



Maryland University of Integrative Health

Academic Policy and Procedures

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Subject: Academic Integrity Policy

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1. Purpose

The purpose of this policy is to affirm MUIH’s commitment to academic integrity and to list and describe violations of academic integrity as well as the procedures of investigation and possible sanctions for these violations.

2. Policy

Maryland University of Integrative Health is committed to academic excellence and to the belief that the attainment of academic success depends on each student’s commitment to personal honor and integrity. Each student shall adhere to ethical principles in all of their academic endeavors in class, in clinic, in internships, in research, and in the presentation of class assignments, tests, and all written work. Any form of academic dishonesty, including cheating, plagiarism, and misrepresentation of work, is a violation of academic integrity. Students are responsible for understanding and avoiding academic dishonesty including plagiarism, whether intentional or unintentional.

Violations of Academic Integrity include but are not limited to the following:

- Cheating: Examples include, 1) use of unauthorized sources, notes, aids, or information on an exam or on any assessments, assignments, research papers, discussion posts, and quizzes; 2) allowing other individuals or entities to do one’s work and submitting the work as your own; 3) submitting identical or similar work for the same course or a different course without express written permission from the instructor of the course in which the re-purposed work will be submitted, and 4) use of artificial intelligence (AI) software to complete assignments or take exams is considered cheating unless there is expressed permission from the instructor.
- Plagiarism: Submission of work without attribution or with incorrect citation of sources for information that is not your own work. This includes borrowing ideas, a sequence of ideas, and conclusions from another source, even if you have put the ideas “into your own words.”
- Fabrication: Falsifying or creating information or data; presenting information that is not collected or generated following standard methods of data gathering; failing to provide accurate accounts of the methods used.

- Falsifying Records or Documents: Any alteration of documents that impacts academic records; forging signatures for the purpose of authorization; submitting false or inaccurate credentials, altered or counterfeit records to Graduate Admissions, Student Affairs, or the Registrar's Office.
- Unauthorized Records Access: Viewing or altering University records, whether physical or electronic is strictly forbidden.
- Violation of Confidentiality: Unauthorized sharing of patient/client information; discussing private information in public; unprotected storage of patient/client health information.

Students suspecting someone of violating any of the Academic Integrity tenets should report it to their faculty member or the Academic Department Chair or Program Director. All charges of academic dishonesty will be investigated and resolved by the faculty and/or Academic Department Chair or Program Director through the procedures specified below. Faculty members who find evidence of academic dishonesty will follow the procedures detailed below.

3. Procedures

3.1 Initial Process and Decision

When a faculty member suspects a student of a violation of academic integrity, the faculty member will notify the student of the issue and ask the student for an explanation within 48 hours. Following that correspondence, the faculty member will inform the student of the final decision and consequences, as well as notify the student of their ability to appeal. Depending on the severity of the violation, the faculty member may issue a sanction ranging from points deduction for the relevant section of the assignment to a score of "0" for the entire assignment. The faculty will copy the Academic Department Chair, the Dean of Academic Affairs, and the Dean of Student Affairs on the notification. If the faculty member feels that consequences beyond failing the assignment are needed, the faculty member can request an investigation by the Academic Department Chair. In such cases, the Department Chair's investigation and decision-making process is the same as for the appeals process described below.

If the student had a previous violation of academic integrity during their time at MUIH, the Department Chair, Dean of Academic Affairs, and Dean of Student Affairs will meet to discuss the appropriate action with approval of the Provost if the recommendation is for removal from the academic program.

Management of academic integrity matters and violations are led by Academic Affairs, with Student Affairs playing a supporting role. Faculty with questions about academic integrity matters including violation of the academic integrity policy and strategies to ensure academic integrity in their courses should consult their Academic Department Chair or Program Director.

3.2 Appeals Process and Decision

The student may choose either to accept the charge and consequence from the faculty member or to ask for an appeal within 72 hours through the Academic Department Chair or Program Director. If requested by the student, the Academic Department Chair or Program Director will investigate and will notify the Dean of Academic Affairs and the Dean of Student Affairs.

Note: If the Academic Department Chair or Program Director is the instructor of the course, the Dean of Academic Affairs serves in the role of Department Chair or Program Director for considering the student's appeal.

The Academic Department Chair will begin an investigation of the allegation and collect statements from the faculty member, student, witnesses, or others who have pertinent information to share. This investigation will be completed within 15 business days from the date of the notification to the respondent.

At the conclusion of the investigation, the Academic Department Chair or Program Director, in consultation with the Dean of Academic Affairs, will issue a finding in writing to the respondent with a copy to the faculty member and Dean of Student Affairs. This decision will be within 15 business days. If the Academic Department Chair confirms that a violation has occurred, they will impose a penalty after consulting with the Dean of Academic Affairs. Possible sanctions include a failing grade for the assignment, a failing grade for the course, or dismissal from the student's academic program. If the recommended sanction is dismissal from the program, the decision must be approved by the Provost in writing.

4. Approval and Revisions

Approved August 16, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

Revision 1

Modified the sanctions that faculty may issue. Sanctions beyond failing an assignment must be reviewed by the Academic Department Chair and Dean of Academic Affairs.

Approved November 19, 2020 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

Revision 2

Section 3.1 and 3.2 - Updated job title for Dean of Student Affairs

Approved February 8, 2022 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

Revision 3

- Section 2.0 Policy – Added examples and artificial intelligence (AI) clarification.
- Section 3.1 Initial Process and Decision – Added clarification if the student had a previous violation of academic integrity during their time at MUIH, the Department Chair, Dean of Students, and Dean of Academic Affairs will meet to discuss the appropriate action with approval of the Provost if the recommendation is for removal from the academic program.
- Section 3.2 Appeals Process and Decision – If the Academic Department Chair or Program is the instructor of the course, the Dean of Academic Affairs serves in the role of Department Chair or Program Director for considering the student's appeal.

Approved August 30, 2023 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.