



STUDENT AND ACADEMIC INTEGRITY POLICY

Conduct Code:

While attending SUMMA University, faculty members, staff and students expect a certain environment in which to study and pursue knowledge. Mutual respect and encouragement, healthy relationships, honesty, and accepting personal responsibility for one's actions all create an atmosphere in which individuals from a variety of backgrounds and holding diverse viewpoints can learn from each other.

Furthermore, Integrity is the foundation of SUMMA University's commitment to the academic honesty of its university community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire expects responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. When this trusted environment is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the establishment of rigorous Code of Conduct prohibitions that must not be violated under any circumstance.

Prohibitions:

The following prohibitions apply to all students, faculty members, and staff who participate in administration of courses, programs, and delivery of courses at SUMMA University.

1. Prohibition against Behavioral Misconduct

Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member, or University employee. These are some instances of behavioral misconduct that are not tolerated under any circumstances:

Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender or any other protected status. Obscene or harassing communication directed toward a student, faculty or any staff member of the University.

2. Access and Utilization of SUMMA University Resources

Use of SUMMA University contents, tools and materials without the institution authorization is completely prohibited.

At the same time, tampering, destruction or alterations by a student of documents, data programs or any other type of information may lead to disciplinary action including dismissal from SUMMA University.

3. Prohibition against Cheating, Plagiarism and Fabrication

Cheating is using or attempting to use materials, information, notes, study aids, purchased materials from the Internet, or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of the original sources. Fabrication is the use of invented, counterfeited, altered, or forged information documents of any type, including any Activities done in conjunction with academic courses, registration for academic courses, student appeals, etc.

Reporting Allegations of Academic Dishonesty:

Anyone may report an allegation of academic dishonesty. The allegation should be reported verbally or in writing to the faculty member responsible for supervising the course or activity during which the allegation occurred.

Resolution of Allegations of Academic Dishonesty:

Whenever the faculty member associated with the course in which the alleged academic dishonesty has occurred will resolve possible, allegations of academic dishonesty. These steps will be taken to assure a successful resolution:

1. The faculty member will contact the student to notify him or her of the alleged academic dishonesty.
2. The faculty member will review the circumstances surrounding the allegation with the student. The student will be given the opportunity to explain or refute the allegation.
3. If the faculty member determines that the allegation was accurately identified as academic dishonesty, the faculty member will typically give the student the

opportunity to demonstrate academic integrity should this be the student's first offense.

4. The faculty member may decide to conduct a teaching/learning experience with the student to work on improving his or her academic integrity competencies and skills. The faculty member may conduct as many teaching/learning experiences as he or she feels necessary.
5. A record of the teaching/learning experience will become part of the student's official academic record, including first-time offenses.
6. Although first-time offenses typically result in a teaching/learning experience that the faculty member conducts with the student, the faculty member may also choose to issue the student a sanction.

Per university policy, faculty members are limited to three academic sanction options in cases of academic dishonesty:

- Reduction of the grade for the assignment in question
- Reduction of the final grade in the course (including failure of the course)
- Additional academic work

If an acceptable resolution is not reached between the student and the faculty member, the decision of an academic sanction will rest with the Director of Academic Affairs.

Copyright violations:

Faculty members, staff, and students must comply with federal copyright and trademark laws, such as the Digital Millennium Copyright Act (DCMA) that was incorporated into the Copyright Act (Title 17 of the U. S. Code): <http://www.copyright.gov/title17>

No one may use SUMMA University information resources and other information technology tools for unauthorized file sharing, posting of copyrighted materials as one's own, or other copyright violations.

In addition to SUMMA University sanctions, under the Digital Millennium Copyright Act, copyright infringement can result in civil and criminal liabilities for unauthorized distribution of copyrighted materials.

Disciplinary Sanctions:

Sanction is a disciplinary consequence that may be issued by faculty member or the university due to a student committing an act of academic dishonesty as described but not limited to the Code of Conduct prohibitions. The disciplinary sanctions are determined on a case-by-case basis and may include but are not limited to one or more of the following faculty member sanctions: non-acceptance of submitted course work,

failing grade on an assignment, lower grade in a course, failing grade in a course, written warning.

In cases where the faculty member considers that the sanctions described above are not enough, she or he may refer the situation to the Office of the Registrar for further evaluation and administrative sanctions.

Administrative Sanctions:

Administrative sanctions may include academic warning and suspension from the university, or dismissal from the university in the form of administrative withdrawal, and cancellation of previously awarded course credits or degrees.

Academic Warning

A written warning may result from engaging in prohibited conduct; it describes certain conditions students must meet to continue to have access to the online platform.

Suspension from the University

A student suspension for a period with reinstatement thereafter, provided that the student has complied with all conditions imposed as part of the suspension and provided that he or she is otherwise qualified for reinstatement. Violation of the conditions of suspension or of university policies during the period of suspension may be cause for further disciplinary action, normally in the form of dismissal from the University.

Administrative Withdrawal

Administrative withdrawal is a university-initiated separation of a student from the university. It may occur for a variety of reasons. These reasons may include a) university determination that the student is no longer attending classes, b) lack of payments from the student, c) violations of the code of conduct, and d) failure to comply with published university policies.

Notification:

If it is determined that a university disciplinary sanction, administrative sanction or administrative withdrawal is warranted, the student will be notified by email to his or her official SUMMA University e-mail. This notification will be followed up by a phone call to the student's phone number on record.

Student Grievance Policy:

This policy provides a structured process for resolving problems, complaints, or grievances relating to the execution of institutional policies or procedures. University ensures that students will not be subject to unfair actions as a result of their initiation of a grievance proceeding.

A grievance is a complaint against an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a university policy or procedure that may or may not include a violation of rights as set forth in Code of Conduct.

Initial process:

Before filing a written grievance, the aggrieved individual is encouraged to make a good faith effort to talk with the party against whom he or she has a grievance to come to an amicable resolution. For this initial process, the aggrieved party may contact the Director of Academic Affairs for assistance in the resolution effort.

Formal resolution:

If the aggrieved party does not receive an adequate resolution to the grievance after the initial process, he or she may submit a formal, written grievance to the Director of Academic Affairs.

Upon receiving the grievance, the Director of Academic Affairs will acknowledge receipt of the grievance and inform all involved parties that a formal resolution process has been initiated and that the grievance is being referred to a Grievance Review Panel.

A Grievance Review Panel is an independent review panel appointed by the Director Academic Affairs to which all student grievances are referred during the formal resolution process.

Within 10 calendar days of being sent notification that a formal resolution process has been initiated, all involved parties must submit information regarding the matter to the Grievance Review Panel. This information must include:

1. The individual(s) or department(s) against whom the grievance is directed.
2. A brief description of the grievance, including the date(s), time(s), and place(s).
3. Any efforts to resolve the matter during the initial resolution process.
4. The corrective action the grievant is seeking.

After receiving all relevant materials, the Grievance Review Panel (the Panel) will meet to review the materials and issue a decision as soon as feasible. The Panel will provide sufficient opportunity to all parties to state in writing their perspective in the case in case it feels additional information is required. Upon evaluating all evidence, the Panel will issue a decision and set forth a resolution to be implemented. Both parties have the right to appeal the Panel decision, as described in the Formal Appeal Process.