ACADEMIC INTEGRITY

Academic integrity is highly valued at Finlandia University, therefore we expect our students to act with utmost integrity during their time here. In this age of immediate access to information and the free exchange of music and movies through electronic communications, it is imperative that Finlandia students understand academic integrity and exhibit such integrity in their coursework.

Please note that Finlandia defines academic dishonesty categories as follows:

1. **Academic Dishonesty**: dishonest behavior or action in regards to data, records, submitted works, exams, and/or other materials related to the participation in a course or other academic exercise; these actions include, but are not limited to, cheating, plagiarism, multiple submissions of the same assignment, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, unfair advantage, violation of known safety requirements, and ethical misconduct.

2. **Cheating**: the use or attempted use of unauthorized assistance in completing one’s work (e.g., asking someone for an answer during a test, copying answers from another student’s test, assignment, etc.), the use of unauthorized study aids during an exam (e.g., “cheat sheets”, cell phones/electronic communication tools, books/notes), or the submission of someone else’s work as one’s own.

3. **Plagiarism**: the presentation of someone else’s idea, data, words, statements, or other works without specific or proper acknowledgment (e.g., improper or missing reference citations).

4. **Self-plagiarism (aka Multiple Submissions)**: the submission of one’s own work for multiple courses and/or assignments without the prior approval of the current instructor; or the submission of any work previously submitted to fulfill another academic requirement (e.g., paper or project submitted for another course) without prior approval.

5. **Misrepresentation of academic records**: the misrepresentation of, or tampering with, any portion of a student’s transcripts or academic record.

6. **Facilitating Academic Dishonesty**: knowingly helping (or attempting to help) another student to commit academic dishonesty.

7. **Unfair Advantage**: an attempt to gain unauthorized advantage over one’s classmates through such means as, but not limited to, gaining unauthorized access to exam materials, preventing or interfering with another student’s efforts, lying about the need for an extension on a due date, continuing to write on an exam when time has expired, and destroying or not returning library materials including reserved materials by an instructor.
Academic Dishonesty Policy Statement

Upon admission to Finlandia University, students make the unqualified commitment to demonstrating responsible and ethical academic conduct. Academic dishonesty, as defined above, is contrary to the mission of the University and to the best interest of the campus community. Therefore, students are expected to represent themselves, their work, and the work of others with honesty and integrity.

Charges of academic dishonesty are taken very seriously at Finlandia. Students found guilty of academic dishonesty are subject to disciplinary action and sanctions warranted by the alleged circumstances, including but not limited to failing the assignment, failing the class, academic suspension, or expulsion from the University. Any staff or faculty member who believes a student is guilty of academic dishonesty is to follow the complaint procedure as presented below.

Any violation of this policy that involves behavior prohibited by the Student Conduct and Disciplinary Process as outlined in the Finlandia University Student Handbook may also be subject to the provisions and sanctions provided therein. (See Student Handbook)

Procedural Guidelines

1. Authority for Student Discipline - Ultimate authority for student discipline is vested in the Chief Academic Officer or VP for Academic Affairs. Disciplinary authority may be delegated to additional University administrators, faculty, staff, committees, and organizations, as appropriate.

2. Procedural Protections
   a. Students accused of academic dishonesty are entitled to the following procedural protections:
      i. To be informed of the charge and alleged misconduct as well as evidence upon which the charge is based
      ii. To be allowed reasonable time to prepare an appeal of the charge.
      iii. To be assured of confidentiality as provided by the federal Family Educational Rights and Privacy Act (FERPA), although the nature of the case may require some disclosure as permissible under law
      iv. To be considered not responsible for the violation until shown to be responsible by a preponderance of evidence (the standard defined as “more likely than not”)

3. Communications Process
   a. All written communication with the student regarding allegations of academic dishonesty and outcomes of an investigation are delivered via the Finlandia University email system, absent extenuating circumstances. It is the responsibility of the student to monitor his or her Finlandia email account to keep abreast of matters related to the allegations and to ensure timely responses.
   b. The time periods provided for in this procedure may be extended if there are extenuating circumstances or additional time is necessary for the applicable University personnel to explore issues presented.
Academic Dishonesty Complaint Procedure

1. When an alleged violation occurs, the instructor of the course must file the initial report within three (3) business days of discovery of the alleged violation, but not more than two weeks after the infraction occurs (e.g., within two weeks of the it being submitted)
   a. Obtain the Academic Misconduct Incident Report Form from Maxient
   b. Initiate report process outlined on the report form
   c. File report in Maxient
2. Within the above timeline, the instructor notifies the student, in writing, of the allegations and schedules a meeting with the student. This meeting is to occur within three (3) business days of said notification.
   a. In cases where the student fails to attend the scheduled meeting, the process is considered complete. The student will be deemed to have acknowledged that the violation has occurred and the instructor will proceed with issuing an appropriate sanction.
   b. In cases where the student attends the scheduled meeting, the instructor will present the student with the charges, the evidence, and sanctions. Finlandia University encourages the instructor and the student to informally arrive at a resolution.
3. Within three (3) business days of the scheduled meeting, whether or not the student attended the meeting, the instructor will provide the student, school dean, and the director of academic operations with a written document using the Academic Integrity Resolution Form to include the following:
   a. An outline of the findings
   b. An outline of the sanctions/outcomes of the meeting
   c. Signatures - If the student accepts the instructor’s sanction, the process is concluded and both parties sign the completed paperwork. If student does not accept the sanction, then the appeals process would commence.
4. A final report is submitted to the academic dean and stored in Maxient.

Recommended Sanction Outcomes

1. Minor Incident: For incidents that are deemed at the conclusion of the investigatory process to be minor, such as but not limited to not citing a source appropriately or accurately, may result in an educational or remedial action.

2. Serious and/or Repeated Incidents: If, following the investigation, the alleged violation is determined to be serious in nature, or one of multiple offenses, or a continuation of the behavior following an educational or remedial action, the student may receive an “F” for the assignment or an “F” in the course, regardless of the student’s grade at the time the sanction decision is reached. Repeat incidents may have occurred in the same class or in multiple classes. Incidents are recorded in the Maxient reporting system.

3. For very serious matters in which the charges may result in academic probation, suspension or expulsion, or in cases of multiple incidents of academic dishonesty, the VP for Academic Affairs will refer the case to the Board of Student Conduct, which will in turn initiate an investigation of the charges and/or initiate the process for probation, suspension, or expulsion following the Student Code of Conduct.
Appeals Process

1. If the student denies the charges and/or rejects the sanction, the student then has three (3) business days from the date of the notification of the written outcome in which to submit, in writing using the Academic Integrity Appeals Form, an appeal of the instructor's sanction and a request for an administrative hearing with the appropriate college/school dean or department chair and the Dean of Students.
   a. The student may not drop the course until the issue is resolved. Once resolved, the student may drop the course only if and to the extent permitted by the instructor's sanctions and, then, only in accordance with the University's policies and procedures for withdrawing from a course.
   b. The dean/department chair will proceed with an investigation of the charges and sanction. Within three (3) business days of receiving the student's request for an administrative hearing, the school dean will establish a meeting date and time with the student. If the student fails to meet with the school dean at the scheduled time, the student shall be deemed to have withdrawn the appeal and the matter will be deemed final, and the sanctions will remain in place.
   c. The dean/department chair will provide the student, the instructor and the Dean of Students with a copy of the findings noted on the Academic Integrity Appeals Form within three (3) business days of the meeting between the dean/chair and the student. The completed Appeals Form will then be filed in Maxient.

2. The student and/or instructor may appeal the dean/chair's decision, but such an appeal is permissible only when new information has been discovered.
   a. Appeals must be submitted in writing to the VP for Academic Affairs within three (3) business days from the date of the notification of the school dean's written outcome.
   b. The written appeal must clearly state the basis for the appeal, specifically detailing the new information that has been discovered for review.
   c. During the appeal, the administrative sanctions will be placed on hold.
   d. The VP for Academic Affairs will provide the student, the instructor, and the dean with a written outcome notice, within three (3) business days of receiving the written appeal. This final outcome notice will then be placed on file in Maxient.

3. The decision of the VP for Academic Affairs is final and there is no further appeal of administrative outcomes, except in cases that result in suspension or expulsion from the University.

Finalizing the Course Grade

1. If the faculty sanction, or any subsequent appeal outcome, impacts the student's final grade in the course, the instructor will notify the Registrar of the change.
2. If the case has not been finally determined by the end of the semester, the instructor will submit an Incomplete (I) grade for the course. When the case is adjudicated, the instructor will submit a grade change form to the Registrar.
3. If the sanction results in the suspension or expulsion of the student from the school, the student may receive all “F” grades for the semester.