

KANSAS CITY ART INSTITUTE

Name of Policy: Academic Honesty
Source: Student Affairs and Academic Affairs
Form to Complete: N/A

Policy:

The Kansas City Art Institute (KCAI) is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's development. Students are encouraged to help create an environment that stimulates their education consistent with the values of the college. With that freedom comes a responsibility to respect others. All individuals at KCAI are considered adults, and it is assumed they will maintain standards of conduct and academic honesty appropriate to membership in the college community. The college accepts and retains students on the condition that they observe these standards. The Academic Honesty Policy is applicable to all students. A student is defined as an individual who is accepted until the time of graduation, but does not include time periods in between acceptance and graduation when a student is not enrolled for a semester or more.

All willful and careless violations of the Academic Honesty Policy are taken as an offense against the Kansas City Art Institute and may result in sanctions.

Violations of the academic honesty policy are defined as follows:

- A. The copying of another student's work or the use of unauthorized notes and materials during examinations or other assignments.

- B. Plagiarism, or the presentation of either the written or visual work of others (including that of other students) as one's own. The offense of plagiarism includes, but is not limited to:
 - 1. Submitting as one's own work material copied from a published source.
 - 2. Submitting as one's own work someone else's published work.
 - 3. Submitting as one's own work a rewritten or paraphrased version of someone else's work.
 - 4. Allowing someone or paying someone to write a paper or other assignment on your behalf.
 - 5. Turning in a purchased pre-written paper.

- C. Cheating and unauthorized assistance during an examination or for other assignments.
- D. Obtaining unauthorized materials in order to prepare for an examination.
- E. The unauthorized removal, destruction or deliberate concealment of library or other resource materials.
- F. Submitting work in one class for credit in another without the instructor's permission.
- G. Any other act which might give one an unearned advantage in evaluation or performance.
- H. Assisting or attempting to assist another to violate the Academic Honesty Policy.
- I. Attempting to commit a violation of the Academic Honesty Policy.

Plagiarism is a serious offense at the Kansas City Art Institute, and may be illegal in the context of our nation's copyright law. As such, it is important to know what plagiarism is in both one's studio and liberal arts work. According to the Modern Language Associate, plagiarism is "the wrongful act of taking the product of another person's mind, and presenting it as one's own." In other words, plagiarism is the use of not just words but ideas borrowed from someone else without crediting the source. Students are required to learn the arts-standard, Chicago Manual of Style guidelines for citing sources referenced in their own work, and must follow them carefully in their research and writing projects.

Students are also expected to be honest in their studio practices, particularly since the practice of appropriation is such an important strategy in art history. Though they might appear to be similar, plagiarism and appropriation are actually two very different practices. While it is true that appropriation involves taking possession of something often without permission-which for the visual artist usually means taking an image- it is also true that an appropriated image is not passed off as the original production of the appropriating artist. Indeed, the appropriation artist wants the viewer to recognize that an image has been utilized and referenced. (An artist who appropriates an image inevitably wishes to comment upon the original source in some way, usually as a critique, parody, or homage-all of which happen to fall under the realm of "fair use" in copyright law.) As such, appropriation is actually more like citing a source than plagiarizing it.

Academic Honesty Processes:

FACULTY-STUDENT CONFERENCE

When an instructor of the course has evidence that there may be a violation of the Academic Honesty Policy, the instructor is responsible for notifying the Assistant Dean of Students immediately after learning of the allegation. If the student has had one or more previous Academic Honesty Policy violations, the Assistant Dean of Students will forward the current allegation to an Academic Honesty Hearing. The Assistant Dean of Students will also review the notification of the instructor and determine if additional non-academic student code of conduct violations may have occurred, and will initiate an investigation and follow the appropriate student code of conduct proceedings, if deemed necessary.

After the instructor notifies the Assistant Dean of Students and if it is determined that the student has had no previous Academic Honesty Policy violations, the instructor is responsible for holding a Faculty-Student Conference with the student to discuss the allegation. The instructor must notify the student in advance in writing to the student's official KCAI email address, by letter (hand delivered or via U.S. mail), or other means of contact as deemed necessary based on the circumstances, of the Faculty-Student Conference and the conference must be conducted within 10 business days (defined as Monday through Friday 8:30 a.m. to 5 p.m. when the college is in session) of receiving the evidence to support an alleged violation. If the instructor does not conduct the conference within 10 business days or receive an approved extension (refer to the General Provisions portion of the policy) the student shall not be subject to the Academic Honesty Policy for the alleged violation. If the circumstances should warrant it, the student may waive the right to the Faculty-Student Conference in order to expedite resolution of the case.

At the private Faculty-Student Conference, the instructor shall discuss the allegations, present evidence, and provide the student the opportunity to present their position and evidence. If more than one student is involved in the specified alleged incident, it is recommended, but not required, that separate conferences are conducted for each student.

If after receiving notice for the Faculty-Student Conference, the student fails to appear at the conference, the instructor will make a decision about whether or not the student is responsible for the alleged violation, and, if necessary, sanctions will be determined based on the available information. Sanctions imposed may include the following and/or combination of the following: a written warning, opportunity to redo the assignment, required tutorial on academic integrity conducted by KCAI's Disability and Academic Support Coordinator or designee, reduction of grade for the assignment, failing the assignment, and failing the course. The student has the right to petition to reschedule and/or participate remotely. The petition must be submitted in writing via email or hand delivered letter to the instructor within 2 business days of receiving the notification from the instructor of the Faculty-Student Conference. The student waives the right to file a

petition to reschedule and/or participate remotely if not filed within 2 business days. Approval of the petition to reschedule and/or to participate remotely is at the discretion of the instructor. Acceptable means of participation remotely include Skype/FaceTime, and phone.

Following the Faculty-Student Conference, the instructor will determine on the evidence provided if the student is responsible or not responsible, based on preponderance of evidence, for violating the Academic Honesty Policy. Preponderance of the evidence is "such evidence as, when considered and compared with that opposed to it, has more convincing force and produces in your mind's belief that what is sought to be proved is more likely true than not true." [Williams v. Eau Claire Pub. Sch., 397 F.3d 441, 446 (6th Cir. Mich. 2005)]

If it has been determined by the instructor that the student has been found responsible and a violation has occurred, the instructor can impose the following sanctions and/or combination of sanctions: a written warning, opportunity to redo the assignment, required tutorial on academic integrity conducted by KCAI's Disability and Academic Support Coordinator or designee, reduction of grade for the assignment, failing the assignment, and failing the course. If following the Faculty-Student Conference the instructor believes based on the evidence the violation is of severity that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree, the instructor must notify the Assistant Dean of Students immediately. In such an event, no determination of responsibility is made and no sanctions are imposed as a result of the Faculty-Student Conference and severe allegations will be referred as indicated in the to the Academic Honesty Hearing portion of the policy.

For all Faculty-Student Conferences, the instructor will notify the student, the instructor's Department Chair and/or Program Head, Assistant Dean of Students, Vice President for Academic Affairs, and Executive Vice President for Academic Affairs of the determination. The notification must be in writing and sent via official KCAI email account, and/or via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of the Faculty- Student Conference. Written notification must include the following information:

- A. Student's Name
- B. Instructor's name and name of the course
- C. Short description of the original assignment
- D. Description of the alleged violation and summary of supporting evidence

- E. Date of alleged violation
- F. Determination and sanctions imposed, or the charges have been dropped, or there is no determination at this time and the allegation has been referred to an Academic Honesty Hearing

APPEAL OF THE FACULTY-STUDENT CONFERENCE

The student has the right to appeal the resolution of a Faculty-Student Conference, but is not permitted to appeal the current allegation being forwarded to an Academic Honesty Hearing. The written appeal of the resolution of a Faculty-Student Conference must be submitted by the student in writing by email, and/or hand delivered letter to the Dean of Student Affairs within 10 business days of the issued determination (defined as Monday through Friday 8:30 a.m. to 5 p.m. when the college is in session). The student waives the right to appeal if not filed in writing within 10 business days.

The Faculty-Student Conference resolution will only be reversed or remanded if:

- A. A procedural error occurred that significantly impacted the outcome of the Faculty-Student Conference.
- B. New information is available that was unavailable at the time of the Faculty-Student Conference that could substantially impact the original finding or sanction.
- C. The sanction is substantially disproportionate to the severity of the violation.

The written request for appeal must include:

- A. Name of the student
- B. Instructor's name and name of the course
- C. Short description of the original assignment
- D. Alleged violation
- E. Resolution of the conference and imposed sanctions
- F. Reason for appeal (see reasons for reversal listed above)
- G. Supporting material, if applicable

The Dean of Student Affairs will consider the written request for appeal and may conduct a conference with the student and/or instructor, if determined necessary.

For all Faculty-Student Conference appeals, the Dean of Student Affairs will notify the student, the instructor, the instructor's Department Chair and/or Program Head, and Vice President for Academic Affairs, and Executive Vice President of Academic Affairs of the determination. The notification must be in writing and sent via official KCAI email accounts and via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of receiving the request for appeal.

The Dean of Student Affairs may:

- A. Uphold the original resolution and sanctions
- B. Uphold the original resolution and alter the sanctions
- C. Dismiss original resolution and sanctions
- D. Dismiss the original resolution and sanctions and refer the allegation to an Academic Honesty Hearing

The decision of the Dean of Student Affairs is final and binding.

ACADEMIC HONESTY HEARING

An Academic Honesty Hearing will be conducted when there is evidence that a student is responsible for a severe violation that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree. Academic Honesty Hearings will be held when:

- A. An instructor of the course has evidence there is a severe violation of the Academic Honesty Policy.
- B. The student has had one or more previous Academic Honesty Policy violations.
- C. In the review of the request for appeal submitted by the student of a Faculty-Student Conference, the Assistant Dean of Students has evidence there is a severe violation rather than a violation to be resolved in a Faculty-Student Conference.

In the instance of A, the instructor will notify the Department Chair/Program Head, Vice

President for Academic Affairs, Executive Vice President for Academic Affairs, and the Assistant Dean of Students via official KCAI email accounts for further review. In the instance of B and C, the Assistant Dean of Students will notify the instructor, Department Chair/Program Head, Vice President for Academic Affairs, and Executive Vice President for Academic Affairs via official KCAI email accounts for further review.

Upon determining that the alleged violation reported may be a severe violation of the Academic Honesty Policy, the Assistant Dean of Students will provide notice to the student of the Academic Honesty Hearing within 10 business days (defined as Monday through Friday 8:30 a.m. to 5 p.m. when the college is in session). Notice will be delivered in writing via email to the student's official KCAI email account and via letter (hand delivered or via U.S. mail). Notice will include:

- A. Instructor's name and name of the course
- B. Short description of the original assignment
- C. Description of the violation
- D. Date of alleged violation
- E. Time, date, and location of the Academic Honesty Hearing

If it is determined that the alleged violation reported is not a severe violation of the Academic Honesty Policy that merits a sanction of suspension or expulsion from the college, as well as withholding or revocation of a degree, the Assistant Dean of Students will forward the allegation to the instructor for a Faculty-Student Conference.

If after receiving notice for the Academic Honesty Hearing, the student fails to appear at the hearing, the hearing board will make a decision about whether or not the student is responsible for the alleged violation, and, if necessary, sanctions will be determined based on the available information. Sanctions imposed may include suspension or expulsion from the college, as well as withholding or revocation of a degree. The student has the right to petition to reschedule and/or participate remotely. The petition must be submitted by email, and/or in a hand delivered letter to the Assistant Dean of Students within 2 business days of receiving the notification of the Academic Honesty Hearing. The student waives the right to file a petition to reschedule and/or participate remotely if not filed within 2 business days. Approval of the petition to reschedule and/or to participate remotely is at the discretion of the Assistant Dean of Students. Acceptable means of participation remotely include Skype/FaceTime, and phone.

The Assistant Dean of Students will conduct the Academic Honesty Hearing. The hearing board includes two additional full-time instructors, to be selected by the Assistant Dean of Students, who are instructors from outside of the department from which the charges came. The Assistant Dean of Students will consider potential conflicts of interest when appointing the hearing board.

At the hearing, the charges will be presented by the Assistant Dean of Students. The instructor bringing forward the allegation and/or Assistant Dean of Students is responsible for presenting KCAI's position, and may make a verbal and/or written statement. The student is responsible for presenting their own position, and may make a verbal and/or written statement. All parties have the right to present witnesses. The Assistant Dean of Students will determine if the student and instructor are allowed in the same room at the same time, as well as if the student and instructor are allowed in the same room as the witnesses. The hearing board may ask questions of all parties and witnesses. A decision and sanctions, if any, are determined by the Assistant Dean of Students and the members of the hearing board based on the preponderance of evidence.

For all Academic Honesty Hearings, the Assistant Dean of Students will notify the student, the instructor, the instructor's Department Chair/Program Head, Vice President for Academic Affairs, and Executive Vice President for Academic Affairs of the determination. The notification must be in writing and sent via official KCAI email accounts and via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of the Academic Honesty Hearing. Written notification must include the following information:

- A. Student's Name
- B. Instructor's name and name of the course
- C. Short description of the original assignment
- D. Description of the alleged violation and summary of supporting evidence
- E. Date of alleged violation
- F. Determination and sanctions imposed, or if applicable, the charges have been dropped

APPEALS OF ACADEMIC HONESTY HEARINGS

The student has the right to appeal the resolution of an Academic Honesty Hearing in writing to the Vice President of Academic Affairs within 10 business days of the issued determination (defined as Monday through Friday 8:30 a.m. to 5 p.m. when the college is in

session). The written appeal must be submitted by the student in writing via email, and/or hand delivered letter to the Vice President for Academic Affairs. The student waives the right to appeal if not filed in writing within 10 business days.

The Academic Honesty Hearing resolution will only be reversed or remanded if:

- A. A procedural error occurred that significantly impacted the outcome of the hearing.
- B. New information is available that was unavailable at the time of the conference that could substantially impact the original finding or sanction.
- C. The sanction is substantially disproportionate to the severity of the violation.

The written request for appeal must include:

- A. Name of the student
- B. Instructor's name and name of the course
- C. Short description of the original assignment
- D. Alleged violation
- E. Resolution of the conference and imposed sanctions
- F. Reason for appeal (see reasons for reversal listed above)
- G. Supporting material, if applicable

The Vice President for Academic Affairs will consider the request for appeal and may conduct a conference with the student and/or instructor, if determined necessary by the Vice President for Academic Affairs.

For all Academic Honesty Hearing appeals, the Vice President for Academic Affairs will notify the student, the instructor, the instructor's Department Chair/Program Head, Executive Vice President for Academic Affairs, and the Assistant Dean of Students of the determination. The notification must be in writing and sent via official KCAI email accounts and via letter (hand delivered, via U.S. mail, or campus mail) within 10 business days of receiving the request for appeal.

The Vice President for Academic Affairs may:

- A. Uphold the original resolution and sanctions
- B. Uphold the original resolution and alter the sanctions
- C. Dismiss original resolution and sanctions

The decision of the Vice President for Academic Affairs is final and binding.

GENERAL PROVISIONS

An individual is defined as a student at the time of acceptance to the college until the time of graduation. In the event a graduate is suspected of a violation of academic honesty during their time as a student, KCAI will investigate and adjudicate the charge, if deemed appropriate.

The student may have an advisor present at any academic honesty proceeding. An advisor is not permitted to participate directly in the hearing. The advisor cannot be an attorney or act as legal counsel for purposes of such proceedings, nor can the advisor create a conflict of interest (the advisor cannot be a witness, etc.). The advisor may not ask questions or contribute to the discussion. The advisor may only talk with the student.

Cell phones, cameras, recording devices, backpacks, purses, computers, etc. are not permitted in the Faculty-Student Conference, Academic Honesty Hearing, or any other academic honesty proceeding without prior approval of the Assistant Dean of Students.

Any academic honesty proceeding may be stopped at any time at the sole discretion of the faculty and/or Assistant Dean of Students.

The Dean of Student Affairs may serve in the absence of the Assistant Dean of Students and the Executive Vice President for Academic Affairs may serve in the absence of the Vice President for Academic Affairs in all functions and roles within the Academic Honesty Policy and General Provisions. They may also serve in these roles when the Assistant Dean of Students or Vice President for Academic Affairs has a conflict of interest in the situation.

In extenuating circumstances and/or in the event the timing of the alleged violation would necessitate an extension beyond the allotted time frames indicated in the policy, the Assistant Dean of Students may approve an extension.

Academic Honesty Hearings may be recorded. Recordings are erased/destroyed ten years after the date of the recording. Recordings will be available in the consideration of appeals. Deliberations are not recorded.

Documentation of the findings of academic honesty violations will be placed in the student's disciplinary file but are not placed in the student's transcript.

Student records developed in connection with proceedings arising out of the student code of conduct, academic honesty and sexual misconduct policies are ordinarily retained for a period of ten (10) years after completion of the matter, or until the completion of any legal or administrative proceeding, whichever is later. Students may request to review their student file on such matters by submitting a written request to the Assistant Dean of Students, and/or the Dean of Student Affairs. Documents and recordings within the student records are the property of the college and will not be duplicated. After the retention period has expired, the files are typically purged and destroyed according to KCAI document destruction protocols. In its discretion, KCAI may retain specific files or classes of files (such as files relating to suspension or expulsion decisions) for longer periods.

Students with disabilities are invited to disclose the existence and nature of their disability to the Office of Disability and Academic Support Services. Once the disability has been disclosed, the Disability and Academic Support Coordinator will work with the student to arrange the necessary accommodations. Arrangements must be made before the process begins (before the Faculty-Student Conference, Academic Honesty Hearing, etc.).

Students with unresolved academic honesty allegations and charges will not be permitted to graduate and/or withdraw from the college at the discretion of the Kansas City Art Institute. Students who are permitted to withdraw cannot be readmitted until the pending allegation and charge is adjudicated.