
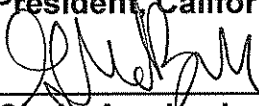





**ACADEMIC SENATE**

**POLICY NO. 570**

<b>ISSUE DATE:</b> <b>REVISION DATE:</b> 3/28/09	<b>POLICY: COMMITTEE ON ACADEMIC INTEGRITY</b>
<b>REFERENCE:</b>	
<b>APPROVED:</b>  _____ President, California Maritime Academy  _____ Chair, Academic Senate  _____ Chair, Senate Policy Committee	

**POLICY STATEMENT:**

Establishing and maintaining the integrity of the academic programs of the California Maritime Academy is critical to the success of the Academy's mission.

The faculty bear primary responsibility for ensuring that all forms of academic endeavors promulgated by the Institution are done subject to the highest possible ethical standards. The faculty, through its Academic Senate, bears primary responsibility for creating an environment within which all members of the faculty and student body aspire to the highest possible standards of academic integrity.

This policy describes the purview, composition and procedures of the Academic Senate Committee on Academic Integrity.

**I. DUTIES AND RESPONSIBILITIES:**

The Committee on Academic Integrity shall be responsible for ensuring the integrity of the academic programs of the California Maritime Academy. This responsibility shall extend to the investigation, evaluation, and adjudication of all matters related to the maintenance of the integrity of the academic programs of the Academy. Areas of responsibility shall include, but not be limited to allegations of:

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- (1) inappropriate academic conduct by members of the student body
- (2) inappropriate assessments of student performance by a member of the faculty
- (3) other issues which may arise that are related to issues of academic integrity.

**II. MEMBERSHIP**

Pursuant to the provisions of the Constitution and By-Laws of the Academic Senate of the California Maritime Academy, the Committee on Academic Integrity shall be comprised of four members. Three members, to be appointed by the Executive Committee of the Academic Senate, shall come from the ranks of the tenured faculty of the Senate. The fourth member, a student representative, shall be selected in accordance with CMA policy. The Executive Committee is responsible for designating the Chair of the Committee on Academic Integrity. Faculty appointments shall be made in the spring of even numbered years, for a period of two years, and shall begin in the fall term. Student appointments shall be for a period of one year, and shall begin in the fall term. Composition of the Academic Integrity Committee for the cruise training period will be determined by the Executive Committee of the Academic Senate, in conjunction with the Chair of the AIC, prior to departure of the TSGB.

**III. PROTOCOLS AND PROCEDURES:**

**A. Actions by the Committee:**

Actions taken by the Committee on Academic Integrity shall be in accordance with the policy under which the case before them was brought. All Committee findings/recommendations shall be communicated in accordance with the policy under which the charge before them was brought as well as to the Provost and the Executive Committee of the Senate for its information. All Academic Integrity Committee communications to the President or designee, as well as to the Executive Committee of the Senate are to be held in strict confidence.

**B. Archives:**

It shall be the responsibility of the Secretary of the Executive Committee of the Academic Senate to maintain a confidential archive of the AIC's activities. The archive shall include the following documents, supplied to the Secretary by the Chair of the AIC:

- (1) agenda of all meetings
- (2) minutes of all meetings
- (3) all documents generated during the investigation, evaluation, and/or adjudication of any matter coming before the committee.

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C. Reporting:

In a manner ensuring both the integrity and confidentiality of the Committee process, at appropriate intervals, the Chair of the Committee will forward summary reports of the activities of the Committee to the Vice-Chair of the Academic Senate. These findings will be forwarded within 48 hours of any hearing or, in the case of cruise, within a reasonable timeframe

D. Appointment of sub-committees:

The Chair of the Committee on Academic Integrity shall be empowered to appoint standing or ad hoc committees to facilitate the Committee's efforts. This appointive power shall extend, but not be limited to the appointment of committees to investigate, evaluate, and adjudicate both student originated requests for change of grade (*ref: Academic Senate Policy on Student-Originated Requests for Change of Grade*), and inappropriate student academic conduct such as cheating, plagiarism and other forms of academic misconduct. (*ref: Academic Senate Policy on Inappropriate Student Academic Conduct*).

All sub-committees of the Committee on Academic Integrity shall adhere to the same standards of confidentiality imposed upon the parent committee(s).

The Chair of the Committee on Academic Integrity may convene summary hearings to expedite the process, but only in those cases where fact-finding investigatory hearings are not needed (for example, when a student admits cheating on an examination).

E. Practices of this Committee will be governed by the specific policy governing the issue before them.