



Jesuit Worldwide Learning

Higher Education at the Margins

JWL ACADEMIC HONESTY POLICY

March 8, 2023

ACADEMIC INTEGRITY POLICY

Students of the JWL – University Partner Certificate and Degree Programs are committed to the highest standards of academic integrity and assume full personal and professional responsibility for maintaining those standards. All members of the JWL student community are to exhibit the qualities of honesty, loyalty and trustworthiness in all academic and clinical activities, holding themselves and each other accountable for the integrity of the learning community. The JWL Academic Honesty Policy provides the expected standards for all academic work. All students will read and agree to this policy document prior to beginning their Certificate and Degree programs.

Each student is responsible for understanding the JWL Academic Honesty Policy and for demonstrating academic integrity in their work and in their interactions with their classmates. The student acknowledges that by submitting deliverables for review, they are claiming the deliverable as their own original intellectual work product. Furthermore, the student agrees not to divulge the contents of any academic assignment or project to another student.

The JWL Academic Honesty Policy applies to any student in the JWL – University Partner Certificate and Degree Programs and pertains to the student’s involvement within the JWL Scholarship program. The student is further subject to the Academic Honesty Policy of the University Partner. JWL will enforce violations of the organization’s own policy, while the University Partner will enforce violations of the university’s policy. Violations of academic integrity are taken very seriously at JWL and may carry significant repercussions for the student.

ACADEMIC VIOLATIONS

Violations of academic integrity include, but are not limited to, the following:

Cheating: A form of dishonesty by which the person uses deceitful or outlawed methods or misrepresents his or her mastery of the academic content or experience. Cheating applies to all assignments, exams, practica, and forms of student assessment.



Plagiarism: A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists.

When a student submits an assignment with the product, words, ideas, or data of others, the source must be acknowledged by the use of complete, accurate, and specific references. This includes copying and pasting from online media or from any website. By placing one's name on work submitted for credit, the student certifies the originality of all work and identifies and acknowledges work that is quoted or paraphrased. Plagiarism, whether blatant or accidental, will be in violation of this policy.

Sharing Assignments: Using another student's paper, quizzes, discussions or other work – in part or in whole – is not acceptable. Each student must produce his or her own original work. The act of sharing with the intent of claiming as one's own work is considered plagiarism. Both the individual that plagiarized and the one who shares their work will be in violation.

Fabrication: A form of dishonesty by which the person invents or falsifies information or research findings.

Collusion: A form of dishonesty involving two or more persons acting in a manner so as to misrepresent individual effort, learning and/or contributions to academic projects, form of dishonesty by which the person invents or falsifies information or research findings.

AI generated assignments: A form of dishonesty by which the person submits work as his own but, in fact, has been created by artificial intelligence.

Other Examples of Academic Misconduct:

- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access or use of another's computer account, access codes or electronic file.
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to, among other things, avoid or delay timely submission of academic work, or to request exemptions.
- Submitting the same work or extending previous work to fulfill the requirements of more than one academic project without the explicit permission of the instructors or responsible academic agents. This may be characterized as "self-plagiarism" or "recycled papers/assignments" and is a form of academic misconduct.
- Coercing any other person to engage in academic dishonesty or misconduct.
- Aiding any other person engaged in academic dishonesty or misconduct. This includes sharing one's own work product with another student
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form.
- Impeding the progress of another student. Violations include, but are not limited to, giving other students false or misleading information; deliberately misplacing or destroying technology or tools used in the program, or altering and/or destroying someone else's computer files.



PROCEDURE & REPERCUSSIONS

Students in the JWL programs have orientation and access to information regarding academic integrity and training on how to avoid committing academic honesty violations. JWL, therefore, has zero tolerance for violations of academic integrity within the JWL – University Partner Certificate and Degree Programs. The procedure and repercussions for academic violations are detailed below.

Upon identification by either JWL or the University Partner of a student’s academic integrity violation, JWL and the University Partner will communicate with each other on the facts of the case and will begin their respective procedures for addressing the violation. If enough evidence (including Turnitin/SafeAssign reports or valid testimony) exists to conclude that the student engaged in academic dishonesty, then the sanctions listed here are enforced, including the full withdrawal from the JWL scholarship.

All offenses of Plagiarism and other forms of academic honesty misconduct, including first-time violations, must be reported to the JWL USA Academic Director. The JWL USA Academic Director will then collect the information and evidence of an academic honesty violation and contact the Academic Manager of the center where the offense took place, who will then check the JWL Plagiarism portal for previous offenses, enter the current offense, and report back to the JWL USA Academic Director. The faculty member and the JWL USA Academic Director will discuss the sanction for the first offense and the JWL USA Academic Director will determine the sanction for all subsequent offenses.

Reports must be filed whenever a sanction is imposed (see chart below). A first-time egregious Level III or subsequent violation of any level may result in both course and institutional penalties, including the removal of the JWL scholarship to a JWL program.

LEVELS OF OFFENSE	CORRECTIVE ACTIONS AND/OR POTENTIAL SANCTIONS
<p>Level 1:</p> <ul style="list-style-type: none"> • Unintentional oversight of proper citation guidelines • Offenses in which there are mitigating circumstances. • Any subsequent Level I violation will be considered at least a Level II violation. 	<p>Level I: At the discretion of the Online Teacher, sanctions may include but are not limited to the following: Course penalties include resubmission of work with penalty (OR) failure of the assignment (OR) failure of the course and review of college and/or university academic integrity training modules.</p>
<p>Level II:</p> <ul style="list-style-type: none"> • Deliberate violations of the academic integrity policy • Subsequent Level I violations may be considered at least a Level II 	<p>Level II: First time violations in this category will be dealt with at the course level and sanctions may include the following: Failure of the assignment (OR) failure of the course, and/or other appropriate remedial action as directed by the course instructor.</p>
<p>Level III:</p> <ul style="list-style-type: none"> • Flagrant disregard for academic integrity policy, or egregious violations of the policy 	<p>Level III: Consultation by the Online Teacher with the JWL USA Academic Director and the Partner University Director is required for all offenses assigned to Level III. Sanctions for Level III violations may include course failure, and the removal of the JWL scholarship to a JWL program.</p>

Note: Failure of a class is based on the following system:



- o Every offense which is not cleared by faculty leads to *strikes*
- § Level 1 – one strike
- § Level 2 – two strikes
- § Level 3 – three strikes
- Collecting **6** strikes in 1 course results in the failing of the course.

NOTE: The failure of 2 classes due to academic honesty violations will lead to the termination of the JWL Scholarship.

