

Academic Integrity Code, Principles, Policy & Procedures

University of Arkansas for Medical Sciences
Fay W. Boozman College of Public Health

Article One: *Code of Academic Integrity*

1. Preamble. All academic work at the University of Arkansas Fay W. Boozman College of Public Health (COPH) shall be conducted with academic integrity, in accordance with the Principles of Conduct listed below. Students enrolled in the COPH and faculty/staff employed by the COPH (hereafter “the COPH Academic Community”) share the responsibility to preserve high standards of professional honesty and integrity. Members of the COPH Academic Community will uphold the principles of the *Code of Academic Integrity* and hold others in the COPH Academic Community accountable for adhering to the shared *Code of Academic Integrity*.

2. Scope. *The Code of Academic Integrity* applies to all activities and all behaviors that pertain to academic work, including, but not limited to, all academic assignments, research work, and examinations, as well as the professional character and conduct of the COPH Academic Community.

3. Principles of Conduct. It is the responsibility of each member of the COPH Academic Community to behave in a manner that complies with the *Code of Academic Integrity*. The principles below are primarily written in terms of prohibitions on student conduct; however, most, if not all, also apply to faculty/staff members. Members of the COPH Academic Community will not engage in, or facilitate engagement in, the following forms of academic misconduct¹:

- a. Cheating
- b. Fabrication
- c. Plagiarism
- d. Interference
- e. Violation of Course Rules
- f. Facilitating Academic Dishonesty
- g. **Failing to comply** with the terms or conditions of a Settlement Agreement that has been approved by the Associate Dean for Academic Affairs (ADAA).
- h. Acting in any other way that would undermine the academic integrity of the COPH

The definitions and descriptions of these terms can be found at <https://policies.iu.edu/policies/student-code/index.html#scope> .

¹ Code of Student Rights, Responsibilities, & Conduct. Part II: Section B. Indiana University. Available at <https://policies.iu.edu/policies/student-code/index.html#scope> . Used with permission (IU Chief Policy Officer Mike Jenson 7/10/2023).

4. Notification of Code of Academic Integrity

- a. Upon full matriculation into the student information system, the Office of Student and Alumni Affairs will provide an electronic copy of the *Code of Academic Integrity* Student Honor Pledge (Attachment 1) to each new student via e-mail.
- b. At New Student Orientation, the ADAA will review the *Code of Academic Integrity*.
- c. Every faculty member will include the statement regarding the *Code of Academic Integrity* in the syllabus for each course that they teach. (Attachment 2) The Assistant Dean for Planning and Policy will audit the syllabi each semester to ensure compliance.

5. Pledge to Adhere to Code of Integrity

- a. By enrolling or accepting employment in the College of Public Health, each student or faculty/staff member implicitly agrees to be bound by the *Code of Academic Integrity*.
- b. For students, this implicit agreement will be documented by the student's electronic signature on the Honor Pledge, which must be returned by reply e-mail to the Office of Student and Alumni Affairs before they register for classes. The Office of Student and Alumni Affairs will ensure compliance.

6. Summary of Procedures for Handling Student Violations

- a. Articles Three, Four, and Five detail the three levels of review available to students if they are alleged to have violated the Code of Academic Integrity.
 - i. **Chair Settlement.** Students first have the opportunity to present all relevant and available materials to the Department Chair who received the report of a violation. The Department Chair will develop and offer a Chair Settlement Agreement.
 - ii. **Honor Council Settlement.** If the student chooses not to accept the terms of the Chair Settlement, the matter will be referred to the Honor Council. After reviewing all relevant and available materials, the Honor Council will convene a hearing at which the student may present materials and witnesses for the Council's consideration at a hearing. After deliberation, the Honor Council will either ratify the Chair Settlement, make revisions and offer an Honor Council Settlement, or dismiss the matter entirely.

- iii. **Appeal to Dean of the COPH.** If the student chooses not to accept the terms of the Honor Council Settlement, they may appeal to the Dean of the COPH who will ratify the Honor Council's Settlement, putting it into immediate effect, or dismiss the matter.
- iv. All steps in this process are reviewed by the Associate Dean for Academic Affairs (ADAA) and are described in more specific detail below.

Article Two. *Procedures for Handling Evidence-based Violations*

Section One. Reporting Evidence-based Violations

1. Any member of the COPH Academic Community who has evidence that a **student** has violated the *Code of Academic Integrity* has a responsibility to report their evidence to the Department Chair they believe to be responsible for the academic work in which the violation occurred.
2. Any member of the COPH Academic Community who has evidence that a **faculty or staff member** has been involved in a violation of the *Code of Academic Integrity* has a responsibility to report the violation to the Department Chair whom they believe to supervise that faculty/staff.
3. Any member of the COPH Academic Community who has evidence that a **Department Chair** has been involved in a violation of the *Code of Academic Integrity* has a responsibility to report the violation to the Dean of the COPH.
4. The identity of the individual who reports an evidence-based violation will be kept confidential if they indicate, in writing, that they do not want their identity disclosed.
5. UAMS COPH will not allow retaliation against anyone who in good faith reports an evidence-based violation. Students/employees who retaliate against an individual who submits a report of evidence-based violations in good faith will be reported to the Dean of the COPH in accordance with this policy for undermining the academic integrity of the COPH.
6. Anyone who makes a report that is unsubstantiated and was made maliciously and known to be false will be reported to the Dean of the COPH in accordance with this policy for undermining the academic integrity of the COPH.

Section Two. Investigation & Documentation of the Allegation

1. Each Department Chair is responsible for ensuring that allegations arising from academic work in their departments are handled in accordance with the procedures described in this document.
2. When notified that a possible violation has occurred, the Department Chair must provide a memorandum to the ADAA that describes the allegation as soon as practicable.
3. The ADAA will ensure that the correct Department Chair has received the report and is acting on the allegation.
4. In coordination with the ADAA, the Department Chair will conduct an investigation to determine if there is a reasonable basis for believing that a violation occurred. The investigation should include a review of relevant documents, interviews with relevant faculty/staff and other

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students, including the individual who reported the alleged violation, and an inquiry as to whether the student or faculty/staff member in question has been previously accused of violating the Code and the outcome of that previous investigation.

5. If there is a reasonable basis for believing that a violation occurred, the Department Chair will:

- a. In the case of faculty/staff violations, refer the matter to the ADAA to be processed in accordance with UAMS research misconduct or human resources misconduct rules.
- b. In the case of an allegation against a Department Chair, the Dean of the COPH will process the matter in accordance with UAMS research misconduct or human resources misconduct rules.
- c. In the case of a student violation, process the violation in accordance with the processes in Article Three.

Article Three. *Department Chair Disposition of Student Violation*

Section One. Notice of Charge

1. After investigation in accordance with Article Two, the Department Chair will provide the student with a copy of the *Academic Integrity Code, Principles, Policy & Procedures* and a Notification of Charge (Attachment 3) informing the student in question of
 - a. the nature of the charge;
 - b. sanctions that may be imposed by the Department Chair in a Chair Settlement;
 - c. their right to provide all relevant and available materials and a written personal statement for the Department Chair to consider in drafting an offer of settlement within ten (10) business days of receiving the Notice of Charge.
2. The Department Chair will obtain a written acknowledgement that the student has received the Notice of Charge.
3. After considering the severity of the charge, all relevant and available materials, and the student's response to the Notice of Charge, the Department Chair will, in consultation with the ADAA, attempt to settle the matter with the student.

Section Two. Chair Settlement Offers (Attachment 4)

1. In cases where the Department Chair offers a settlement to the student, the Department Chair must consider the proportionality of the proposed sanctions to the alleged violation, as well as the proposal's capacity to rehabilitate the student.
2. Proposed Chair Settlements may include any of the following provisions:
 - a. Requirement that the student re-accomplish the academic work that was impacted by the violation of the Code;
 - b. Score of zero on the academic work that was impacted by the violation of the Code;
 - c. A grade reduction in the course; or
 - d. Failure in the course.
 - e. Each Chair Settlement Agreement will include a requirement that the student within five (5) days complete the Indiana University Academic Integrity Seminar online or equivalent as directed by the ADAA. The student will be required to pay for registration in the course and must present a certificate of successful completion to the ADAA within the time described in the Chair Settlement Agreement.

- f. Other terms if approved by the ADAA.

3. The ADAA must approve the terms of the Chair Settlement before the Department Chair offers it to the student.
4. When the Department Chair offers the Chair Settlement to the student, the student must also be notified in writing that if they do not accept the offer, they may submit a written request to the ADAA seeking a personal appearance before the Honor Council within five (5) business days of receiving the offer of the Chair Settlement.
5. If the student accepts the terms of the Chair Settlement, then the Department Chair and the student will both sign a written Chair Settlement Agreement documenting its terms.
 - a. The student is not required to admit guilt in order to sign the Chair Settlement Agreement.
 - b. The Department Chair will forward the signed Chair Settlement Agreement to the ADAA, who will place it in the Honor Council file in the Office of the Associate Dean for Academic Affairs until the student is no longer associated with the College.
 - c. The Department Chair will monitor the progress of the student in executing the Chair Settlement Agreement and make regular reports to the ADAA.
6. If the student does not agree to the terms of a Chair Settlement offer from the Department Chair, the student must submit a written request to the ADAA to convene a meeting of the Honor Council to consider the matter within five (5) business days of receiving the offer of the Chair Settlement.
 - a. If the student requests to meet with the Honor Council, the Department Chair will provide the ADAA with all relevant and available materials gathered thus far, including that which was presented by the student, and a copy of the offered Chair Settlement. The Honor Council will process the request in accordance with the procedures outlined in Article Four.
 - b. If the student does not agree to the terms of the Chair Settlement, and yet fails to timely request to convene the Honor Council, the terms of the Chair's Settlement will become final.

Article Four. *Honor Council Disposition of Student Violation*

Section One. Preliminary Procedures of Honor Council

1. The Honor Council is governed by the procedures in Article 6.
2. Upon receipt of a referral to the Honor Council, the Council will meet to review all relevant and available materials already gathered by the Department Chair and submitted by the student as described in Article Three.
3. If the Council needs additional materials to proceed, the President of the Honor Council will appoint a Representative to gather such materials.
4. When the Honor Council has completed its review of all relevant and available materials, it will serve a Notice of Hearing (Attachment 5) to the student and obtain an Acknowledgment of Receipt. The Notice of Hearing will inform the student:
 - a. of the date, time, and location of the Hearing at least five (5) business days before it takes place;
 - b. of their right to review any additional materials that has come to the attention of the Honor Council; and
 - c. of their right to present additional materials at the meeting, including but not limited to documents and a maximum of three (3) witnesses unless otherwise authorized by ADAA for good cause, as long as they notify the Council that they intend to do so and provide copies of the documentary materials and contact information for witnesses at least three (3) business days before the meeting.

Section Two: Honor Council Hearing Procedures

1. The ADAA will convene the Council and advise it.
2. The Secretary of the Honor Council and the ADSAA will have an Initial Meeting with accused student. The purpose will be to explain, and answer the student's questions about, the Council's procedures and confidentiality rules. They will advise the student that they can choose to select a personal advisor from within the UAMS to support them through the process. At this Initial Meeting, the student will be given the opportunity to review any additional materials that have come to the Honor Council's attention.
3. The President will convene the Hearing. The accused student will appear at the Hearing and may be accompanied by their personal advisor, if any. The President will call the meeting to order and read the charge(s) of violation of academic integrity levied against the student. The accused student will present a statement of the matter and explanation of why they have rejected the Chair Settlement Agreement. They will be given the opportunity present any

additional documentary materials and witness testimony identified in Article Four, Section

One, 4.c. The Honor Council will ask any questions. The accused student will be invited to make a closing statement.

4. After the Hearing, the Honor Council will convene an executive (closed) session limited to its members in order to deliberate.

Section Three: Honor Council Settlement (Attachment 6)

1. After deliberation, but no more than five (5) business days after the Hearing, the Council must advise the student that it either 1) dismisses the matter; 2) ratifies and re-offers the Chair Settlement offer; or 3) offers a revised Honor Council Settlement.
2. Honor Council Settlements may include any sanctions that were available to the Department Chair, as well as suspension or expulsion from the University with a notation on the transcript that the cause was a violation of academic integrity. Other provisions may be included in the Honor Council Settlement Agreement if approved by the Dean of the COPH.
3. Each settlement agreement will include a requirement that the student complete within five (5) days the Academic Integrity Seminar online or other academic integrity course determined by the ADAA. The student will be required to pay for registration in the course and must present a certificate of completion to the Department Chair within the time described in the settlement.
4. The ADAA must review and approve an Honor Council Settlement before it is formally presented to the student.
5. When the Honor Council offers the Honor Council Settlement to the student, the student must also be notified in writing that if they do not accept the offer, they may submit a written appeal to the Dean of the COPH within ten (10) business days of receiving the offer of the Honor Council Settlement.
6. If the student accepts the terms and conditions of the Honor Council Settlement, they will sign a memorandum documenting their acceptance of the terms and conditions.
 - a. The student is not required to admit guilt before signing the Honor Council Settlement.
 - b. The Council President will appoint a Representative to monitor the progress of the student in executing the Honor Council Settlement and will report the progress and eventual completion to the Honor Council and the ADAA.
 - c. The signed Honor Council Settlement will be provided to the ADAA and will be placed in the Honor Council file in the Office of the Associate Dean for Academic Affairs until the student is no longer associated with the College.

Section Four. Appeal to the Dean of the COPH

1. If the student does not accept the terms of the Honor Council Settlement (which could be the same as the Chair Settlement if ratified and re-offered), the student must submit a written appeal to the Dean of the COPH within five (5) business days of receiving the offer of the Honor Council Settlement.
 - a. The appeal should specify the reasons why the student does not agree to the terms and conditions of the Settlement Agreements.
 - b. The student may include a personal statement, witness statements, character references, and other documentary materials that would assist the Dean in resolving the appeal.

2. If the student appeals the Honor Council Settlement, the Honor Council President will provide the Dean of the COPH with the materials gathered thus far, including that which was presented by the student, and a copy of the offered Honor Council Settlement. The Dean of the COPH will process the request in accordance with the procedures outlined in Article Five.

3. If the student does not agree to the terms of the Honor Council Settlement, and yet fails to timely appeal to the Dean, the terms of the Honor Council's Settlement will become final.

Article Five: *Appeal to Dean*

1. If the student does not agree to the terms and conditions of any Settlement Agreement presented to them (Chair, or Honor Council), they must submit an appeal in writing to the Dean of COPH within five (5) business days of the Honor Council's decision.

2. The Dean will review the materials considered by the Department Chair, and Honor Council, the Settlement Agreements that were offered, and student's appeal packet, and render a decision on the appeal within ten (10) business days from the receipt of the notice of appeal.

3. After the Dean reviews the materials, they may dismiss the matter, the grant the appeal and return the matter to the Honor Council to re-offer an Honor Council Settlement, or deny the appeal.
 - a. A denial of an appeal by the Dean is final and may not be appealed.
 - b. If the Dean denies the student's appeal, then the Honor Council's Settlement will go into effect regardless of whether the student signs the Settlement Agreement. If the student fails to adhere to the terms of the Settlement Agreement, then the Dean may impose additional sanctions, to include expulsion from the COPH.

Article Six. Honor Council

Section One. Purpose

1. The primary purpose of the Honor Council is to promote, encourage and enforce compliance with the standards of the *Code of Academic Integrity* as described in Article One.
2. The Honor Council will ensure that any person accused of violating the *Code of Academic Integrity* receives fair and impartial treatment in any proceeding related to the allegation.

Section Two. Composition and Selection of Council Members

1. The Honor Council shall consist of five CPH Student Representatives, two Student Alternates, and two Faculty Representatives.
2. Student Representatives and Alternates to the Honor Council are elected by the student body in the Spring term of each year with the term of service beginning the following Fall term. The Student Council, in consultation with the ADAA, is responsible for conducting the election.
3. To be eligible for service on the Honor Council, Representatives and Alternates will: 1) have completed at least 18 credit hours in the CPH; 2) have at least a 3.90 cumulative GPA; 3) have a clean student record with no findings of academic misconduct; and 4) have an exemplary record of university service. The ADAA will review the academic and service records of the nominees to ensure all nominees meet the standards for serving.
4. Student Representatives and Alternates shall serve a one-year term. Representatives may run for re-election one time. Alternates may run for election as a Representative after they serve as an Alternate. If an elected Representative becomes unable to serve to the completion of their term, then the remaining Representatives on the Honor Council shall select one of the two Alternates to fill the balance of that term.
5. The Dean of the CPH will appoint two faculty members to serve on the Honor Council. Appointed faculty members will serve a two-year term. If a faculty representative is not able to complete the term, the Dean will appoint a replacement for the remainder of the term.

Section Three. Officers

1. At the beginning of the Fall term, the elected members of the Honor Council shall elect a President and a Secretary, both of whom must be students, to serve during the next academic year.
2. The President shall preside at all meetings, be responsible for convening meetings and lead the Council in conducting its business.
3. The Secretary shall assist the President during meetings of the Honor Council, provide meeting notices to all Representatives, and prepare written minutes from all meetings. The Secretary shall be responsible for the maintenance of all records and hearing files which shall be stored in a locked cabinet in the Office of the ADAA.

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4. Should an officer become unable to serve to the completion of their term, then the remaining Representatives on the Honor Council shall elect an officer to complete the balance of the officer's service for the academic year.

Section Four. Posting of the Membership

The names of the Student Representatives, Student Alternates, and Faculty Representatives to the Honor Council names shall be posted on the COPH website.

Section Five. Voting Procedures

Any motion before the Council shall require a majority vote of a quorum. A quorum is constituted by the presence of four or more of the seven Representatives of the Honor Council. Alternates may attend all Honor Council meetings, but may not vote and are not counted as part of a quorum.

Article Seven. *Amendments to the Academic Integrity Code, Principles, Policies, and Procedures*

The *Academic Integrity Code, Principles, Policies, and Procedures* may be amended by the approval of the Academic Standards Committee, the Dean's Executive Committee, and the Dean.

Attachment 1

Code of Academic Integrity Student Honor Pledge

My signature below documents that I understand and agree to abide by the Principles of Conduct of the *Academic Integrity Code, Principles, Policy & Procedures*.

As a student enrolled in the COPH, I will not engage in, or facilitate engagement in, the following forms of academic misconduct¹:

- a. Cheating
- b. Fabrication
- c. Plagiarism
- d. Interference
- e. Violation of Course Rules
- f. Facilitating Academic Dishonesty
- g. **Failing to comply** with the terms or conditions of a Settlement Agreement that has been approved by the Associate Dean for Academic Affairs (ADAA).
- h. Acting in any other way that would undermine the academic integrity of the COPH

The definitions and descriptions of these terms can be found at <https://policies.iu.edu/policies/student-code/index.html#scope>.

In addition, I will report others, who I believe engage in these forms of academic misconduct, to the appropriate person, usually the Department Chair (see Academic Integrity Principles, Policy & Procedures Article Two, Section One: Reporting Evidence-based Violations). I understand that any report must be made in good faith and that if I make a report maliciously and that I know to be false, I will face disciplinary measures.

Printed Name

Signature

Date

¹ Code of Student Rights, Responsibilities, & Conduct. Part II: Section B. Indiana University. Available at <https://policies.iu.edu/policies/student-code/index.html#scope> . Used with permission (IU Chief Policy Officer Mike Jenson 7/10/2023).

Attachment 2

COAI for Inclusion in Syllabi

As a student enrolled in the COPH, you are subject to the *Academic Integrity Code, Principles, Policy & Procedures*. The Honor Pledge you signed at enrollment documents your knowledge that you may not engage in, or facilitate engagement in, the following forms of academic misconduct¹:

- a. Cheating
- b. Fabrication
- c. Plagiarism
- d. Interference
- e. Violation of Course Rules
- f. Facilitating Academic Dishonesty
- g. **Failing to comply** with the terms or conditions of a Settlement Agreement that has been approved by the Associate Dean for Academic Affairs (ADAA).
- h. Acting in any other way that would undermine the academic integrity of the COPH

The definitions and descriptions of these terms can be found at <https://policies.iu.edu/policies/student-code/index.html#scope>.

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Attachment 3

Notification of Charge

MEMORANDUM

TO: [STUDENT]

FROM: [Name, Chair of Department of _____]

DATE:

RE: Report of Alleged Academic Misconduct

I received a report alleging that you committed academic misconduct, as prohibited by the UAMS COPH *Academic Integrity Principles, Policies, and Procedures*. After a preliminary investigation, I believe there is sufficient evidence to notify you of the allegation against you.

The report alleges that you [details of allegation – what, when, where, etc.].

The *Academic Integrity Principles, Policies, and Procedures* requires that I develop and offer a settlement. I am permitted to offer a settlement that could result in the following terms:

- ┆ Requirement that the student re-accomplish the academic work that was impacted by the violation of the Code
- ┆ Score of zero on the academic work that was impacted by the violation of the Code
- ┆ A grade reduction in the course
- ┆ Failure in the course
- ┆ You will be required to complete the Indiana University Academic Integrity Seminar online or equivalent as directed by the Associate Dean for Academic Affairs (ADAA). You will be required to pay for registration in the course and you must arrange for the directors of the Seminar to forward a certificate of successful completion directly to the ADAA.
- ┆ Other terms permitted by the Associate Dean for Academic Affairs (ADAA).

Δ _____

I have not yet decided whether to refer the case or offer a settlement. Before making the decision, I would like to consider any evidence or statements you have regarding the allegation.

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You have the right to provide documentary evidence and a written personal statement for me to consider in drafting an offer of settlement within ten (10) business days of receiving this Notice of Charge.
[Provide explanation of how the student should provide the evidence – e-mail, etc.]

Please indicate your receipt of the Notification of Charge below and review the enclosed *Academic Integrity Code, Principles, Policies, and Procedures*.

Department Chair's Printed Name

Department Chair's Signature

Date of Offer

I acknowledge that I received the Notice of Charge on _____ at _____.

Printed Name

Signature

Student's Election

_____ I accept the terms of the Chair's Offer of Settlement.

_____ I do not accept the terms of the Chair's Offer of Settlement and hereby request in writing that the ADA A convene a meeting of the Honor Council to hear my case.

Student's Printed Name

Student's Signature

Date

Department Chair's Printed Name

Department Chair's Signature

Date

Attachment 4

Chair Settlement

MEMORANDUM

TO: [STUDENT]

FROM: [Name, Chair of Department of _____] DATE:

RE: Chair's Offer of Settlement for Alleged Academic Misconduct

After a review of the evidence, including that which you provided to me on [date], I find that there is a reasonable basis for believing that you committed the following academic misconduct, as prohibited by the UAMS CPH *Academic Integrity Code, Principles, Policies, and Procedures*:

1. What/When
2. What/When
3. What/When

In developing this Offer of Settlement, I have considered not only the evidence, but also the sanctions available to me—their proportionality to your misconduct and whether they will assist you in developing more academic integrity. I offer the following terms of settlement to you:

- ┌ Requirement that the student re-accomplish the academic work that was impacted by the violation of the Code
- ┌ Score of zero on the academic work that was impacted by the violation of the Code
- ┌ A grade reduction in the course
- ┌ Failure in the course
- ┌ Additionally, you must complete the Indiana University Academic Integrity Seminar online or equivalent as directed by the Associate Dean for Academic Affairs (ADAA). You will be required to pay for registration in the course and you must arrange for the directors of the Seminar to forward a certificate of successful completion directly to the ADAA no later than [date].
- ┌ Other terms if approved by the ADAA.

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Accepting the terms of this settlement does not imply guilt. If you accept the offer, then this case will be closed, and a copy of this Settlement Agreement will be maintained in the Honor Council file in the Office of the ADAA until you are no longer associated with the College of Public Health.

If you choose not to accept this Offer of Settlement, then you must submit a written request to the ADA A to convene a meeting of the Honor Council to consider your case within five (5) business days of receiving this offer. If you fail to submit the written request within five (5) business days, then the terms of my offer will stand and be implemented.

Please indicate your receipt of my offer and your choice of whether to accept the terms of this offer by initialing the appropriate line.

Department Chair's Printed Name

Department Chair's Signature

Date of Offer

I acknowledge that I received the Chair's Offer of Settlement on _____ at _____.

Printed Name

Signature

Student's Election

_____ I accept the terms of the Chair's Offer of Settlement.

_____ I do not accept the terms of the Chair's Offer of Settlement and hereby request in writing that the ADAA convene a meeting of the Honor Council to hear my case.

Student's Printed Name

Student's Signature

Date

Department Chair's Printed Name

Department Chair's Signature

Date

Attachment 5

Notice of Hearing

MEMORANDUM

TO: [STUDENT]

FROM: [President of UAMS COPH Honor Council, on behalf of the Honor Council] DATE:

RE: Notice of Hearing Consider Alleged Academic Misconduct

We received your request for an Honor Council Hearing. We have reviewed the case materials gathered by the Department Chair, as well as the evidence you provided.

A hearing has been scheduled for [date/time/location – at least 5 business days after notice]. You are invited to attend, per your request, and present evidence including documents and witnesses. If you intend to present documentation or witnesses at the Hearing, then you must provide copies of the documents and contact information for the witnesses at least three (3) business days before the Hearing. Any additional evidence that comes to the attention of the Honor Council will also be provided to you for your review.

If you fail to appear at the Honor Council Hearing, you forfeit your right to present evidence to the Honor Council. You will be held to the terms and conditions of the Chair Settlement that was offered by the Department Chair unless you can show good cause as to why you should be permitted to reschedule the Hearing.

After the meeting, the Honor Council will either ratify the Department Chair’s settlement offer or offer a revised settlement offer.

Please acknowledge your receipt of this notification by signing below.

Honor Council President’s Printed Name

Honor Council President’s Signature

Date of Notice

I acknowledge that I received the Honor Council’s Notice of Hearing on _____ at _____.

Printed Name

Signature

Attachment 6

Honor Council Settlement

MEMORANDUM

TO: [STUDENT]

FROM: [President of the UAMS CPH Honor Council, on behalf of the Honor Council]

DATE:

RE: Honor Council's Offer of Settlement for Alleged Academic Misconduct

After a review of the evidence, including that which you provided to the Department Chair, and the Hearing convened on [date], we find that there is a reasonable basis for believing that you committed the following academic misconduct, as prohibited by the UAMS CPH *Academic Integrity Principles, Policies, and Procedures*:

1. What/When
2. What/When
3. What/When

In developing this Offer of Settlement, we have considered not only the evidence, but also the sanctions available to the Honor Council—their proportionality to your alleged misconduct and whether they will assist you in developing more academic integrity. We offer the following terms of settlement to you:

- ┌ Requirement that the student re-accomplish the academic work that was impacted by the violation of the Code;
- ┌ Score of zero on the academic work that was impacted by the violation of the Code;
- ┌ A grade reduction in the course;
- ┌ Failure in the course with or without a notation on the transcript that the failure was due to a violation of academic integrity.
- ┌ Exclusion from a dissertation, thesis, Applied Practice Experience (A.P.E.) or Integrated Learning Experience (I.L.E.) project of all data collected under conditions that constitute a violation of the rights and welfare of animal or human subjects;
- ┌ Suspension from the University with a notation on the transcript that the suspension was the result of a violation of academic integrity.

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- ┆ Expulsion from the University with a notation on the transcript that the suspension was the result of a violation of academic integrity.

Δ _____

Additionally, you must complete the Indiana University Academic Integrity Seminar online or equivalent as directed by the Associate Dean for Academic Affairs (ADAA). You will be required to pay for registration in the course and you must arrange for the directors of the Seminar to forward a certificate of successful completion directly to the ADAA no later than [date].

Accepting the terms of this settlement does not imply guilt. If you accept the offer, then this case will be closed, and a copy of this Settlement Agreement will be maintained in the Honor Council file in the Office of the ADAA until you are no longer associated with the College of Public Health.

If you choose not to accept this Offer of Settlement, then you must submit a written appeal to the Dean of the COPH within ten (10) business days of receiving the offer of the Honor Council Settlement. If you fail to submit the written request within five (5) business days, then the terms of this offer will stand and be implemented.

Please indicate your receipt of the offer and your choice of whether to accept the terms of this offer by initialing the appropriate line.

Honor Council President's Printed Name

Honor Council President's Signature

Date of Offer

I acknowledge that I received the Honor Council's Offer of Settlement on _____ at _____.

Printed Name

Signature

Student's Election

_____ I accept the terms of the Honor Council's Offer of Settlement.

_____ I do not accept the terms of the Honor Council's Offer of Settlement and hereby appeal my case to the Dean of the COPH.

Student's Printed Name

Student's Signature

Date

Honor Council President's Printed Name

Honor Council President's Signature

Date