

member; engaging in unauthorized collaboration on an academic assignment; retaining, possessing, or circulating previously used examination materials if specifically told not to use them; obstructing or interfering with another student's academic work; or engaging in any activity designed to obtain an unfair advantage over another student in the same course.

Unauthorized access is viewing or altering computer records in any way, modifying computer programs or systems, releasing or distributing information gathered via unauthorized access, misrepresenting through digital media oneself or someone else, or in any way interfering with the use or availability of computer systems/information.

Aiding and abetting is assisting someone in an act of academic dishonesty as defined above. This may be done by providing material, information, or other assistance that violates academic integrity, or providing false information in connection with any inquiry regarding academic integrity.

Note: Professional programs may have additional standards or requirements regarding academic and professional integrity; students are responsible for familiarizing themselves with these. Any breach of these standards or requirements constitutes a violation of the University's Academic Honesty and Integrity Policy.

I.

This discussion with the student must include:

- a. a description of the offense being reported to the Office of Academic Affairs;
 - b. the penalty the faculty member has decided to impose; and
 - c. notification of any additional department/college/school/programmatic penalty.
4. After the faculty member has notified the student that a report of academic dishonesty is being reported to the Office of Academic Affairs, the faculty member is required to complete the ***Action Report for Violations of Academic Honesty and Integrity Form***, which is available through mybellarmine.edu on the Faculty page. The report should be sent electronically to:
- a. the Program Director;
 - b. the Dean of the college or school in which the infraction occurred;
 - c. the Dean of the student's college or school; and
 - d. the Provost.

II. Procedures to Follow in Cases of Violations of Academic Honesty or Integrity When They Occur Outside of a Class

If a suspected violation of academic honesty or integrity occurs outside of a class, individuals will report this to the Provost, who will address the infraction according to procedures set forth in Section I of this document.

III. Penalties for Violations of Academic Honesty and/or Integrity

1. The faculty member's choice of penalty ranges from a minimum penalty of failing the assignment or test to failing the course itself. If the latter penalty is imposed, the faculty member must inform the Office of the Registrar immediately so that the student may not withdraw from the course with a "W" grade instead of the intended grade of F. Additional penalties may be levied in cases where:
 - a. Departments/colleges/schools/programs have established policies addressing violations of academic honesty and integrity. In such instances, the Program Director will enforce the program's policies.
 - b. The Provost or his/her designee determines that the violation of academic honesty or integrity warrants further sanctions than those imposed by the faculty member and/or Program Director.
2. In all instances, if a previous violation of academic honesty or integrity has been reported to the Office of Academic Affairs, the Provost will take action as outlined below:

Record of one prior offense - immediate and permanent dismissal from the university. This sanction is in addition to the penalty imposed by the faculty member. The academic transcript will note academic dismissal for the semester in which the second offense takes place.

3. The VPAA is to communicate in writing the penalty imposed to the student within ten (10) University business days. A copy of this communication is sent to the dean of the student's college or school, the Chairperson of the student's major, and the student's advisor.

IV. Communication with Students

In the master's programs in the School of Communication, the Program Director will communicate to the student in writing and within ten (10) University business days the penalty(ies) imposed as a result of violations of acade