



Bottega University

Academic Authenticity Process and Policy



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Importance of Having an Academic Authenticity Policy

A formal Academic Authenticity Policy protects the integrity of student work and the degrees offered by Bottega University by ensuring that each student's work is the student's own original thoughts and ideas, thus ensuring that his/her degree is earned through his/her commitment to education.

Purpose

The purpose of this document is to establish Bottega University's Academic Authenticity Policy and Procedures in such a way that it is clearly communicated to students and faculty. The policy establishes a set, streamlined process that is followed for identifying breaches of academic honesty and the consequences that students will have for violating the policy. **All student assignment work will be submitted to Turnitin or other plagiarism tools for verification of adherence to the policy.** Exam responses may be reviewed by the academic administration if plagiarism is suspected by faculty and graders. *See "plagiarism" definition below.*

What is Academic Authenticity?

The University insists on academic integrity and honesty and requires that all student submissions reflect the honest, ethical, and accurate representation of a student's academic work and record. Students are required to attest to the originality of all project submissions.

Plagiarism is defined as "when a writer deliberately uses someone else's language, ideas, or other original material (not common-knowledge) without acknowledging its source" (Council of Writing Program Administration). Plagiarism includes copying someone else's work without using correct citation and/or attribution, and it does include copying material from Wikipedia or any other Internet source. Course competencies are clearly articulated, so a student who attempts to modify a project prepared for one course so that it will meet the requirements of another course is likely to find the results unsatisfactory.

BU recognizes that instances of plagiarism can occur due to student misunderstanding or lack of knowledge about standards and practices of citation and attribution. However, it is the student's responsibility, as part of his/her academic development, to learn and adhere to the rules of appropriate citation and attribution. When evidence suggests that plagiarism has occurred due to the lack of a student's understanding of citation guidelines, faculty are encouraged to work with the student to provide him/her with an opportunity to correct the issues and resubmit work. It is solely within the faculty's discretion to make a determination of whether to allow the student to resubmit the assignment, fail the student on the assignment, or fail the student in the course. Decisions should be discussed with the Academic Dean, so previous events can be reviewed also.

Examples of academic dishonesty include, but are not limited to:



- Unauthorized collaboration between two or more students on a course project, assessment, or assignment.
- Sharing quiz or final examination questions or answers in public forums (e.g., Internet sites, blogs, etc.) without the University's express written consent.
- Using Internet access, resources, or any other source while taking a proctored exam.
- Submitting academic records (e.g., transcripts) that have been altered in any way or that are fraudulent.
- Submitting work that was not written or created by the student. Examples are papers purchased from others prepared by ghost-writers.

Violations of the Academic Integrity and Honesty policy will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the faculty may take disciplinary action. This could include submitting a formal recommendation to the University administration that the student be withdrawn from the University. A student who has become subject to disciplinary action may submit an appeal to the Academic Dean per the University's Appeals and Grievances policy.

Cited Material

It is suggested that no more than 30% of a student's work be cited material. Of that 30%, no more than 15% can be from one single source. It is noted that some courses may have content that brings up a higher matching to other sources due to the same material needed to pass the assignment, such as math formulas or theories. Each occurrence of a match outside these parameters will result in a thorough evaluation by a qualified evaluator and/or the Academic Dean.

Note: Cited material is APA documented material used within the student's work. Turnitin generates an originality report for each student's work that is uploaded. Any unoriginal work must be cited from the original source (who wrote it). Students' projects/papers will not be graded if the originality report shows a percentage higher than 30% of cited materials.

How Academic Authenticity Will be Monitored and Checked

BU uses a third party called ProctorFree to proctor and record exams. Students must present a government-issued photo ID and take exams in a quiet room where they will not be interrupted during the examination period. If there are concerns with the recorded exam, ProctorFree reserves the right to flag the exam for review. **Before grading any proctored final exam, instructors must go to ProctorFree Audits and see if the student's exam has been flagged.** If so, the exam is NOT graded, but the incident is turned over to the Academic Dean for further investigation. **An exam anomaly is a severe infraction and the student will have to repeat the course if it is his/her first infraction. If it is a second infraction, the student may be terminated from the University.**

BU uses Turnitin to evaluate the authenticity of all performance assessments and project work. Students can use Turnitin before final submission of their work to check for originality misalignment and make corrections to their work. At the time the students submit their work for evaluation, a Turnitin report will be generated showing any matches to external sources. The



report will be used to determine the action taken if the matches are higher than the set policy. Turnitin also color codes the work so that it is easy to tell if the student is in the red (not acceptable), yellow (needs improvement), or green (good) range.

Students can resubmit their work to Turnitin as many times as they want BEFORE turning it in as the Final Submission. Once they have turned in their work under Final Submission, the project is recorded in the Turnitin database.

In cases where the instructor deems the infraction as severe (i.e., copying another student paper entirely, second or third infractions, purchased papers, etc.), the instructor will make a recommendation to the Academic Dean and refer the submission to him/her for a final decision.

Evidence

Evidence consists of the originally submitted student paper, along with the Turnitin report for a performance assessment or project. Evidence for an objective assessment or exam would be a recorded exam by ProctorFree with notations of the infraction time or reasoning behind the caution. All copies of evidence will be provided to the student.

Consequences for Academic Authenticity Violations on Exams

There are no warnings for violations on exams. This is a severe infraction as the entire exam time is videoed. Violations may include:

- Speaking with someone off camera
- Using an Internet website or other sources on the computer
- Using the textbook, notes, or other written material

Consequences for Academic Authenticity Violations on Projects

First Violation

Student receives feedback with his/her submission of Turnitin where the percentage is too high for originality. The instructor cautions the student on his/her work. The instructor informs the student that he/she needs to reduce the cited material to be within University guidelines by using his/her own original thoughts and ideas. The instructor will mark the gradebook with an incomplete until a resubmission is made, and the violation is cleared. Then, the instructor will mark it complete. (This First Violation only applies to the student's submission to Turnitin. Once the student submits the project to Final Project Submission, the First Violation will not apply, and the First Written Warning will be issued instead.)

First Written Warning

The student receives a formal letter of warning from the Academic Dean informing the student that he/she has submitted work that is over the allowed originality percentage as a Final Submission. A first warning will be given and the student will be given a "0" for the assessment. A copy of all documentation will be attached to the student's file in the Student Information System.

Second Written Warning

The student automatically fails the course and is not allowed a rewrite. He/She will get a second written warning and will be required to have a phone call with the Academic Dean before he/she



can continue his/her studies. A second warning will be given if a student has received a first warning and is again in violation of the policy.

Severe Infractions

The student is referred to the Academic Standards Committee. The Academic Standards Committee will decide what action to take, which may include expulsion or removal of a student's degree.

All written warnings become part of the student's file and will remain on file until the student graduates or withdraws from the University.

Appeals

For either a verbal or written violation, a student may appeal the instructor's decision by writing a formal explanation of the offense and providing documentation by emailing the Academic Dean. Grade appeals must be made within 90 days of the posting of the final course grade. The Academic Standards Committee is comprised of the President, Academic Dean, the Registrar, and the Accounting Director. The Academic Standards Committee will hear appeals for a Second Written Warning or a Severe Infraction.

Students have the right to request a teleconference meeting to review material regarding the offense if they believe the ruling of the Academic Dean was incorrect.

- a. If the student fails to appear at the agreed-upon time or within 30 days of the written warning, the consequence will stand.
- b. The burden of proof rests with the student.
- c. The Academic Standards Committee will review the new information, hear the student's case, and decide to reverse, impose other terms, or uphold the decision.

The Academic Standards Committee will notify the student within five (5) business days, in writing, of the decision on the appeal and the next steps for the student.

Continuance of Coursework

A student accused of a violation but under appeal may continue to work in his/her course until the Academic Standards Committee decides the case. If the final decision results in expulsion or dismissal from the school, the student will be given a withdrawal (W) in the course on the official transcript and any work in the course will be void.

Other Ways Academic Authenticity Violations May be Identified

If it is suspected that a student has paid someone to write a paper, a ghost writer, an Internet search can be conducted to find content. This search can be done by reviewing well-known sites that advertise such services. If it can be proven that the student paid for a ghost writer to write a paper for him/her, the student will be immediately referred to the Academic Standards Committee and may receive the same consequences as stated above.

Sanctions

Expulsion

A student is withdrawn from the University with no provision for readmission. The student will be withdrawn from all current courses and will receive a "W" grade in each.



Dismissal

A student is administratively withdrawn from the University for at least one year. The student will be withdrawn from all courses that are outside of the course in question and will receive a “W” grade in each.

Course Failure

A student will receive an “F” for a second warning or a severe infraction.