

DUKE KUNSHAN UNIVERSITY UNDERGRADUATE ACADEMIC INTEGRITY POLICY

Academic Values for Students and Faculty

All DKU programs are closely connected with Duke University through faculty and the fact that DKU programs offer Duke University credits and Duke University degrees. For this reason, the academic values of faculty and students at DKU and the policies and procedures that govern faculty and student conduct are based on and integrated with those of Duke University.

Non-discrimination

In matters of employment, admission, campus life and academics, DKU will not discriminate on the basis of race, color, religion, national origin, ethnic origin, gender, disabilities, sexual orientation, or age.

Academic Code of Conduct

All DKU students are responsible for adhering to the DKU Community Standard that states: Duke Kunshan University (DKU) is a community comprised of individuals from diverse cultures and backgrounds. We are dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Members of this community commit to reflecting upon and upholding these principles in all academic and non-academic endeavors and to protecting and promoting a culture of integrity and trust. To uphold the DKU Community Standard

- I will hold myself to the highest standards for honesty, integrity, fairness, and responsibility in my academic and non-academic endeavors
- I will respect other cultures and embrace all forms of diversity
- I will uphold the standards if they are compromised.

Upholding Academic Integrity and Community Standards

Students

Each student admitted to DKU is required to sign the Community Standard before classes begin. The DKU Community Standard (DCS) stresses the commitment that students share with all members of the community to enhance the climate for honesty, fairness, respect, and accountability at DKU. Students affirm their commitment to foster this climate by signing a pledge that includes taking constructive action if they witness or know about behavior they perceive to be inconsistent with the DCS, which may include violation of university policies. Although there are no disciplinary sanctions associated with the failure to act, students are nonetheless expected to take appropriate action as a responsibility of membership in the DKU Community. The university recognizes that it is not always easy to act in these situations, but several alternatives are available to suit a student's level of comfort and confidence. These alternatives are not mutually exclusive, such as:

- For incidents involving social behaviors, alerting residence hall, Student Affairs, or other university staff. The information provided will give staff an opportunity to address the matter informally or through appropriate formal channels.
- For cases involving academic integrity, alerting the instructor that cheating may be occurring in the course. This alert can be in any form, including anonymous notification, and the reporting student will not be identified. The information provided will allow the faculty member to consider corrective measures, in consultation with the Dean of Undergraduate Studies, Director of Graduate Programs, or appropriate designee.
- Directly alerting the Dean of Undergraduate Studies, Director of Graduate Programs, or appropriate designee who will confer with the faculty member involved, if an academic issue, or with other parties as appropriate to the situation, to strategize the best next steps. Maintaining the confidentiality of the source is possible, but may limit the extent of action that can be taken.

Faculty

Faculty play a critical role in creating a climate of honesty, trust, fairness, respect and responsibility.¹ Students rely on the faculty to establish clear class expectations, to promote an atmosphere in which learning with integrity is encouraged, and to confront situations of academic dishonesty. Faculty teach in different formats and have differing philosophies about teaching. Here are several useful general strategies that teachers are encouraged to adopt in the classroom:

- Include a statement about the DKU Community Standard in your syllabus.
- Prior to completing an exam or assignment, ask students to write and sign a pledge that states, “I will adhere to the DKU Community Standard in completing this assignment.”
- Stress the importance of academic integrity in class. Discuss why it should matter to the student, why it matters to you, to your discipline, and to DKU. Indicate how citation shows respect for other scholars.
- Be a role model: Cite sources in your lectures.
- Encourage students to come to you or provide resources if they are confused about citation practices or other research standards.
- Make sure your students understand not only what counts as plagiarism and cheating but also how to avoid engaging in these practices. Talk to them about managing their time, taking effective notes, and using the Internet appropriately.
- Explain your expectations clearly. Provide written guidelines about collaborating with peers, citing sources, using notes or exams from previous classes, and accessing information during an examination.
- Assign focused and specific research topics and do not allow last-minute changes of topic.

¹ The five fundamental values of academic integrity endorsed by the Center for Academic Integrity at Duke University. Modified from information found in McCabe, D. L. and Pavela, G. (1997), “The Principled Pursuit of Academic Integrity.” *AAHE Bulletin*, vol. 50 no. 4, 11-12, and Cole, S. and Kiss, E. (2000), “What Can we do About Student Cheating?” *About Campus*, vol. 5, no.2, 5-12.

- Reduce the opportunities and hence the temptation to cheat on exams; one method for doing so is to change exam questions between semesters or distribute alternate versions of the same exam.
- Act on suspected cases of academic integrity violations—students interpret inaction as a lack of caring about the issue. Discuss these cases with the Dean of Undergraduate Studies, Director of Graduate Programs, or appropriate designee.

Academic Integrity

All DKU students are responsible for adhering to the Duke Kunshan University (DKU) Community Standard as set forth in the DKU Student Handbook and the DKU Undergraduate Programs Bulletin. Students are responsible for maintaining high standards of academic honesty and personal integrity in all matters, including reporting the results of their studies and research, completing assignments, and taking quizzes, tests, and examinations. When confronted with a possible violation of academic integrity, it is important that faculty members deal fairly and consistently with students.

The University's disciplinary process is independent of, and in addition to, an instructor's decision on how to grade academically dishonest work. Instructors are expected to communicate with students their policy regarding grading of an academically dishonest assignment (e.g., zero on the assignment, reduced/failing grade for the course, or other approach). An instructor may only implement this penalty if the student has accepted responsibility for academic dishonesty (by accepting the penalty) or has been found responsible for such through the proceedings of the Graduate Academic Review Board or Undergraduate Academic Review Board (UARB).

Any case reviewed by either the Graduate Academic Review Board or the UARB shall be kept strictly confidential and only those parties involved in investigating and resolving the case should know the details of the case and its resolution.

Violations of academic integrity that occur while the student is residing at Duke University or other institution (for example, during a study-abroad program) will be handled by the host institution according to the host institution's policies, although DKU reserves the option to investigate the case and impose additional penalties if such action is deemed warranted.

Academic Integrity: Undergraduate Program Policies

Members of the faculty teaching undergraduates are expected to consult with the Dean of Undergraduate Studies or designee regarding cases of possible academic misconduct. Minor, first-time infractions (those that would not be grounds for suspension or more severe censure if proven true) may be resolved between the faculty member and the student. The faculty member should submit a written record of the violation and how it was resolved to the Dean of Undergraduate Studies or designee who maintains a record and determines if there have been previous violations. If the student is dissatisfied with the resolution, he or she may appeal to the Dean of Undergraduate Studies or designee. Cases that are more serious, second-time offenses or student appeals must be handled more formally through the Undergraduate Academic Review Board (UARB).

Undergraduate Academic Review Board (UARB) Procedures.

This body will include three full-time DKU faculty members whose primary teaching affiliation is with the undergraduate program as well as two undergraduate student representatives and is presided over by the Dean of Undergraduate Studies or designee. UARB members are appointed by the Dean of Undergraduate Studies or designee for a period of two years. In order to accommodate faculty schedules and review cases in a timely manner, the Dean or designee may also appoint a pool of DKU faculty members and students who can serve in the place of unavailable regular UARB members. Following their appointment, the members of the UARB will meet with the Dean of Undergraduate Studies or designee for a briefing on their duties and responsibilities.

Should the UARB be called upon by the Dean of Undergraduate Studies or designee to adjudicate a case involving one or more undergraduate students, the procedure is as follows:

- 1) The Dean of Undergraduate Studies or designee will alert the UARB members of the case and will begin the process by calling for an investigation of the case.
- 2) The UARB shall investigate the case gathering all relevant materials from all parties involved (faculty, administrators, and students) in a timely manner then convene a hearing. The members of the UARB shall independently review all pertinent documentation relating to the case. This should be done as quickly as possible and at least within 20 business days of the opening of the case. If the case is brought to the UARB at the end of a semester, they should complete their review within 20 days of the beginning of the following semester at the latest. In a case where such an extended review may prevent a student from graduating on time, the UARB may proceed without the input of the student members.
- 3) The UARB should also meet with the student and the instructor to discuss the case in greater detail.
- 4) In line with the policies of Duke University's Undergraduate Disciplinary System, (<https://studentaffairs.duke.edu/conduct/undergraduate-disciplinarysystem/disciplinary-process/disciplinary-hearing-types#complaints>), the student may be present at the hearing and may bring an advisor. The advisor must be a current member of the DKU community (faculty or staff). The advisor may confer with the student, but is not to advocate for the student or participate in the hearing.
- 5) The UARB shall inform the student and the faculty member bringing the case, in writing, of their conclusion, within 30 business days of the opening of the case. All records of the case should be provided to the Dean of Undergraduate Studies or designee for his or her records.

6) As long as the UARB concludes that a violation of academic integrity has occurred, the instructor's penalty will be upheld.

7) Unless otherwise noted by the UARB, the resolution decision will be effective immediately.

8) If the student is dissatisfied with the resolution of the case because he/she believes there was a procedural error or because new information has become available, the student may appeal the case (under these grounds only) to the Vice Chancellor for Academic Affairs. This must be done so within one week of the student receiving notice of the UARB's resolution or the resolution will stand.