



Bayer School of Natural and Environmental Sciences

Bayer School Academic Integrity Policy

Report of Incidence of Plagiarism, Cheating, or Other Violations of Academic Integrity

Effective Spring 2020

All students taking classes or participating in faculty-led academic activities in the Bayer School of Natural and Environmental Sciences are subject to the [University Academic Integrity Policy](#), as well as specific actions and procedures put forth in the Bayer School Academic Integrity Policy. All faculty, instructors, and students must familiarize themselves with the University and Bayer School Academic Integrity Policies. Faculty and instructors need to pay particular attention to the sections in each policy related to sanctions, before setting in motion the process that can lead to a sanction for an academic integrity violation. Specific aspects of the Bayer School Policy are presented below, and are followed by a copy of the University's most recent Academic Integrity Policy and Procedures, the Bayer School's Academic Integrity Reporting Form, and the confidentiality form related to students serving on the Bayer School Academic Integrity Violation Appeals Committee (the committee).

Individuals who seek or receive credit for intellectual work that is not their own violate academic integrity, as do individuals who falsify or ignore data, or who destroy or contaminate data or intellectual property. Specific violations of academic integrity may include, but are not limited to, the following:

- **Cheating**
- **Plagiarism**
- **Deceit in academic matters**
- **Misuse of documents**
- **Assistance in the violation of academic integrity**

See the University Academic Integrity Policy and Procedures, which is linked above and also follows this Bayer School Policy, for the specific descriptions of these violations of academic integrity.

Academic sanctions include, but are not limited to:

- Course level sanctions: lowered grade or failure on an assignment, lowered course grade, course failure.
- Sanctions beyond the course level: suspension or dismissal from the School or from the University, revocation of degree.

Procedures

The procedures for applying sanctions in cases of violations of academic integrity in the Bayer School are initiated by the instructor. As described below, whether the procedures extend beyond the instructor level depends on two factors: the severity of the sanction and/or the filing of an appeal by the student.

The Procedures used in the Bayer School are as Follows:

1. In cases that result in sanctions including, or greater than, a failing grade for the assignment on which the violation allegedly occurred, the instructor must discuss this violation with his or her department chair or program director within 5 university days (days the university offices are open) of the date of the alleged violation.

2. The instructor must complete the Bayer School's Academic Integrity Reporting Form and meet with the student, with the department chair/program director or their designee present, within 10 (ten) university days of the date of the alleged violation.
3. At this meeting the violation and sanction to be imposed are discussed, and the student is made aware that it is his or her right to appeal the instructor's finding of a violation, and/or imposition of a sanction, to the Bayer School's Academic Integrity Violation Appeals Committee.
4. At this meeting the student will sign the Academic Integrity Reporting Form. By signing the form, the student is acknowledging the information on the form, including any sanction that has been imposed. As outlined in item #5 below, the student can appeal the sanction via the Academic Integrity Violation Appeals process.
5. The student should initiate any appeal by notifying the Dean via email within 10 university days after the instructor has communicated with her or him the violation and sanction, via the Academic Integrity Reporting Form. As part of the email to the Dean, the student can request a review of documents by the committee (from which they will make their recommendation to the Dean), or a hearing, wherein the committee will not only review the afore mentioned documents, but in addition, the student and the faculty member/instructor will meet separately with the committee.
6. After the meeting described in item #3, the instructor solicits the Dean's signature on the Academic Integrity Reporting Form, and the original copy of the form and any supporting documentation/evidence of the violation that were provided by the instructor are retained in the student's file in the Dean's Office, and copies are sent to the department chair/program director for inclusion in the student's departmental file.
7. The student is provided a copy of the completed and signed Academic Integrity Reporting Form via email by the Dean's Office.
8. If the recommended sanction is as severe as (or more severe than) a failing grade on an assignment, copies of the Academic Integrity Reporting Form and any supporting documentation provided by the instructor must be scanned and forwarded as an email attachment to the Associate Provost for Academic Affairs, and the Dean of the School in which the student is enrolled (if they are not a Bayer School Student).

Procedure for Student Appeals:

Student responsibilities. In order to appeal a sanction, students must submit the following via email to the Dean of the Bayer School within 10 (ten) university days from the date they informed the Dean of their intent to appeal the sanction (as described above in items #4 and #5).

1. A formal letter stating the case for the appeal
2. Documentation supporting the appeal

Dean's responsibilities. As part of the implementation of this policy, the Dean forms the Bayer School Academic Integrity Violation Appeals Committee, which is composed of one fulltime faculty member (tenure-track and non-tenure track are eligible to serve) from each department and program in the school. The chairs of the Departments of Biological Sciences, Chemistry and Biochemistry, and Physics, and the Program Directors for the Center for Environmental Research and Education (CERE) and the Forensic Science and Law Program, will appoint a faculty member from their department or program to serve a three-year term on this committee. This is a standing committee, and the number of years of service will be staggered as follows as part of the initial formation of the committee:

- Biological Sciences – 3 years
- Chemistry and Biochemistry – 3 years
- Forensic Science and Law – 2 years
- Physics – 2 years
- CERE – 1 year

After a faculty member serves his/her prescribed term, they are replaced by a faculty member from the same department or program (appointed by the chair or director) that will then serve a three-year term. Committee members can serve multiple terms if reappointed. If a committee member leaves the committee during his or her three-year term, that committee member is replaced by a faculty member, provided by the department chair or program director, from that same department or program. Once formed, the Dean appoints the chair of the committee, and thereafter appoints a new chair from the members of the committee, if the sitting chair rotates off the committee. The committee will also have two student members that are selected to serve on an as needed basis, when the committee meets to consider a student's appeal. These students will be selected by the committee, based on department chair and program director recommendations, and the students that serve cannot be from the same department or program as the student initiating the appeal. Student members of the committee are required to complete and sign a confidentiality agreement, and complete Family Educational Rights and Privacy Act (FERPA) training, offered through the Office of the Registrar, prior to participating in any activities associated with their service on the committee. The selection of these student members, and completion of the confidentiality agreement and the FERPA training should occur as soon as possible after the student indicates to the Dean that they are going to appeal the sanction. The students that serve on the Bayer School Academic Integrity Violation Appeals Committee are non-voting members of the committee.

Within 5 (five) university days of receiving the formal letter from the student indicating their desire to and case for appeal, and the documentation supporting the appeal, the Dean will formally charge the committee. Once the committee is formally charged, the Dean will provide the committee with the Academic Integrity Reporting form (and supporting documents from the instructor) and the formal letter of appeal and documentation received from the student. The Committee, at its discretion, may wish to go beyond an examination of the written record and hold a hearing at which the student and the faculty member/instructor may separately appear. The student can also specifically request a hearing as part of their email to the Dean indicating that they wish to appeal the sanction.

Upon the return of the recommendation, to the Dean, from the Academic Integrity Violation Appeals Committee (see below), the Dean will proceed as follows:

- Determine if the student has a record of an existing academic integrity violation(s) on file with the Associate Provost for Academic Affairs. The Dean can request a copy(s) of these documents at his or her discretion.
- After reviewing the Academic Integrity Reporting form, any supporting documentation submitted by the faculty member/instructor, any materials submitted by the student, the Academic Integrity Appeals Committee recommendation, and any pertinent documents provided by the Associate Provost for Academic Affairs, the Dean will provide, in writing, his or her decision regarding the sanction. A copy of this letter will be sent via email to the student, the faculty member/instructor, the faculty member/instructor's department chair or program director, and if required, based upon this policy, the Associate Provost for Academic Affairs, and the Dean of the student's school or college if they are not a Bayer School student.
- It is within the purview of the Dean to uphold, commute or modify the sanction (making it more

or less severe) put in place by the faculty member/instructor and/or recommended by the Academic Integrity Violation Appeals Committee.

- If the sanction is changed, the Dean will present the rationale for the change in a separate letter that will become part of the student's file in the Dean's Office, and/or the Associate Provost for Academic Affairs Office if the materials are forwarded to that office. This letter will also be provided to the faculty/instructor's chair or program director, and will be shared with the instructor imposing the sanction, and added to the student's department file.
- If the student is not enrolled in the Bayer School, all materials related to the sanction and appeal process are provided to the Dean of the student's primary school, and that Dean, in consultation with the Bayer School Dean, make the final decision to uphold, commute or modify the sanction. A joint letter from the Deans will communicate the decision to the student, the faculty member/instructor who imposed the initial sanction, and the faculty member/instructor's chair or program director, and the Associate Provost for Faculty Affairs, if required.
- All recommendations for suspension or dismissal from the University will be forwarded by the Dean to the Associate Provost for Academic Affairs.

Academic Integrity Violation Appeals Committee:

The Academic Integrity Violation Appeals Committee will consist of five faculty and two student members, as previously outlined. The responsibility of the Academic Integrity Violation Appeals Committee is to review and evaluate the evidence submitted by the faculty member/instructor and by the student, schedule an appeal hearing based on the guidelines set forth in this policy, and formulate a recommendation to uphold, modify (making it more or less severe) or commute the sanction. The recommendation should indicate the rationale for the decision and specify the recommended modifications to the sanction, if any. The committee recommendation must be forwarded to the Dean within 10 (ten) university days of being charged by the Dean. The committee will receive all documents associated with the student's appeal soon after the committee is charged. If the recommendation is not unanimous, then a majority opinion and a dissenting opinion may be provided to the Dean.

Expectations

All members involved in academic pursuits, are responsible for maintaining a culture that supports academic integrity as presented in the University and Bayer School Academic Integrity Policies. Some matters to consider about academic integrity and these policies include:

- Academic integrity means pursuing truth while maintaining the humility to recognize and accept that our own understanding may be incomplete.
- Academic integrity means acknowledging the contributions of others, specifically and completely, using the proper method for acknowledging sources that are appropriate to disciplinary traditions in science.
- Academic integrity means representing others' work accurately and distinguishing clearly our own ideas, insights, and language, from the work (and wording) of others.
- Academic integrity means seeking or receiving credit (including grades and other measures of accomplishment) only if it is earned as a result of our own intellectual efforts; it means not taking credit for work that is not our own.
- Academic integrity means representing ideas and opinions with which we may disagree in a clear and fair manner, according the same respect to material we may criticize that we would wish for our own work.
- Academic integrity means taking examinations and completing assessments honestly, and

according to directions, so that results are a true measure of our own attainments.

- Academic integrity means treating the work of others-in laboratories, collaborative projects, or any learning endeavors-with the respect we would wish for our own work.
- Academic integrity means, in short, that we at Duquesne, and in the Bayer School, are dedicated to pursuing our academic and intellectual endeavors with honesty and honor.

Some of the specific expectations of each sector of the BSNES academic community are outlined below.

Students. Students enrolled in a major or minor in the Bayer School, and students taking classes in the Bayer School, are subject to the expectations of the Code of Student Rights, Responsibilities and Conduct (especially Article XIV – Relationship of Student Code of Conduct with Academic Affairs), with the expectation being that students maintain academic integrity in all quizzes, tests, examinations, class assignments and/or class projects. A link to the Code of Student Rights, Responsibilities and Conduct is below.

https://www.duq.edu/assets/Documents/student-conduct/_pdf/StudentHandbook.pdf#page=28

Faculty and instructors. Faculty and instructors must make students in the courses they instruct, and under their supervision, aware of the Bayer School and University Academic Integrity Policies, as well as the Code of Student Rights, Responsibilities and Conduct. Faculty and instructors should include a link to the Bayer School Academic Integrity Policy (which includes links to the University policy and the Code of Student Rights, Responsibilities and Conduct) in their course syllabi. It is further recommended that faculty include a statement, such as “students determined to have violated the Bayer School and/or University Academic Integrity Policies are subject to sanctions that may include course level sanctions to include lowered grade or failure on an assignment, lowered course grade, course failure, or sanctions beyond the course level to include suspension or dismissal from the School or from the University, revocation of degree.

Department Head. The Head of the department where the violation occurred must maintain records of violations and keep the paper versions of the Academic Integrity Reporting Form with the original signatures. Department heads play a critical role in promoting a culture of support for the fair implementation of academic integrity measures by the instructors under their supervision.

Dean. The Dean of the Bayer School must maintain records of violations in the Bayer School and ensure that the academic integrity policy is disseminated widely and is easily accessible to instructors and students. The Dean must ensure that incoming freshmen are informed of the academic integrity policy during freshman orientation. Additionally, the Dean plays a critical role in ensuring a culture of support for the fair administration of academic sanctions by Bayer School faculty.

Please Note:

A “writable” version of the Bayer School of Natural and Environmental Sciences Report of Incidence of Plagiarism, Cheating, or other Violation of Academic Integrity form is available in the BSNES Academic Integrity folder in the Bayer School Box site. All faculty have access to this folder.

The confidentiality agreement for students serving on the Academic Integrity Violation Committee is also available in the BSNES Academic Integrity folder in the Bayer School Box site. All faculty have access to this folder.

Academic Integrity Policy and Procedures

I. Introduction

An essential element of Duquesne University's mission to educate the mind, the heart, and the spirit is the University's commitment to maintaining and promoting an atmosphere where knowledge and inquiry are respected and encouraged. At Duquesne, as at other American institutions of higher education, our individual and collective search for truth and understanding is founded on the core principle of academic integrity. For Duquesne students and professors alike, academic integrity is essential to our efforts to master existing knowledge, to discover or create new knowledge, and to demonstrate or transmit our knowledge or understanding through academic endeavors like test-taking, writing, and teaching.

Academic integrity at Duquesne can be summarized briefly. In its simplest terms, academic integrity is the pursuit of knowledge and understanding in an honest and forthright manner. This is because intellectual endeavors-on site or online; in the library or the laboratory; in a classroom, a Living-Learning Center, or any off-campus learning environment-can only be conducted in an atmosphere of respect for the truth, commitment to the unfettered spirit of inquiry, and acknowledgment of the different contributions and perspectives of others.

- Academic integrity means pursuing truth with true passion while maintaining the humility to recognize and accept that our own understanding may be incomplete or contingent.
- Academic integrity means acknowledging the contributions of others, specifically and completely, using the conventions for acknowledging sources that are appropriate to particular intellectual traditions or disciplines.
- Academic integrity means representing others' work accurately and distinguishing clearly our own ideas and insights, and our language, from the work (and wording) of others.
- Academic integrity means seeking or receiving credit (including grades and other measures of accomplishment) only insofar as we have earned it as a result of our own intellectual efforts; it means not taking credit for work that is not our own.
- Academic integrity means representing ideas and opinions with which we may disagree in a clear and fair manner, according the same respect to material we may criticize that we would wish for our own work.
- Academic integrity means taking examinations and completing assessments honestly, and according to directions, so that results are a true measure of our own attainments.
- Academic integrity means treating the work of others-in laboratories, collaborative projects, or any learning endeavors-with the respect we would wish for our own work.

Academic integrity means, in short, that we at Duquesne are dedicated to pursuing our academic and intellectual endeavors with honesty and honor.

The Policy and Procedures set forth here govern the administration of academic integrity throughout Duquesne University and cover the specific roles and responsibilities of individual schools and programs. All student appeals related to academic integrity are to be governed exclusively by the University (and College/School) Academic Integrity Policy and Procedures. The University Policy and Procedures will be promulgated on the Duquesne University web site, in the Student Handbook, and through other means so they may be easily accessed by all members of the Duquesne community.

All members of the Duquesne University community-including faculty, students, administration, and staff-are responsible for upholding academic integrity and maintaining a culture in which academic integrity can flourish.

Faculty responsibilities include maintaining integrity in their own work and professional lives. Faculty are also responsible for teaching students about academic integrity, particularly in accordance with the specific expectations and conventions of their disciplines, and structuring assignments and examinations in ways that will help students maintain academic integrity. If faculty believe or suspect that academic integrity may have been violated, they must also play a central role in investigating and judging violations and administering sanctions.

Student responsibilities include maintaining academic integrity in all class assignments, examinations, research and/or writing projects, and any other academic endeavors related to their courses of study.

II. Definitions and Standards: Violations of Academic Integrity

Academic integrity can be compromised in any number of ways. Individuals who seek or receive credit for intellectual work that is not their own violate academic integrity, as do individuals who falsify or ignore data or who destroy or contaminate data or intellectual property. Violations of academic integrity may include, but are not limited to, the following:

- **Cheating.** Cheating on quizzes, tests, examinations, or projects may include giving, receiving, or using unauthorized assistance or material. (Unauthorized material may include, but is not limited to, notes or other written documents as well as wireless communication or computing devices, calculators, formulas, computers, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs), cheating may include forms of deception intended to affect grades or other outcomes. Cheating may also include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments such as writing papers, preparing reports, developing course projects, or solving problems. Cheating may also include student possession without permission of tests or other academic material belonging to a member of the University faculty or staff.
- **Plagiarism.** Plagiarism in papers or other written, electronic, or oral work (including essays, research papers, theses, dissertations, presentations, class projects, or work for publication) may include, but is not limited to, the use—whether by summary, paraphrase, copying, direct quotation, or a combination of such methods—of the published or unpublished work or the specific ideas of another person or source without full, clear, and specific acknowledgment (including the use of quotation marks or other conventions to indicate the source's language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper prepared in whole or in part by another person or persons or an agency or entity engaged in providing or selling term papers or other academic materials. Plagiarism may also include the submission, without the instructor's approval, of work submitted for credit in another course.
- **Deceit in academic matters.** Deceit may include, but is not limited to, deliberately furnishing false information to or withholding relevant information from any University instructor, official, or office.
- **Misuse of documents.** Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.
- **Assistance in the violation of academic integrity.** Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons.

III. Academic Sanctions

Violations of academic integrity—whether or not they are the result of a deliberate intent to deceive—are subject to academic sanctions, including (but not limited to) lowered grade or failure on an assignment; lowered course grade; course failure; suspension or dismissal from a course; suspension or dismissal from the College or School or from the University; and/or revocation of a degree. If a student is accused of an academic integrity violation before the

published course withdrawal deadline, he or she may not withdraw to avoid a course grade sanction. If a student is guilty of violating academic integrity, information regarding the violation and sanction will be maintained by the Office of the Provost.

Academic Integrity Procedures

All schools of the University will have academic integrity policies and procedures that are consistent with the University Policy and Procedures. As a rule, School procedures will specify standards and expectations appropriate to that School and its mission; students enrolled in courses offered by that School will be governed by its procedures. Provisions in the policies and procedures of a School may deviate from and supersede the University Policy and Procedures only when they represent accepted practice for the discipline concerned as this is reflected in publications of the relevant professional association or accrediting body. Each such provision must be approved by the Provost and Vice President for Academic Affairs and clearly noted as an exception to the University Policy and Procedures wherever the School's policy and procedures are published. In all cases, School procedures will specify mechanisms for insuring that students accused of academic integrity violations are afforded the protections of due process, including the availability of School-level appeals processes.

While individual faculty members will generally have responsibility for course-level sanctions (that is, sanctions up to and including a reduced or failing course grade), schools will follow the procedures outlined for handling more serious situations involving students enrolled in their programs or taking their courses—that is, situations that could potentially lead to more severe sanctions than failure in a course (for example, repeated or particularly egregious violations that might lead to suspension or dismissal from the School or University). The College and individual schools are responsible for

- promulgating School policies and procedures to their students and faculty alike and providing ready access to their policies and procedures (e.g., on School web sites);
- educating students about School expectations regarding academic integrity and specific methods and conventions for maintaining it;
- overseeing academic integrity in their courses and programs; and
- maintaining School records of academic integrity violations.

In courses that are not offered by a specific School (e.g., University Core courses), the policy and procedures of the department or faculty member offering the course will apply. In areas of the University that do not have their own policy and procedures (e.g., the Honors College), the policy and procedures of the McNulty College and Graduate School of Liberal Arts will apply by default.

ALL academic integrity cases that result in sanctions including, or more serious than, a failing grade for an assignment must be reported to the appropriate offices, including the Office of the Dean of the School in which the student is enrolled (see below) and the Office of the Provost, which maintains records of violations of academic integrity. Each School (College) should develop guidelines for contacting the Office of the Provost with inquiries about whether a particular student has committed a prior academic integrity violation and evaluating any information it receives.

1. Roles and Responsibilities within the College and the Schools

Course instructors are responsible for upholding academic integrity in regard to work under their supervision performed both in and outside of class. They have primary responsibility for evaluating evidence of violations and imposing appropriate sanctions. All cases that result in sanctions including, or greater than, a failing grade for the assignment on which the violation allegedly occurred must be discussed with the instructor's department chair or program director within 5 university days. If the student is majoring in a different area from the one where the violation occurred, the relevant department chair and Dean should also be notified. If the instructor determines that

the sanction to be applied is equivalent to or greater than a failing grade for the assignment, the instructor should inform the student of the sanction in writing or via email, generally within 10 university days. At that time, the instructor should also inform the student that it is his or her right to appeal the instructor's finding of a violation and/or imposition of a sanction to the School (College) Academic Integrity Appeals Committee or its equivalent. The student should initiate any appeal within 10 university days after the instructor has communicated with her or him regarding a violation or sanction.

The recommendation of the School (College) Academic Integrity Appeals Committee will be communicated in writing or via email to the Dean, and, if the student is not enrolled in that School, the Dean of the student's School. The Dean of the student's primary School/College may impose the sanction as recommended or impose a lesser sanction. For especially serious sanctions (e.g., suspension or dismissal from the University), the Dean will forward a recommendation to the Provost and Vice President for Academic Affairs for implementation.

Each School's (College's) Academic Integrity/Standing Committee should have oversight of matters related to academic integrity in that School (College).

II. Role and Responsibilities of Provost and Vice President for Academic Affairs

In the most serious cases, defined as those that might lead to suspension or dismissal from the University, the Dean's recommendation is transmitted to the Provost and Vice President for Academic Affairs for action within 10 university days of its receipt. If the student requests a University-level review (see below) or if the Provost has any concerns about the evidence or the fairness of the School's proceedings, the Provost may refer the case to the University Academic Integrity Appeals Committee.

The Provost will determine the student's ability to attend classes, clinicals or internships during the appeal process, based on the severity and context of the academic integrity violation. If the student's appeal is granted, the student will be provided with an accommodation to address any class or clinical time missed during the appeal process.

III. Role and Responsibilities of the University Academic Integrity Appeals Committee

A student has the right to a University-level review of his or her case. Often this will be conducted informally by the Provost (or his or her designee), who will review the written record of the case. The Provost may refer the case to the University Academic Integrity Appeals Committee for review if the student presents compelling evidence that the proceedings in the School or College were inadequate. The Committee, at its discretion, may wish to go beyond an examination of the written record and hold a hearing at which the student and other witnesses may appear. The Committee must forward its recommendations regarding the case to the Provost within 15 university days or receiving the referral.

The University Academic Integrity Appeals Committee hearing an academic integrity case shall consist of three faculty members (chosen by lot from a pool of eleven elected to represent all of the schools in the University plus the Gumberg Library) and two students (chosen by lot from a pool of ten elected students representing all schools in the University). The faculty members and students chosen to serve on any academic integrity case may not be members of the department in which the alleged infraction occurred. Undergraduate representatives will participate in cases dealing with undergraduate students and graduate representatives in cases dealing with graduate students.

IV. Role and Responsibilities of the University Academic Integrity Committee

Oversight of matters related to academic integrity is vested in the University Academic Integrity Committee, which is advisory to the Provost and Vice President for Academic Affairs. This committee will include representatives from

the schools and the College, Gumberg Library, the Graduate and Professional Students Association, and the Student Government Association. Among its responsibilities are monitoring University and School (College) policies and procedures pertaining to academic integrity and advising the Provost on academic integrity issues. In concert with the staff of the Center for Teaching Excellence and/or Gumberg Library, the committee will identify and share resources and best practices for maintaining academic integrity.

This form only provides an example of the Bayer School Report of Incidence of Plagiarism, Cheating, or Other Violation of Academic Integrity. The writable form is available in the Academic Integrity folder in the Bayer School Box site.



Bayer School of Natural and Environmental Sciences

Report of Incidence of Plagiarism, Cheating, or other Violation of Academic Integrity

Click or tap here to enter text. has been reprimanded for an incidence of cheating/plagiarism/other.

(Student's Name)

The incidence occurred on Click or tap here to enter text. in Click or tap here to enter text.

(Date)

(Course or Activity)

taught/supervised by Click or tap here to enter text.

(Faculty Name)

Description of incident (use additional sheets if necessary):

Action taken (use additional sheets if necessary): Click or tap here to enter text.

Faculty Signature/Date

Chair Signature/Date

Dean Signature/Date

I acknowledge receipt of a copy of this form and have been advised of the actions taken. I am aware that I have the right to appeal this sanction.

Student Signature/Date

Copies of this form should be filed in the Departmental office, Dean's Office, and the Associate Provost for Student Affairs, under specific circumstances as outlined in the Bayer School Policy. As per the Bayer School Policy, a copy of this form will also be sent to the student's Dean, if the student's primary major is outside of the Bayer School. **The student should initiate any appeal by notifying the Dean via email within 10 university days after the instructor has communicated with her or him the violation or sanction, via the Academic Integrity Reporting Form.**

(Revised January 2020)

BAYER SCHOOL CONFIDENTIALITY AGREEMENT FOR STUDENTS SERVING ON THE BSNES ACADEMIC INTEGRITY VIOLATION APPEALS COMMITTEE

Student members of the Bayer School Academic Integrity Violation Appeals Committee, as part of their participation in that committee, may have access to documents of a confidential nature that are related to the appeal of an academic sanction. and utilize highly confidential information in the performance of their responsibilities. This information can include, for example, the Bayer School of Natural and Environmental Sciences Report of Incidence of Plagiarism, Cheating, or other Violation of Academic Integrity form, the instructor’s report of the incident, the student’s formal letter stating the case for the appeal, and any documentation supporting the appeal that the student provides.

As a student member of the Bayer School’s Academic Integrity Violation Appeals Committee, I understand and agree that I have an obligation to protect any and all confidential information that I may be exposed to as part of my service on this committee. Further, I agree that:

1. I will protect confidential information in any form.
2. I will observe standards of confidentiality and responsibility for protecting confidential information, including strict compliance with applicable University policies.
3. I will not discuss, use, copy, communicate or disclose any confidential information outside of the proceedings of the Bayer School Academic Integrity Violation Appeals Committee.
4. I will immediately report to the Chair of the Bayer School Academic Integrity Violation Appeals Committee any unauthorized use or disclosure of confidential information of which I become aware.
5. The requirements and limitations of this Agreement continue to apply after I cease service on this committee.

By signing this document, you are indicating that you understand that you are duly bound to abide by the information set forth in this document.

Printed Name: _____

Signature: _____

Date: _____

This form only provides an example of the Bayer School confidentiality agreement for students serving on the Bayer School Academic Integrity Violation Appeals Committee. The form is available in the Academic Integrity folder in the Bayer School Box site.