

Asbury Theological Seminary Policy on Academic Integrity

In addition to maintaining integrity in their own academic pursuits, faculty should establish and clarify academic integrity expectations for students' work. Conduct that is considered academic dishonesty includes but is not limited to: reusing previously and/or concurrently submitted material in another class without faculty permission, cheating by copying from another's work, allowing another to cheat by copying from one's own work, reading an examination prior to the date it is given without the instructor's permission and similar types of conduct. Unlawful duplication of copyrighted material such as music, library materials and computer software are other examples of academic dishonesty. (Seminary guidelines related to acceptable duplication practice of copyrighted materials can be found at the Library's Help Desk or <http://guides.asburyseminary.edu/research/copyright/>.) """)

Plagiarism is yet another form of academic dishonesty and is defined as **the presenting of another's ideas or writings as one's own; without giving proper credit or attribution; this includes both written and oral presentations**. Usually, plagiarism involves more than a simple lack of precision, accuracy or proper form in the use of citations.

With the advent of Artificial Intelligence Language programs like ChatGPT et. al., the seminary acknowledges that there are acceptable and unacceptable uses of these tools.

- Acceptable uses may include, but are not limited to, brainstorming ideas, generating search terms, formatting citations, and receiving editing recommendations, but should not include allowing the AI tool to rewrite one's Work.
- Unacceptable use may include, but is not limited to, submitting any work that has been written entirely by an AI tool, or written by the AI in whole or part and then edited into one's own voice, or anything that violates the spirit of this policy, which is to ensure that the writing assignment accurately conveys the author's original ideas, abilities, and voice. It is important to note that ATS plagiarism software can detect AI edits.

Cases of suspected academic dishonesty will be addressed through the following process:

1. The professor(s) teaching the course(s) at issue will **meet with the student** as promptly as possible to review the allegations and any supporting proof, and give the student a chance to address that information. The professor may arrange for a third person to attend and document the meeting.
2. If a professor concludes from the meeting that academic dishonesty has occurred, he/she will **submit a written report to the appropriate school dean or program director** (e.g. Director of Advanced Research Programs, ARP) describing the incident and attaching supporting proof, and recommend one of the following consequences:
 - a. allow the student to **redo the same or comparable assignment**, typically with the grade for that assignment being penalized to account for the act of academic dishonesty;

- b. record a **failing grade for the assignment** in question;
 - c. record a **failing grade for the entire course**; or
 - d. **dismissal from the seminary** (required for repeat offenses of academic dishonesty; also see below concerning repeat offenses).
3. The dean/director will promptly **provide the student with a copy of the professor's written report, recommendation and supporting proof**, and give the student five (5) business days to submit a written response, together with any supporting proof the student may wish to offer in his or her defense. The dean/director will include notice to the student concerning whether this instant allegation, if confirmed, will constitute a repeat offense that could require dismissal.
4. The **dean/director will review the record** and either affirm, modify or reverse the professor's recommendation consistent with the options set out above, and **provide written notice** of that decision to both the student and the professor. If the dean's/director's decision is to affirm a recommendation of dismissal from the Seminary, the dean/director will refer the matter to the Provost for review as described in this policy. All other decisions of the dean/director may be appealed by the student directly to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the dean's/director's decision becoming final.
5. If the decision of the dean/director is to affirm a recommendation of dismissal from the Seminary, the **Provost will conduct a review of the case**. The Provost may affirm, modify or reverse the decision of the dean/director. (If the Provost's decision is to affirm a recommendation of dismissal, the Provost first may offer the student the option of voluntarily withdrawing from the Seminary. This offer of withdrawal is not automatic or required.) The student may appeal an adverse decision of the Provost to the Academic Council by submitting a written request as stated in this policy. Failure to appeal within the time set out in this policy will result in the Provost's decision becoming final.
6. A request for **appeal to the Academic Council** must be submitted in writing to the Provost such that it is received by the Provost within five (5) business days after the student receives notice of the underlying decision (dean/director or Provost). The Provost will promptly forward the request for appeal and underlying record to the Academic Council. Unless an extension is needed, the Academic Council will review the underlying record, deliberate and render a decision within thirty (30) calendar days after the appeal is received by the Provost. The Academic Council may request both the student and the professor to appear together before the Academic Council and answer any questions it may have prior to rendering a decision. If the student's appeal is from a decision of the Provost, the Provost will recuse himself or herself from participation in the Academic Council's review and decision. (If the

Provost is not present the Academic Council meeting will be chaired by the Associate Provost for Faculty Development or a designee). The decision of the Academic Council in all appeals that come before it under this policy will be final.

7. At all stages of review under this policy, **the standard of review** is (a) whether the evidence and record show it is more likely than not that the student committed academic dishonesty; and (b) if so, whether the recommended consequence is reasonable under the circumstances.
8. If any level of review is aware that a confirmed act of academic dishonesty represents a **repeat offense** by a student who already has been disciplined once before for academic dishonesty, that level may impose or recommend (as the case may be) dismissal from the Seminary even though the information of the prior offense may not originally have been part of the underlying record presented for review. The appropriate school or program dean/director should always and promptly inquire of the office of the Provost as to whether there are prior incidents by the student in any academic school or program of the Seminary.
9. Students may have an **advisor** (parent, friend, attorney, etc.) during this process; however, that person will be limited to participating in a secondary and advisory role only.
10. Each stage of review will provide the student and the professor with a **written copy of its decision** within any time frames established above.
11. Upon issuance of a final decision of dismissal under this policy, the party issuing that decision will fill out a **Registration Changes for Academic Disciplinary Cases form** and submit it to the Registrar's Office. Voluntary withdrawals made under this policy must also be recorded on that form and submitted to the Registrar's Office. This form is available from the Registrar's office.
12. Copies of all **written reports and forms will be forwarded to the office of the Provost** at the appropriate time based upon the policy above.

Academic Appeals

The course complaint and Christian Formation complaint processes are detailed in the Student Handbook and under the Academic Area Concerns section of the Academic Catalog which are located on the Asbury Theological Seminary website.