Student Academic Honesty and Conduct Policy

Academic Honesty Policy

Harson University establishes this policy to ensure an academic culture grounded in honesty, responsibility, and respect for intellectual work. This policy applies to all students, faculty, academic personnel, and administrative staff across all modalities of study (on-site, hybrid, or online). Academic integrity is a fundamental principle for preserving educational quality, institutional credibility, and the value of the credentials granted by Harson University.

Academic Integrity Committee (AIC)

Membership

The Academic Integrity Committee (AIC) shall be composed of the following members:

- Chief Executive Officer
- Executive Director
- Associate Dean
- Academic Coordinator
- Registrar

Functions

The AIC carries out the following functions:

- Reviews and resolves cases of alleged academic dishonesty.
- Determines sanctions in accordance with the applicable stage.
- Ensures impartiality and due process in all proceedings.
- Records official cases and maintains a confidential academic history.

Conduct Constituting Academic Dishonesty

Any action that provides an unfair advantage or presents another person's work as one's own constitutes a violation of academic integrity. Violations include, but are not limited to, the following:

- Plagiarism or similarity above 25% as detected through Turnitin.
- Copying text, ideas, images, or data without proper citation.
- Using generative artificial intelligence (AI) without authorization or without proper citation.
- Copying or engaging in improper communication during exams as detected by Proctorizer.
- Falsifying identity in exams or assignments.
- Purchasing, exchanging, or submitting another person's work as one's own.
- Manipulating grades, official documents, or signatures.
- Submitting work produced by AI, automated platforms, or third parties as one's own.

Mandatory Institutional Tools

Harson University requires the use of the following tools in all applicable academic activities:

- **Turnitin:** Mandatory for all submissions completed within the learning platform.
- **Proctorizer:** Mandatory for all virtual or proctored examinations.

Faculty must retain all relevant evidence, including similarity reports, screenshots, recordings, and automatic system-generated reports.

Mandatory Institutional Procedure

All cases of suspected academic dishonesty follow a mandatory progressive process. Informal resolution is not permitted. Faculty may not impose sanctions unilaterally, nor may they omit reporting to the AIC when required. The following three stages apply regardless of whether the misconduct is minor or severe.

Progressive Sanctions Model

Stage	Name	What Happens	Who Intervenes
Stage 1	Formal Warning	The instructor notifies the student in writing. The student has 48 hours to respond. The assignment receives a grade of 0 and may be redone with a penalty; the maximum possible score on the redone assignment is 70%.	Instructor and Academic Coordinator
Stage 2	Official Record and Report to AIC / Major Academic Sanction	If there is recurrence or the case is significant, a formal file is opened. The student receives a final course grade of F.	AIC
Stage 3	Suspension or Expulsion	The student receives a temporary suspension of one or more terms, or permanent expulsion, due to recurrence or severe fraud.	AIC

Faculty Procedure Upon Suspected Academic Dishonesty

Upon suspecting academic dishonesty, faculty follow the procedure below:

1. **Detection:** The instructor identifies irregular similarity in Turnitin or improper conduct through Proctorizer.
2. **Verification:** The instructor reviews the evidence objectively.
3. **Notification to the Student (Stage 1):** The instructor notifies the student through institutional email. The student has 48 hours to respond.
4. **Evaluation of Response:**
    - If the student admits wrongdoing, and the case corresponds to a first occurrence and is not deemed severe, the case will be resolved under Stage 1. In accordance with this stage, the assignment will receive a grade of zero (0). The student will be required to resubmit the assignment within 48 hours. The resubmitted assignment will be graded, and the final grade will replace the original zero, with a maximum possible score of 70%.
    - If the student does not respond or denies the allegation, the process continues as outlined.
5. If the misconduct is a first occurrence, Stage 1 or Stage 2 applies depending on severity.
6. If the misconduct is severe or recurrent, the instructor reports the case to the AIC for Stage 3 consideration.
7. The instructor may not assign the final course grade until the case is fully resolved.

Academic Sanctions

Sanctions available under this policy include the following:

- A grade of 0 on the assignment or exam.
- A final course grade of F.
- A requirement to redo the assignment under specific conditions.

- Loss of institutional scholarships or financial aid.
- Suspension of access to academic platforms.
- Temporary suspension or expulsion (Stage 3).

Student Rights

Students subject to this policy retain the following rights:

- To receive written notification of the allegation.
- To present evidence or explanations in response.
- To request a review or appeal within five business days of receiving a written resolution.
- To receive a written resolution.

Records and Confidentiality

- Only cases from Stage 2 onward are officially recorded.
- Sanctions are not included on the official transcript, except in cases of expulsion.
- All case information is confidential and managed by the Campus Registrar.

General Conduct Policy

Harson University expects all students to conduct themselves in a manner consistent with the university's values of respect, responsibility, and integrity. This policy applies to all students across all modalities of study and governs behavior in academic settings, institutional communications, and any other context in which a student represents or interacts with Harson University.

Conduct Violations

The following behaviors constitute violations of Harson University's student conduct policy:

- Harassment, intimidation, or threatening behavior directed at students, faculty, or staff.
- Discriminatory conduct based on race, gender, religion, nationality, disability, or any other protected characteristic.
- Disruptive behavior that interferes with the learning environment or institutional operations.
- Misuse or unauthorized access of institutional systems, platforms, or resources.
- Falsification or misrepresentation of personal information or institutional records.
- Conduct that endangers the health or safety of any member of the university community.
- Any behavior that violates applicable local, national, or international law.

Sanctions

Sanctions for conduct violations are determined by the severity and recurrence of the behavior and may include the following:

- Formal written warning.
- Mandatory participation in remedial or educational programming.
- Disciplinary probation for a defined period.
- Permanent dismissal from Harson University.

Procedure

Conduct complaints may be submitted by any student, faculty member, or staff member. All complaints are reviewed by the Associate Dean, who determines the appropriate course of action. Students subject to a conduct complaint retain the right to written notification, the opportunity to respond, and a written resolution. Students may appeal any sanction within five business days of receiving written notice of the outcome.