



Policy: Academic Integrity

Effective: June 1, 2019

Policy Type: Faculty

Responsible Departments: Academic Affairs, Academic Deans, Student Affairs, Academic Engagement and Student Success

Policy: Because academic integrity is an important value of Grace College and Seminary, violations of the Academic Integrity Policy may result in severe academic penalties and/or disciplinary consequences. Grace College and Seminary is committed to fostering students' intellectual, moral, and spiritual development. Academic dishonesty—in all forms—is a serious violation of academic integrity, Grace's community standards for scholarship and behavior, and Christian morality.

- 1.0 Students are expected to uphold high standards of academic integrity and refrain from committing or facilitating acts of academic dishonesty. Academic dishonesty includes but is not limited to, cheating, plagiarizing, falsifying or fabricating data, stealing or interfering with another student's work, the use of professional paper writers, unauthorized use of artificial intelligence-created content, and submitting substantial portions of the same work for more than one course without prior consent from the instructor.
 - 1.1 All submitted work is accepted as a student's own unique work unless otherwise understood and approved by the instructor.
 - 1.2 Plagiarism is defined as presenting someone else's ideas, words, or work as one's own without properly citing or acknowledging the source. Any ideas or materials taken from another source, whether copyrighted or not, must be properly documented in the approved citation style [APA, MLA, Turabian, etc.] unless that information is common knowledge. "Common Knowledge" refers to information or facts that are widely known within a discipline or a course and, therefore, not attributable to one source.
 - 1.3 A student may not submit for one course substantial portions of work that have been used to fulfill the requirements of another course taken at this or any other school without obtaining permission from the current instructor in advance.
 - 1.4 A student must not intentionally or knowingly help another student to commit an act of academic dishonesty, including providing assignment, quiz, paper, or exam answers, using instructor materials, answer keys, or solutions manuals.
 - 1.5 A student may only use Artificial Intelligence tools (including, but not limited to generative, integrated, translation) or machine learning technologies to complete a discussion question, assignment, or exam when authorized by the instructor. (see 2.0) When a course or assignment does not describe the proper use of AI, it should be assumed that using AI is unauthorized and would be considered academic dishonesty.
 - 1.5.1 In instances of permitted AI usage, a student must indicate clearly how AI was used and which AI tool was used.

- 2.0 The instructor will communicate additional expectations and clarifications about discipline-specific practices, particular assignments, and collaborative work, including the prohibited and allowed generative AI use via syllabi and in-class instructions.
- 3.0 No one responsible for teaching or assisting in a course, including instructors and teaching assistants, will tolerate academic dishonesty. Infractions of the Academic Integrity Policy will be reported by the faculty of record to the academic program director or dean, Academic Affairs Office, and Student Affairs via an online form.
 - 3.1 Violations of the Academic Integrity Policy will result in proportional consequences, which include but are not limited to failure of the assignment, course grade reduction, and failure of the course, as stated in the course syllabus. In assigning a consequence, the instructor (in consultation with the Academic Affairs Office) will consider the type and extent of academic dishonesty involved. Mitigating factors, such as the student's cooperation and contrition, as well as prior violations, may also be considered. Should there ever be a need to know whether this was a student's first offense, the Student Affairs Office should be consulted.
 - 3.2 After discussing the infraction with the student, the instructor will document the nature of the offense, the evidence of the offense, and the penalty imposed via the Academic Integrity Violation Form (available on Canvas and the portal). This information becomes part of the student's disciplinary file and academic record and will be used to track repeated violations.
 - 3.3 The instructor will explain the option and process of appealing the alleged violation or resulting sanction(s) when communicating with the student about the offense. (see 5.0)
- 4.0 Upon receipt of an Academic Integrity Violation report (which documents the nature of the offense, evidence of the offense, and the penalty imposed as described in 3.2), the institution will take the following progressive actions, each designed to deter further incidents, promote moral character, and restore the student to good standing. As with any student conduct process, the action taken in any particular situation may reflect the student's previous conduct, the student's attitude, the time between incidents, the level of integrity demonstrated by the student during the incident(s) in question, and the welfare of the student and the Grace College community. The Student Affairs staff, academic leaders, and members of a student conduct hearing may act with greater severity or exercise special grace as they feel each case warrants.
 - 4.1 **First Incident:** A first reported violation will result in:
 - Written notification that the incident has been recorded in the student's conduct record. Although this violation is officially documented, no additional sanctions will be applied beyond those imposed by the instructor unless the student is currently on disciplinary probation for other policy violations.
 - 4.2 **Second Incident:** A second reported violation will result in:

- **Relational and Educational Intervention:** The student must speak with someone in the Student Success Office. During this meeting, the student will be assigned educational or mentoring intervention(s) to address the underlying issues contributing to academic dishonesty.
- **Written Warning:** The student will receive a formal written warning from the Student Affairs Office, clearly stating that any further violations of the Academic Integrity Policy will result in disciplinary probation and may result in a formal student conduct hearing, which could lead to suspension or dismissal from Grace College and Seminary.
- **Notification of Athletics/Leadership:** Student Affairs will notify the student's coach or supervisor if the student is involved in athletics or holds a student leadership position. Per their respective policies, this notification may result in additional sanctions imposed by the Athletics Department or Student Affairs.

4.3 **Third Incident:** A third reported violation will result in:

- **Disciplinary Probation:** The student will be placed on disciplinary probation for two semesters (including the current semester). During this probationary period, the student will be ineligible to participate in athletics, hold student leadership positions, be considered for institutional awards, or represent the institution publicly. During probation, any additional violations of community standards will be treated more severely.
- **Student Conduct Hearing:** A student conduct hearing may be convened at the discretion of the Student Affairs Office to determine further sanctions.

4.4 **Fourth Incident:** A fourth reported violation will automatically result in a student conduct hearing. This hearing will be conducted per the student handbook's student conduct procedures and may result in suspension or dismissal from Grace College and Seminary.

- 5.0 A student wishing to appeal an alleged Academic Integrity Policy violation and/or the penalty resulting from such a violation should complete the Academic Integrity Appeal Form, available on the portal. Once received, the appeal will be evaluated by the academic program chair, lead faculty (for Grace Core classes), or the Academic Dean. The person or persons considering the appeal will review the evidence, reevaluate the determination of a policy violation, and render a decision. The appeal will result in a reversal or affirmation of the determination of a policy violation, and reduce, confirm, or increase the initial sanction.

Revision Process and History

- All revisions to the policy must be approved by the faculty.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template
04-20-2023	Updated 1.0

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04- 8- 2025	Significant updates to integrate guidance about proper AI usage and documentation, process for instructors reporting violations via an online report form, and student conduct process for multiple instances of academic dishonesty from an institutional perspective. Clarified appeal process.
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