

ACADEMIC INTEGRITY POLICY

Academic integrity is highly valued at Finlandia University, therefore 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, an unfair academic advantage that has not been given to other students, multiple submissions of the same assignment, misrepresentation of academic records, falsification of any course related documents, facilitation of academic dishonesty by others, 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 demonstrate 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.

Incidents of academic dishonesty are taken very seriously at Finlandia. Students found responsible for 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 suspects a student has violated the Academic Dishonesty Policy 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 alleged to have violated the Academic Dishonesty Policy are entitled to the following procedural protections:
 - i. To be informed of the alleged misconduct as well as evidence upon which the allegation is based
 - ii. To be allowed reasonable time to prepare an appeal of the outcome.
 - 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. The University uses the standard of evidence of Preponderance to find the student responsible or not responsible. Note: preponderance of evidence means “more likely than not.”
 - v. To be notified of their rights and responsibilities.
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. It is the responsibility of the student to monitor their Finlandia email account to keep abreast of matters related to the allegations and outcome 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 the case.

Academic Dishonesty Complaint Procedure

1. When an alleged violation is uncovered, the instructor of the course first communicates with the student about the incident. This communication may include (but not be limited to) an e-mail, a face-to-face or zoom meeting, or communication through the Learning Management System. Faculty may ask a second faculty member or member of the academic staff to sit in on meetings.
2. Students are to be provided the opportunity to respond to the allegation, directly to the instructor, within three (3) business days and prior to the instructor filing the Maxient report.
3. The instructor is then asked to file an initial report in Maxient within three (3) business days of the **end of the student response window**, but not more than two weeks after the incident occurs (e.g., within two weeks of it being submitted).
4. Maxient will then provide the student with
 - a. An outline of the findings
 - b. Information about the sanctions
 - c. A copy of this policy and a link to the appeals form

Recommended Sanction Process and Outcomes

1. Minor Incident: Incidents that are deemed at the conclusion of the investigative 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. Maxient reports are still recommended in this case.
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. Information about prior incidents may be obtained by the instructor through inquiry to the Dean of Students' office or departmental Administrative Assistants and utilized in determining penalties.
3. For very serious matters in which the incident 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 incident and/or initiate the process for probation, suspension, or expulsion following the Student Code of Conduct.

Appeals Process

1. Should the student want to appeal the decision and/or sanctions, the student then has three (3) business days from the date of the notification of the written outcome in which to submit an **Academic Integrity Appeals Form** in Maxient and to request a review by the appropriate college/school dean or department chair or the Dean of Students.

- a. The student may not drop or withdraw from the course until the issue is resolved. A student may not withdraw from the course if the sanction is an F for the semester.
- b. 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 ten (10) business days.

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.

Important Academic Information Related to Academic Misconduct

Your academic integrity violation could result in additional consequences that include, but are not limited to, the following issues. Please discuss your specific situation and concerns with your advisor.

Records of Academic Integrity Violations are kept by the University and could negatively affect the adjudication of any subsequent violations of Academic Integrity that are reported. All academic integrity violations and student conduct violations are entered into the University's student conduct database and will remain a part of your permanent educational records. Employers and licensing boards, as well as graduate and professional schools, may request a copy of your educational records. Your consent is necessary for the release of educational records.

If this sanction drops your GPA below the University's academic requirements, you could be placed on academic warning, probation, or suspension.

Some programs require a higher GPA for admission to the program or courses or for continued enrollment in programs or courses.

Multiple academic integrity violations could result in suspension or expulsion from the University.

Failure to make satisfactory academic progress could impact your funding. Please check with Financial Aid.