
4. The 10-day timeframe within this policy is a period of time violation intended to reasonably ensure a swift response while allowing the student a reasonable opportunity to prepare a response. An instructor/administrator, student, or Provost/designee may request an extension of time for good cause (e.g., alleged violation occurring at the end of the semester or during summer or winter session/break); this extension may be granted by the Provost/designee.
5. The university may withhold transcripts, grades, and diplomas or take other appropriate actions necessary to preserve its ability to enforce its rules.

Questions concerning the Academic Integrity Policy and Procedures and the availability of forms described in this policy can be directed to the Office of the Provost. A copy of this policy is posted on the Office of the Provost website (www.iup.edu/academicintegrity).

RATIONALE: The policy was reviewed to incorporate clearly references to AI Generated work as violating Academic Integrity. During the review, other language clarifications (highlighted) were made. As is the practice for this policy, it has been reviewed by legal counsel.

- **Awards Committee (Chair Paul)**
 - Next meeting: March 21, 2023 @ 3:30pm

Senate Representative Report

- A. **University Planning Council (Chair Moore)**
 - No report

B. President's Athletic Advisory Committee (Chair Castle)**FOR INFORMATION:****Friday, February 17, 2023 @ 2:30 via Zoom****Welcome and Remarks – Dr. Joshua Castle, Chair**

- Update on Athletic Gender Equity Committee – Facility Tour of locker rooms and office space in the Fieldhouse.

Remarks from Dr. Michael Driscoll

- Student Athletes are doing a fabulous job as leaders across campus
- Updated the committee on the NCAA subcommittee that the President serves on dealing with government relations. Three main challenges the NCAA is facing are:
 - Legislation being introduced that are making Student-Athletes employees of the university.
 - Regulations from different states making it difficult for the NCAA to have consistently applied rules and by-laws.
 - Looking for government relief in anti-trust regulations that impact college athletics and creating uneven playing fields.
- New Executive Director of the NCAA is Governor Charlie Baker of Massachusetts starts in March.
- There is a subcommittee being formed reviewing budgets processes of athletics to make recommendations. This committee is being led by Dr. Segar and Dr. Fitzsimmons. The committee will make recommendations before the beginning of next fiscal year.

Remarks from Dr. Tom Segar

- Mentioned they are continuing to work on response rate for DEI survey
- Athletics is bringing back DEI/Alumni/Hall of Fame Je'Mone Smith as part of the Speaker Series.

Report from University Advancement – Khatmeh Osseiran Hanna

- This weekend's basketball will highlight 3 decades of basketball. There will be 13 alumni representing, one women's team and two men's teams honored at the basketball game.
- Advancement with MarComm is Starting to plan for PSAC and NCAA playoffs.
- As of January 31, \$700,000 has been raised for this academic year which is about \$100,000 more than last year. The number of donors has also increased from this point last year.
 - There is an athletic fundraising "blitz" currently going on to fund scholarships in athletics
 - March 8th there will be a dedication for the new Golf Simulation Lab. Money for the lab was from donors.

Report from Athletic Administration – Todd Garzarelli

- Winter and Spring Sports Update
 - Basketball Senior day for Men's and Women's Basketball is tomorrow.
 - Mentioned some player and coaching milestones that have occurred this year.
 - Men's and Women swimming is at PSAC Championships-Championships are being live streamed on the PSAC website.
 - Indoor Track have number of qualifiers. Kendall Branam has the 2nd best 800 time in the Atlantic Region.
- NCAA Regional Basketball Potential
 - Should be hosting PSAC first rounds for both Men's and Women's Basketball
 - Currently working on a bid to host NCAA regional action for the Men

Report from Athletic Compliance – Sam Goettman

- Working on DEI survey response rate
- Working on Athletic Interest survey distribution.
- Highlighted new by-laws passed at convention in January. A lot of it was catching up from changes due to COVID

Report from Faculty Athletics' Representative – Jim Racchini

- Presented Fall 2022 Academic Data
 - Men's Sports
 - 3.14 average team GPA
 - Golf (3.64)
 - Cross Country (3.30)
 - Swimming (3.25)
 - 111 Student Athletes made Dean's List (54%)
 - 28 Student Athletes had - 4.0 GPA (15.7%)

Women's Sports

- 3.38 average team GPA
 - Basketball (3.67)
 - Tennis (3.66)
 - Volleyball (3.56)
- 134 Student Athletes made Dean's List (70.7%)
- 47 Student Athletes had – 4.0 GPA (25%)

PSAC Champion Scholars

Initiated for the 2011-12 academic year, the PSAC Champion Scholar Awards are modeled after the NCAA's Elite 90 awards and honor the student-athlete with the top grade point average who is competing at the site of each of the PSAC's 22 team championship finals.

The selection criteria for the Champion Scholar Awards is nearly identical to that of the NCAA Elite 90 awards, which honor the student-athlete with the top GPA at each of the championship finals sites of the 90 NCAA championships across all three divisions - I, II and III.

Shaun Fedor, Golf

CoSIDA Academic All-Americans

Darrell Davis, Football 2nd Team Offensive Lineman
 Connor Kelly, Football 2nd Team Linebacker

CoSIDA Academic All-District

Darrell Davis, Football
 Daniel Deabner, Football
 Drew DiNunzio-Biss, Football
 Connor Kelly, Football
 Gregory Moore II, Football
 Collin Pietropola, Football

Stefania Anagnostou, Volleyball
Bailey Flowerdew, Volleyball
Brooke Little, Volleyball
Grace Mangapora, Volleyball

U.S. Track & Field and Cross-Country Coaches Association (USTFCCCA) All-Academic Athletes
For student athletes to qualify for this award they must have a cumulative GPA of at least 3.25 on a 4.0 scale and finish in the top 30 percent of their respective regional championship meet, among their qualifiers.

Dan Gibney
Evan Weaver

Stella Kuntz

College Swimming and Diving Coaches Association of America (CSCAA) All-America Team
80 and 55 Division II Teams respectively earned this award nationally

Men & Women's Teams both had 3.24 Fall GPA

Report from Student Athletic Advisory Committee – Brooke Little

- SAAC has elected new Executive Board that is starting to transition for next years Committee
- Athletics is sending two Student Athletes to the NCAA Super Regional Meeting and PSAC SAAC meeting

C. Academic Computing Policy Advisory Committee (Chair Ford)

- Next meeting: March 22, 2023 @ 3:00pm

D. University Budget Advisory Committee (Senator Cook)

- Next meeting: March 9, 2023 from 1-4pm at the KCAC

New Business

Adjournment

- The meeting adjourned at 4:12pm.

Respectfully submitted:

Amber N. Racchini