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**WITTENBERG UNIVERSITY
CODE OF ACADEMIC INTEGRITY**

Approved by the faculty 11 January 2022

Preface

Wittenberg University is dedicated to the pursuit of knowledge and truth. At the heart of our search for knowledge is personal honesty, an honesty that makes possible an open and vibrant exchange of ideas. True community and academic excellence thrive at Wittenberg through honesty, trust, and mutual respect. It is the aim of this Code of Academic Integrity to foster an atmosphere in which individuals can reach their fullest potential as students and teachers and, ultimately, as human beings.

Honor Statement

All academic work submitted at Wittenberg will carry the honor statement: "I affirm that my work upholds the highest standards of honesty and academic integrity at Wittenberg, and that I have neither given nor received any unauthorized assistance."

Definitions of Academic Dishonesty

Academic dishonesty is a serious violation of community standards. It undermines the bonds between members of the community and defrauds those who may eventually depend upon our knowledge and integrity. Negligence and ignorance do not excuse academic dishonesty. Such dishonesty includes:

Cheating

Using or attempting to use unauthorized materials, information, study aids, or assistance in any academic exercise.

Fabrication

Falsifying or inventing of any information or citation in an academic exercise.

Facilitating academic dishonesty

Helping or attempting to help another to violate any provision of this code.

Plagiarism

Representing the words or ideas of another as one's own in any academic exercise.

Student and Faculty Responsibilities

To achieve the aims of this code of academic integrity, every student, faculty member, and administrator is responsible for upholding the highest standards of personal integrity. It is

45 expected that every member of the Wittenberg community will honor the spirit of the code
46 by refusing to tolerate academic dishonesty.

47

48 It is the responsibility of the instructor to provide students with clear guidelines for what
49 constitutes “authorized” and “unauthorized” assistance, and the responsibility of every
50 student to ensure understanding of those guidelines. In cases of collaborative work, the
51 Honor Statement applies to the individual contributions of each student within the
52 collaborative group.

53

54 Students who intend to submit work that has previously been submitted in another course,
55 or who intend to simultaneously submit similar work in more than one course, are required
56 to inform the instructor(s). This includes both significant portions of work and work in its
57 entirety. The professor has the option of accepting, rejecting, or requiring modification of
58 the content of previously or simultaneously submitted work.

59

60 **Honor Council**

61

62 The Honor Council is composed of two (2) faculty, one (1) administrator who is designated
63 by the Provost in consultation with the Dean of Students, typically the Director of Student
64 Conduct, and four (4) students. Every year the faculty will elect one or two of its members
65 to serve three-year terms. The students will be selected by a committee consisting of
66 members of the Honor Council and the Faculty Advisor.

67

68 This committee will strive to make the Honor Council representative of the diverse nature of
69 the Wittenberg community. Whenever possible, at least one student from each class will be
70 a member of the council, and, once selected, student members will serve until they
71 graduate. The Honor Council will elect a chair and vice-chair from its membership. The chair
72 will be a student with at least one-year’s service on the council. The vice-chair will be a
73 faculty member with at least one-year’s service on the council.

74

75 The Honor Council has the following responsibilities and authority:

76

- 77 (a) To maintain and enforce standards of academic integrity.
- 78 (b) To create and conduct educational programming designed to promote academic
79 integrity.
- 80 (c) To advise and consult with the student body, faculty members, and
81 administrative officers on matters pertaining to academic integrity.
- 82 (d) To designate from among its members students, administrators, and faculty to
83 serve on Council Hearing Boards.
- 84 (e) To consider petitions for removal of the grade of XF from university records.
- 85 (f) To issue an annual report to students, faculty, and staff, which would typically
86 include a summary of cases and a description of the Council’s activities.
- 87 (g) To review policies and procedures of the Code of Academic Integrity and the
88 Honor Council on at least a bi-annual basis and to recommend changes to the

89 faculty and students.

90

91 The Honor Council will be advised by a faculty member appointed by the Provost, in
92 consultation with the Faculty Executive Board, who will be known as the Honor Council
93 Faculty Advisor. The Honor Council Faculty Advisor will be responsible for the oversight of
94 the Honor Council and its processes.

95

96

Procedures

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Allegations of Academic Dishonesty and Resolution Options

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100 Allegations are referred to the Honor Council, through the office of the Director of Student
101 Conduct,-from four sources: (a) the involved faculty member (s); (b) the involved student (s);
102 (c) a student (or students) having knowledge of academic dishonesty; (d) the office of the
103 Director of Student Conduct (when a second report of academic dishonesty has been filed
104 for a student).

105

a. Faculty/Student Resolution

106

107
108 If a faculty member suspects that a violation has occurred, the faculty member will make a
109 reasonable effort to meet with the student(s) to inform him/her/them of the allegation. The
110 faculty member and student(s) will discuss the allegation and agree to either pursue
111 student/faculty resolution or refer the case to the Honor Council. Faculty members are
112 responsible for informing students of their option to refer the incident to the Honor Council
113 for review at any time during the student/faculty resolution.

114

115 If the student and faculty member agree to student/faculty resolution, they will discuss the
116 case and the sanction to be imposed by the faculty member. If both student and faculty
117 agree to the student's responsibility for the violation and to the sanction to be imposed by
118 the faculty member, the faculty member writes a report describing the incident that gave
119 rise to the allegations, including:

120

- 121 (a) the date, time, and location of meeting or meetings with student,
- 122 (b) the nature of their conversations,
- 123 (c) the student's admission of responsibility for the violation,
- 124 (d) evidence and relevant supporting information,
- 125 (e) the sanction to be imposed,
- 126 (f) whether or not a hearing has been requested.

127

128

129 The faculty member will send a copy of the report to the student and to the office of the
130 Director of Student Conduct as the office of record.

131

132 If the student is either unwilling or unable to meet with the faculty member within five in-

133 session school days, then the faculty member must submit the case to the office of the
134 Director of Student Conduct.

135

136 **b. Student request for hearing**

137

138 If the student does not accept responsibility for the violation or disagrees with the sanction
139 to be imposed by the faculty member, the student may request that the case be referred to
140 the Honor Council. Faculty members are responsible for informing students of their option
141 to refer the incident to the Honor Council for review at any time during the student/faculty
142 resolution. Student requests for hearings or resolution by review are submitted to the office
143 of the Director of Student Conduct. In such cases, the faculty member must still submit a
144 report as described above.

145

146 **c. Students who have knowledge of academic dishonesty**

147

148 A student who suspects that a violation of the code of academic integrity has occurred
149 should take some form of action. If the student is uncomfortable addressing the student
150 believed to be in violation of the code, the student will meet with the faculty or staff
151 member involved in the matter. After consultation with the faculty or staff member, the
152 student may report the violation to the office of the Director of Student Conduct using the
153 form for student reports. In this report, the student should describe any action taken, such
154 as talking with the other student involved or with a faculty or staff member. Every effort will
155 be made to preserve the anonymity of the student reporting the incident; however,
156 confidentiality cannot be guaranteed.

157

158 **d. A second report of academic dishonesty**

159

160 All reports of academic dishonesty will be reviewed by the office of the Director of Student
161 Conduct to verify whether previous reports have been received, indicating that the student
162 has been found responsible for any other act of academic dishonesty. If the office of the
163 Director of Student Conduct finds that the case is a repeat offense, the case is automatically
164 referred to the Honor Council for review by an Honor Council Hearing Board.

165

166 **Honor Council Resolution**

167

168 Cases not resolved through student/faculty resolution will be referred for a hearing. A
169 hearing is initiated when the Honor Council receives a report from the office of the Director
170 of Student Conduct or the Honor Council Faculty Advisor of a request for a hearing by either
171 the student or the faculty member.

172

173

174 **Composition of Hearing Boards**

175

176 A hearing is conducted by a Hearing Board. The board will normally consist of three (3)

177 persons, all of which will be voting members. Hearing Boards are made up of the presiding
178 student chair or faculty vice-chair, two (2) students, and one (1) faculty member or one (1)
179 administrator selected by the Honor Council Faculty Advisor from the membership of the
180 Honor Council. Determinations of the board will be by a majority vote - The chair or vice-
181 chair of the Honor Council will serve as the Hearing Board chair. If the chair or vice-chair is
182 unavailable or the caseload becomes unmanageable, the Honor Council Faculty Advisor will
183 appoint another member of the Honor Council to serve as chair of the Hearing Board or chair
184 the hearing her/himself.

185

186 **Hearing: Preliminary Procedures**

187

188 The initial report of an allegation of academic dishonesty will be reviewed by the Honor
189 Council Faculty Advisor, who will then appoint a Hearing Board and designate a chair of the
190 Hearing Board. The Honor Council Faculty Advisor will inform the student of the allegation in
191 writing, including the faculty member's report. The Honor Council Faculty Advisor will
192 request a written statement from the student in response to the allegation, and, if the
193 student so desires, he/she can submit a list of witnesses to appear at the hearing on the
194 student's behalf. Witnesses are limited to individuals who can present evidence that bears
195 directly on the allegation. The student's written statement will become part of the case and
196 be reviewed by the Hearing Board in preparation for hearing the case, but it will not take the
197 place of the student's presence at or comments within the hearing.

198

199 The Honor Council Faculty Advisor will select the date, time, and place for the hearing and
200 notify both the referring faculty member (s) and the student a minimum of seventy-two (72)
201 hours prior to the hearing, unless both parties agree to an earlier date for the hearing. The
202 Honor Council Faculty Advisor or their designee will meet with the student to review hearing
203 procedures and process. In the event that a student is unwilling or unable to meet with the
204 Honor Council Faculty Advisor or designee, he/she will meet with the Director of Student
205 Conduct or designee. Following the hearing, the student will meet with either the Faculty
206 Advisor or the Director of Student Conduct or their designee to discuss the ramifications of
207 the findings and the student's options for appeal. Students have the right to object to any
208 member of the Hearing Board they believe to be biased in the case. In cases where the
209 student objects to a member of the Hearing Board, the chair of the Honor Council and the
210 Honor Council Faculty Advisor will decide whether or not to act on that objection. Members
211 of the Hearing Board have the responsibility to recuse themselves from cases in which there
212 is a conflict of interest.

213

214 Before filing a report alleging academic dishonesty, a faculty member may seek the advice of
215 his or her department chair or other members of the department. However, after an
216 allegation of academic dishonesty has been officially filed, the faculty member must not
217 discuss the specifics of the case with anyone, including other faculty members or members
218 of the Honor Council. All questions and concerns should be directed to the Honor Council
219 Faculty Advisor.

220

221 Students accused of academic dishonesty are free to seek the advice of peers and faculty
222 members; however, students must not discuss their case with members of the Wittenberg
223 Honor Council. Students who violate this rule will be referred to the Office of Student
224 Conduct. Students who have questions or concerns about Honor Council policies and
225 procedures should contact the Honor Council Faculty Advisor.

226
227 Faculty members other than the one making the allegation have no standing in the process
228 and must refrain from getting involved in the proceedings of the Honor Council. Faculty
229 members not directly involved may not act as advocates for students accused of academic
230 dishonesty and must not contact members of the Honor Council. All questions regarding
231 policies and procedures should be addressed to the Honor Council Faculty Advisor.
232 Violations of this policy will be referred to the Provost.

233
234 Once an allegation of academic dishonesty has been made, students may not drop the
235 course until the matter has been resolved. Students may not drop a course or use late
236 withdrawal available to first-semester students to drop a course in which they have received
237 an XF. To be explicit, students may not withdraw from a course in order to avoid sanctions
238 from either professors or the Honor Council. Should a student decide to withdraw from the
239 University while an allegation is pending, then the Honor Council reserves the right to hear
240 the case in their absence and assign appropriate sanctions.

241 242 **The Hearing Board Process**

243
244 The purpose of a hearing is to explore and investigate the incident giving rise to the
245 appearance of academic dishonesty and to reach an informed conclusion as to whether or
246 not academic dishonesty occurred. All persons at a hearing are expected to assist in a
247 thorough and honest exposition of all related facts. Honor Council Hearing Board
248 proceedings are not a court of law, and attorneys are not permitted to be present at any
249 hearings. If all parties agree, Honor Council hearings may be conducted online using video
250 platforms such as Zoom or Skype.

251
252 The sequence of a hearing is necessarily controlled by the nature of the incident to be
253 investigated and the information to be examined. It lies within the judgment of the presiding
254 officer to determine the most reasonable approach. The following steps are generally
255 recommended:

- 256
257 (a) The referring faculty member or the individual reporting an alleged violation, and
258 then the student, will briefly summarize the matter before the Hearing Board,
259 including any relevant information or arguments. The faculty member may
260 recommend a sanction.
- 261 (b) Witnesses will be called who have first-hand evidence of the incident and can
262 offer documents or other materials bearing on the case.
- 263 (c) Members of the Hearing Board may request additional material or the
264 appearance of other persons, as needed.

- 265 (d) The referring faculty member or individual reporting the allegation and the
266 student may make brief closing statements.
- 267 (e) The Hearing Board will meet privately to discuss the case and determine whether
268 a violation has taken place based on a preponderance of evidence.
- 269 (f) If the student is found in violation, the Hearing Board will determine an
270 appropriate sanction. When determining the sanction, the Hearing Board will be
271 informed of any other violations of academic integrity on the part of the student.
- 272 (g) The Hearing Board chair will provide the referring faculty member or reporting
273 individual, the student, and the office of the Director of Student Conduct with a
274 written report of the facts found, identifying the parts of the policy that have
275 been violated and describing the sanction, if any, to be imposed.

276
277 The Hearing Board chair will ensure that the following rules and points of order are
278 observed:

- 279
- 280 (a) The student may be accompanied by a person of his or her choosing for
281 emotional support only.
- 282 (b) Hearings will be recorded for the purposes of the Hearing Board's deliberations
283 and/or any University Hearing Board action.
- 284 (c) Presence at a hearing lies within the judgment of the Hearing Board chair. A
285 hearing requires a deliberative and candid atmosphere, free from distraction.
286 Accordingly, it is not open to the public or other interested persons. The Hearing
287 Board chair may remove from the hearing any person, including the student, who
288 disrupts or impedes the investigation, or who fails to adhere to the rulings of the
289 chair. The Hearing Board chair will direct that those persons called upon to
290 provide information be excluded from the hearing except for that purpose. The
291 members of the Hearing Board may conduct private deliberations at such times
292 and places as they deem proper.
- 293 (d) Failure to appear before a Hearing Board will not preclude the Hearing Board
294 from hearing evidence and determining outcomes.
- 295 (e) It is the responsibility of the person desiring the presence of a witness before a
296 Hearing Board to ensure that the witness appears. Because experience has
297 demonstrated that the actual appearance of an individual is of greater value than
298 a written statement, the latter is discouraged and should not be used unless the
299 individual cannot reasonably be expected to appear. Any written statement must
300 be dated, signed by the person making it. The work of a Hearing Board will not, as
301 a general practice, be delayed due to the unavailability of a witness.
- 302 (f) A hearing is not a trial. The Hearing Board will consider all relevant, probative,
303 and credible evidence. The Hearing Board chair will determine what evidence will
304 be considered.

305
306 If the Honor Council Faculty Advisor determines that a Hearing Board cannot be convened
307 within a reasonable period of time after an allegation is made, the Faculty Advisor may
308 designate any three (3) members of the Honor Council as an ad hoc Hearing Board.

309 Members of ad hoc Hearing Boards shall be current or former members of the Honor
310 Council. Ad hoc hearing boards may also be chaired by the Director of Student Conduct or
311 the Honor Council Faculty Advisor.

312

313 **Resolution by Review**

314

315 If the student involved agrees, in lieu of a formal hearing, their case may be resolved
316 through a review by an Honor Council Hearing Board. The student must grant their
317 permission for resolution by review in writing. In such cases the Hearing Board will request
318 testimony from all parties involved. Testimony can be submitted as a written statement, or
319 as an audio or video file in a format designated by the Hearing Board. Once testimony has
320 been assembled, the Hearing Board will review the case and designate sanctions. The
321 student retains the right to appeal the decision of the Hearing Board (see “Appeals” below).

322

323 **Hearing Board Outcomes**

324

325 If the Hearing Board determines that the allegations of academic dishonesty are unfounded,
326 no record of the allegation and/or hearing is kept, and no sanctions are imposed.

327

328 **Sanctions**

329

330 All reports of violations of academic integrity are kept on file.

331

332 Sanctions available to faculty members for faculty/student resolution include:

333

- 334 • Formal warning. (The violation is kept on file and no other sanction is imposed.)
- 335 • Formal warning with educative opportunities for reflection on the offense, as
- 336 determined by the faculty member.
- 337 • A reduction in grade for the assignment and/or an additional reduction in the
- 338 grade for the course.
- 339 • A failing grade for the assignment and/or an additional reduction in the grade for
- 340 the course.
- 341 • A failing grade in the course (XF).

342

343 Sanctions available to the Honor Council include:

344

- 345 • Formal warning. (The violation is kept on file and no other sanction is imposed.)
- 346 • Educative opportunities to be determined by the Hearing Board of the Honor
- 347 Council.
- 348 • A reduction in grade for the assignment and/or an additional reduction in the
- 349 grade for the course.
- 350 • A failing grade for the assignment and/or an additional reduction in the grade for
- 351 the course.

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- A failing grade in the course (XF).
 - Removal of the privilege of representing the university in co-curricular activities, including athletics, as well as the privilege of running for or holding office in any student organization that is allowed to use university facilities or receives university funds. The duration will be determined by the Hearing Board of the Honor Council.
 - Suspension from the university for one to two semesters, excluding summer terms. Students suspended for academic dishonesty must apply for readmission according to the Board of Academic Standards guidelines. However, students suspended for academic dishonesty cannot transfer into Wittenberg any credits earned during the suspension. Readmission applications by students suspended for academic dishonesty must be approved by the Honor Council.
 - Dismissal from the university.

365

366 **The grade of XF**

367

368 If a sanction of XF is assigned, an XF will be recorded on the student’s transcript with the
369 notation “failure due to academic dishonesty.” The XF shall be treated in the same way as
370 an F for the purposes of grade point average, course repeatability, and determination of
371 academic standing.

372

373 A student may file a written petition to the Honor Council to have the grade of XF removed
374 and replaced with the grade of F. The petition should provide a convincing argument for the
375 change of grade. Prior to deciding on a petition, the Honor Council will review the record of
376 the case and consult with the Honor Council Faculty Advisor and, whenever possible, the
377 faculty member who originally reported the violation. Both the Honor Council Faculty
378 Advisor and the faculty member serve in an advisory capacity only.

379

380 The grade of XF may be removed only if the following conditions are met:

381

- 382 (a) at the time the petition is received, at least twelve (12) months have elapsed
383 since the grade of XF was imposed; and,
- 384 (b) at the time the petition is received, the student has successfully completed a non-
385 credit seminar on academic integrity; or, for the person no longer enrolled at the
386 university, an equivalent educational activity to be determined by the Honor
387 Council; and,
- 388 (c) the office of the Director of Student Conduct certifies that no reports have been
389 received indicating that the student has been found responsible for any other act
390 of academic dishonesty at the university or at another institution; and,
- 391 (d) the majority of a quorum of the council votes to approve the petition. (A quorum
392 for the Honor Council is three (3) students and two (2) faculty members.

393

394 If any of these conditions are not met, the student may not submit another petition for four
395 (4) years, unless the Honor Council specifies an earlier date.

396

397 **Subsequent Allegations of Academic Dishonesty**

398

399 In the event of a subsequent allegation of academic dishonesty, the case is automatically
400 referred to the Honor Council and reviewed by an Honor Council Hearing Board. Ordinarily, a
401 second substantiated allegation of academic dishonesty results in either suspension for one
402 or two full semesters, excluding summer terms, or permanent dismissal from the university.
403 In the event of extraordinary or extenuating circumstances, the Hearing Board has the right
404 to assign a lesser sanction.

405

406 Unless otherwise designated by the Honor Council, suspension for academic dishonesty will
407 take place immediately. In the case of an appeal, the suspension is held in abeyance until the
408 appeal process is completed.

409

410 **Appeals**

411

412 A student is allowed one opportunity to appeal the decision of the Hearing Board to the
413 University Hearing Board . Appeals must be received by the University Hearing Board in the
414 office of the Director of Student Conduct within five (5)-business days of receipt of the Honor
415 Council Hearing Board decision. Appeals must be based on one or more of the following
416 three conditions:

417

- 418 1. New and significant evidence is presented which may further clarify and support
419 the defense of the student, at which point the case will be referred back to the
420 original Hearing Board for reconsideration.
- 421 2. There is clear reason to believe that the sanction is not consistent with the
422 seriousness of the violation. In cases where the University Hearing Board
423 determines that this is the case, it may issue a different sanction.
- 424 3. There is substantial credible evidence that the initial hearing was not fair and
425 impartial, or that the established process was not followed, in which case the
426 University Hearing Board will request that a new Hearing Board be selected from
427 the Honor Council to rehear the case.

428

429 In cases of academic dishonesty, decisions of the University Hearing Board are final and may
430 not be appealed.

431

432 **Review of the Code of Academic Integrity**

433

434 The Honor Council will review the policies and procedures described in the Code of
435 Academic Integrity at least bi-annually and will recommend any revisions to students and
436 faculty.

437

438 The Committee for Academic Integrity is indebted to the International Center for Academic
439 Integrity for key ideas found within this Code of Academic Integrity. Please refer to their web

440 site at <http://www.academicintegrity.org/>. We also owe a debt of gratitude to Gary Pavela,
441 who provided us with a model code of academic integrity, a copy of which can be found in
442 the following: Pavela, Gary. "A model code of academic integrity" in *Synthesis: Law and*
443 *Policy in Higher Education*, 9:1 (Summer 1997), p. 640.09/2007