Subject: Academic Integrity

Policy Number: MPHP&P-13

1. Background

Academic integrity is a central component of a student’s education. Both students and faculty are responsible for ensuring the academic integrity of the University.

2. Policy

The AUB Student Code of Conduct outlines the policies related to the academic misconduct of cheating, plagiarism, in-class disruption, dishonesty, and to a variety of non-academic forms of misconduct.

FHS applies University policies in these cases. All students are required to complete a plagiarism tutorial and pass an online plagiarism test during the first semester they join the university. Students who do not pass the plagiarism test cannot register the second semester.

If a faculty member has good reason to believe that a student has violated academic standards, the faculty member must give a grade of zero on the exam or assignment where the violation occurred.

Related Policies
- University Policy on Academic Integrity.

3. Procedures

University Procedures

University procedures are found in the AUB Student Handbook or at http://pnp.aub.edu.lb/general/conductcode/index.html

FHS Procedures

FHS has chosen to take primarily a preventive approach to the issue of academic integrity. Students are informed about plagiarism in core courses. The software 'Turn it in' may be used in these courses by instructors to help educate students about the exact definition and form of plagiarism. Students can have access to their “Turn it in” report upon the discretion of the course instructor.

Instructors are expected to add a statement about academic integrity to their syllabi, proctor exams themselves, administer different versions of the exam when class size is big, request an exam room that is appropriate to the number of students in the class, and require a statement crediting work to the student to be signed when students turn in written assignments. The
Student Representative Committee of the Faculty (an elected student body) is involved in discussions about academic integrity.

A faculty member who suspects cheating or has evidence of cheating or plagiarism completes a form available at SSO and notifies the student, the Registration Advisor, and the Academic Advisor. The claim is then discussed in a subsequent Curriculum, Student Academic Affairs and Student Affairs Committee (UGCA-SAC) for final decision.

Students are informed in writing of the UGCA-SAC decision and this documentation is placed in the student’s file. Registration and Academic Advisors should be informed. A disciplinary action (Dean’s Warning, Suspension, or Expulsion) may be taken. Actions of Suspension and Expulsion appear on the student permanent record.

Students can appeal this decision. Refer to the Student Code of Conduct in the Student Handbook.

1. Latest Revision

Date last approved by ACC: January 19, 2010