1. GENERAL

1.1. The university’s decision to deviate from the procedures contained in these rules will not invalidate a decision or sanction unless the student can demonstrate he or she suffered significant prejudice as a direct result of the deviation.

1.2. University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic Dishonesty for which a student is subject to penalty includes the following:

Cheating - A student can be accused of academic dishonesty if he/she uses, or attempts to use, unauthorized assistance (e.g., asking someone else for an answer during a test, copying answers from another person's paper during a test, etc.), uses unauthorized study aids in examinations or other academic work (i.e., "cheat sheets" or textbooks/notes when that use has been disallowed by the faculty), or submits the work of another as his/her own.

Plagiarism - A student can be accused of academic dishonesty if he/she uses the ideas, data or language of another without specific or proper acknowledgment.

Fabrication - A student can be accused of academic dishonesty if he/she submits, or attempts to submit material that is contrived or altered (e.g., making up data for an experiment, misrepresenting data, citing nonexistent articles, contriving sources, falsifying design and/or troubleshooting data, or padding estimates with intent to defraud customers, etc.).

Multiple submission - A student can be accused of academic dishonesty if he/she submits, without prior permission, any work previously submitted to fulfill another academic requirement (e.g., the unauthorized submission of a pre-existing paper or project).

Misrepresentation of academic records - A student may be accused of academic dishonesty if he/she misrepresents, tampers with or attempts to tamper with any portion of a student’s transcripts or academic record (e.g., changing one’s grade, altering computer records, falsifying academic information on one’s resume, etc.).

Facilitating Academic Dishonesty - A student may be accused of academic dishonesty if he/she knowingly helps or attempts to help another violate the principles of academic integrity (e.g., working together on a take-home exam without instructor permission,
providing another student with a pre-written paper or test, unauthorized collaboration of any kind, including online testing, giving answers to lab projects with the intent to help students take practical exams, etc.).

Unfair Advantage - A student may be accused of academic dishonesty if he/she attempts to gain unauthorized advantage over fellow students (e.g., acquiring unauthorized access to exam materials, preventing or interfering with another student's efforts, lying about a need for an extension for an exam or paper, continuing to write even when time is up during an exam, destroying or keeping library materials for one's own use, holding equipment back so students are slowed or unable to complete labs, etc.).

Violating known safety requirements - A student may be accused of academic dishonesty if he/she acts so as to have unfair advantage during lab assignments and project testing, grading or jeopardizes the health, well-being of the students or others around him so as to gain unfair advantage on lab assignments or graded projects.

Ethical misconduct - A student may be accused of academic dishonesty if he/she violates client confidentiality or interferes with, alters, falsifies or inappropriately accesses or discloses client and/or agency or company records or trade secrets without authorization.

1.3. Student Responsibility
Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. This includes holding other students to same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Honesty Policy.

1.4. Faculty Responsibility
Faculty at Texas A&M University-San Antonio are responsible for helping students comply with the Academic Honesty Policy. Faculty can assist students in adhering to the policy by clearly defining expectations in their syllabus and also discussing the Academic Honesty Policy with their classes throughout the semester. Instructors are responsible for following the protocol outlined below and notifying the Assistant Vice President of Student Engagement & Success when an violation has occurred, regardless of which type of academic sanction the faculty member chooses to administer.

2. PROCEDURE FOR ACADEMIC DISHONESTY

2.1. General Disciplinary action for academic dishonesty is first the responsibility of the faculty member assigned to the course. The faculty member is charged with assessing the gravity of any case of academic dishonesty and with giving an appropriate sanction to any student involved.
2.2. Steps in the Academic Dishonesty Process

2.2.1. Instructor Makes Charge of Academic Dishonesty

Will contact Assistant Vice President for Student Engagement & Success or their designee to discuss the charges and verify if student has a previous history of academic misconduct. If it is determined that the student does have a previous history of academic dishonesty the charges, along with the Academic Dishonesty Incident Form and all supporting documentation will be referred directly to an Academic Integrity Hearing Panel.

If the student does not have a previous history of academic dishonesty the instructor will meet with the student to discuss the charge of academic dishonesty and complete an Academic Dishonesty Incident Form with the student.

The faculty member must file an Academic Dishonesty Incident Form for each case of academic dishonesty along with any materials involved to the Assistant Vice President for Student Engagement & Success or their designee. The Academic Dishonesty Incident Form includes a description of the nature of the infraction, the disciplinary action taken (or recommended), and whether the student accepts responsibility for the infraction in question. Student Engagement & Success or their designee will provide a copy to the department chair from which the appeal emanates and to the department chair of the discipline the student is enrolled under.

2.2.2. Penalties that may be applied by the faculty member to individual cases of academic dishonesty includes but are not limited to one or more of the following:

- Written reprimand;
- Requirement to re-do work in question;
- Requirement to submit additional work;
- Lowering of grade on work in question;
- Assigning grade of 'F' to work in question;
- Assigning grade of 'F' for course;
- Recommendation for more severe punishment, such as suspension or dismissal from the University.

2.2.3 If the faculty member determines that assigning a grade of 'F' to the course is the appropriate penalty and this disciplinary action occurs prior to the deadline for dropping courses, the student forfeits his/her right to drop the course in question. If the faculty member recommends more severe punishment, such as
dismissal from the program or from the University, the matter will automatically be appealed to an Academic Integrity Hearing Panel.

2.2.4 The faculty member must file a record (an Academic Dishonesty Incident Form) for each case of academic misconduct, along with any materials involved. The Office of Student Engagement & Success or their designee will maintain records of such reported incidents for a period of five years.

2.2.5 Any student who has been penalized for academic dishonesty has the right to appeal the judgment or the penalty assessed, unless the student chooses not to sign the Academic Dishonesty Incident Form within the time constraints indicated below. If an appeal is not processed in a timely manner by university personnel in accordance with the procedures, the student may petition to the Assistant Vice President for Student Engagement & Success or their designee to proceed to the next step in the process.

2.3 Role of the Assistant Vice President for Student Engagement & Success

The Assistant Vice President for Student Engagement & Success or their designee serves to coordinate and oversee the academic dishonesty hearing process. These functions include:

- receiving, maintaining and reviewing records of academic dishonesty incidents;
- requesting the formation of Academic Integrity Hearing Panels by the Provost/Vice President for Academic Affairs;
- advising students, instructors, and members of the Academic Integrity Hearing Panels of their rights, responsibilities and obligations in the process;
- arranging the place, day and time for Academic Integrity Hearing Panel hearings.

2.4 Hearing by the Academic Integrity Hearing Panel

Each individual Academic Integrity Hearing Panel will be formed from members of the University Academic Standards Grievance Committee upon request of the Assistant Vice President for Student Engagement & Success or their designee. The Provost/Vice President for Academic Affairs or their designee will select the membership of each specific Academic Integrity Hearing Panel from the membership of the University Academic Standards Grievance Committee. An Academic Integrity Hearing Panel will be formed to hear cases involving academic dishonesty in any of the four instances:

Previous History of Academic Misconduct: If, upon notification of alleged charges of Academic Dishonesty and verification of previous history of said charges, an Academic Integrity Hearing Panel will be convened to consider the new charges. The Assistant Vice President for Student Engagement & Success or their designee will notify the student of the hearing, and the student will have the opportunity to address the panel. The panel may impose the sanctions including probation, suspension, or dismissal.
Acceptance of Responsibility, Contests Sanction: When the student accepts responsibility for an infraction, but wishes to appeal the sanction imposed, the division head over the department where the allegation occurred will review all facts and evidence in the case. In consultation with the student and the instructor, the division head will attempt a successful mediation of the dispute. The division head will issue to the student, instructor, and Assistant Vice President for Student Engagement & Success or their designee a written statement of findings and resolution within ten (10) business days of receipt of the Academic Dishonesty Incident Form. If the grievance is not further appealed, it will be considered resolved. If no agreement is reached within the above time period, the matter will be referred by the Assistant Vice President for Student Engagement & Success or their designee to an Academic Integrity Hearing Panel to determine sanction.

Dispute of Responsibility: Dispute of Responsibility for an instance of academic dishonesty by a student will automatically be referred to an Academic Integrity Hearing Panel for review. Upon receipt of an Academic Dishonesty Resolution Form indicating denial of responsibility, the Assistant Vice President for Student Engagement & Success will convene an Academic Integrity Hearing Panel to hear the case. An Academic Integrity Hearing Panel will be formed within ten (10) business days and a hearing scheduled as soon as all necessary arrangements can be made.

Failure to meet with Instructor and/or Sign Academic Dishonesty Incident Form. If an instructor reports an instance of academic dishonesty but for any reason is unable to meet with the student prior to submitting the Academic Dishonesty Resolution Form, or the student declines to sign the form, the Assistant Vice President for Student Engagement & Success or their designee will give the student written notice (sent by regular certified mail, return receipt requested and via email to the student’s official university email address) to return a signed copy via mail with receipt requested within ten (10) business days by receipt requested. If the student fails to sign the resolution section of the Academic Dishonesty Incident Form in the time allowed, it will be deemed that the student 1) accepts any sanction specified on the form, and 2) waives the right to subsequent appeal of such sanction.

2.5 Time Limits: All statements about the number of days allowed for completing any step refer to university business days during which the university is in session.

2.6 Extension of Process beyond Semester: If the academic dishonesty process extends beyond the semester in which the incident occurred, the grade will reported as an "I" until the case is decided. Candidates for Graduation will be allowed to participate in the Commencement Ceremony. Final certification of degree completion will remain pending the outcome of the Academic Integrity process.

2.7 Withdrawal from Process: The academic dishonesty appeal process may end at any step if the disagreement is resolved to the satisfaction of all parties or if a party chooses to withdraw.
3. UNIVERSITY ACADEMIC INTEGRITY HEARING COMMITTEE

3.1 The Academic Integrity Hearing Committee is a standing committee designed to consider cases involving academic misconduct. The University Academic Integrity Hearing Committee is made up of faculty and students appointed by the Provost/Vice President for Academic Affairs.

3.1.1 Appointment of Faculty Members: The Provost/Vice President for Academic Affairs will select tenured and tenure-track faculty members from each department to serve on the Academic Integrity Hearing Committee.

3.1.2 Appointment of Student Members: Under the direction of the Assistant Vice President for Student Engagement & Success, Student Government will select students to serve on the Academic Integrity Hearing Committee for a one-year term. The university shall attempt, as much as circumstances permit, that the students selected will equally represent the various departments and include both undergraduate and graduate students. Students must be in good disciplinary standing, maintain a cumulative GPA of 3.0 or higher, complete a mandatory training session and be available to serve on the Academic Integrity Hearing Committee throughout the year. The student members shall be appointed in the Spring Semester to serve a one year term beginning the following Fall Semester. Students may serve on more than one case during the year.

3.2 Appointment of individual Academic Integrity Hearing Panels: The Provost/Vice President for Academic Affairs or their designee will select three faculty members and two students from the Academic Integrity Hearing Committee to serve on an Academic Integrity Hearing Panel. For each Academic Integrity Hearing Panel, the Provost/Vice President for Academic Affairs or their designee will appoint a faculty member as Chair. The Chair will not be from the department from which the appeal emanates. No more than one faculty member may be from the department from which the appeal arises. No faculty or student panel member may be in any way involved in the case to be heard. All members of the Academic Integrity Hearing Panel will be required to complete a mandatory training session.

3.3 Summer Appointments: If cases arise during the summer session at a time when absences result in insufficient members to constitute an Academic Integrity Hearing Panel, interim faculty appointments may be made by the Provost/Vice President for Academic Affairs or their designee and interim student appointments by the Assistant Vice President for Student Engagement & Success or their designee. All members of the Academic Integrity Hearing Panel will be required to complete a mandatory training session.
4. PROCEEDINGS OF THE ACADEMIC INTEGRITY HEARING PANEL

4.1 Role of the Chair: The Chair will preside at the hearing, maintain orderly proceedings, and assure that all parties have a fair hearing. The Chair will keep appropriate records of meetings and actions of the Academic Integrity Hearing Panel, will report the decision of the Academic Integrity Hearing Panel to the appropriate parties, and report any sanctions or recommendations for formal sanction to the Assistant Vice President for Student Engagement & Success or their designee. The Chair is normally a non-voting member of the Panel, but retains the right to vote in the event of a tie vote to ensure that the Panel may make decisions concerning recusal and recommendations by majority vote.

Role of the Presenter: A designated representative appointed by the Provost/Vice President for Academic Affairs will present the facts of the case to the Academic Integrity Hearing Panel. The Presenter will provide information to the Academic Integrity Hearing Panel based on evidence provided by the faculty member making the allegation.

4.2 Hearing Protocol: The hearing shall observe the following conventions:

4.2.1 Scheduling: The Hearing Panel will be formed within ten (10) business days and convene as promptly as possible after the Academic Dishonesty Incidence Form is received by the Assistant Vice President for Student Engagement & Success or their designee. The university will aspire to hear the case at a time and place that does not conflict with class schedules of the students and faculty involved. If the hearing is set with the concurrence of the parties and the student or instructor decides he/she cannot attend, the hearing may proceed as scheduled.

4.2.2 Quorum: A quorum shall be three (3) faculty members and one (1) student member of the Academic Integrity Hearing Panel including the Chair.

4.2.3 Objections to Panel Membership: The student has no right to preemptory challenge or challenge for cause of any Panel member. However the Panel may, by majority vote, recess to consider a student objection in closed session. In closed session the member in question may choose to recuse himself or herself, a majority of the Panel may vote to recuse the member, or a majority of the Panel may vote to continue with the member in question impaneled. If the member is recused for any reason and the remaining members of the Panel present constitute a quorum, the hearing will continue. If after such recusal the membership present does not constitute a quorum, the hearing will be
rescheduled and a substitute member of the Panel will be appointed by the Provost/Vice President for Academic and Student Affairs designee.

4.2.4 Burden of Proof: The burden of proof shall rest with the party bringing the charge.

4.2.5 Evidence and Testimony: The Academic Integrity Hearing Panel shall hear all parties to the case and shall review all evidence presented. The parties shall have the right to call witnesses, including representatives from the academic discipline from which the case emanated, who are not directly involved in the case. The Academic Integrity Hearing Panel shall have the right to review the course objectives and syllabus, course criteria for grading and assignments, student work submitted for evaluation, and any other relevant information.

4.2.6 Multiple cases: In the situation that multiple students are involved in an Academic Dishonesty case, the university at its discretion may hold a joint hearing verses an individual hearing for each student. The university shall reasonably consider individual hearings at the student’s request.

4.2.7 Counsel: Each party to the hearing, including the student and the instructor may be accompanied by one (1) person throughout the procedure to act as an advisor. In all cases, the role of that person shall be advisory only and any such advisor may not participate directly in the hearing. Parents or spouses may serve as counsel or sit in the hearing as a non-participant attendee. The student shall notify the Assistant Vice President of Student Engagement & Success or their designee prior to the start of the hearing if counsel is an attorney. Disruptive behavior will not be allowed by any participant, including the student, faculty member, counsel or non-participant attendees. Disruptive behavior by any participant mentioned above will result in that individual being asked to leave the hearing.

4.2.8 Privacy: The proceedings, findings, and recommendations shall not be open to the general public or available to any individuals other than those involved in the case, the department chair from which the appeal emanates and the department chair of the discipline the student is enrolled under.

4.3 Action by the Academic Integrity Hearing Panel Decision: The Academic Integrity Hearing Panel will determine the facts of the incident and attempt to affect a fair and appropriate resolution to the case. Based on the standard of a preponderance of the evidence (more likely than not), the Hearing Panel will decide, by majority vote, if the student is responsible or not responsible for the misconduct in question.

4.4 The Academic Integrity Hearing Panel based on the facts of the incident and resolution to the case will determine appropriate sanctions. If the student is found responsible for
the allegation(s) of academic misconduct, the Panel may either accept the sanctions assigned by the instructor or lessen the sanction.

4.5 Should the student be absolved of the allegations of academic dishonesty by the Academic Integrity Hearing Panel, the faculty member will reassess the student's grade based on the Hearing Panel's finding. All decisions by the Hearing Panel will be reported to the student, the faculty member, the department chair from which the appeal emanates and the department chair of the discipline the student is enrolled under, and the Assistant Vice President of Student Engagement & Success or their designee. Once the student’s grade has been reassessed the student should follow the grade appeal process if they choose to appeal the final grade.

4.6 Recommendation for Further Sanction: The Hearing Panel may take into consideration the student's cumulative history of academic dishonesty only after the current incident has been resolved and the student has been found in violation. At that time the Academic Integrity Hearing Panel may recommend to the Provost/Vice President for Academic Affairs the sanctions of probation, suspension, or dismissal.

In such case the Chair of the Hearing Panel will deliver to the Office of the Provost/Vice President for Academic Affairs or their designee a letter summarizing the facts of the case, the hearing, the recommendation of the Panel and any relevant evidentiary materials. The Provost/Vice President for Academic Affairs will review this information, render a decision, and inform the student, the faculty member, the division head involved, Assistant Vice President for Student Engagement & Success or their designee and the Assistant Vice President for Enrollment Management or their designee.

5. APPEAL

5.1 The student may appeal the decision of the Academic Integrity Hearing Panel. Such appeal must be confined to one or more of three specific matters including: 1) the procedures did not follow the due process; 2) new information that was unavailable at the time of the hearing; and 3) sanction imposed which is disproportionate to the misconduct at issue. Any such appeal must be made in writing to the Office of the Provost/Vice President for Academic Affairs or their designee within ten (10) business days after receiving the report of the decision by the Academic Integrity Hearing Panel.

5.2 The written appeal should make clear the grounds for appeal and why these grounds are sufficient to alter the decision. In the case of an appeal based on procedural objections, the appellant must clearly describe how the procedures of the case may have worked to the appellant's disadvantage. Any error committed must be determined to have substantially impacted the fairness of the process.
The Provost/Vice President for Academic Affairs or their designee will render a
decision and copies of the decision will be sent to the student, the faculty member, and
the appropriate chair for or area coordinator involved. This decision will be final.

Contact for Interpretation: Provost/Vice President for Academic Affairs or the Assistant Vice
President for Student Engagement & Success