



INSTITUTE FOR
AMERICAN
UNIVERSITIES
AIX-EN-PROVENCE AND AVIGNON, FRANCE

ACADEMIC INTEGRITY AND BEHAVIOR CODE POLICIES

Academic and Behavior Honor Code

Registration at IAU requires adherence to the Institute's standards of academic integrity and behavior. Students are expected to approach their academic work with dedication and integrity, understanding that they are responsible for enhancing their own learning through personal effort. They also agree to be fully prepared for each class session and not to engage in any of the Prohibited Academic Actions listed below. Students should note that this list is not exhaustive and merely represents a sampling of unacceptable offenses. Violation of these or any other acts that are deemed unsuitable and which reflect poorly on a student, classmates, and/or the IAU, is grounds for dismissal from the program without refund.

Prohibited Academic Actions

Plagiarism

Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source.

Cheating

Using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers (or major parts of papers) for credit in

more than one course (or more than once in a single course) without prior permission from the course instructors. Persons who assist cheating by sharing their work are also guilty of cheating.

Fabrication

Falsifying or inventing any information, data, or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data, and failing to include an accurate account of the method by which the data were gathered or collected.

Obtaining an unfair advantage

(a) Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use; (c) collaborating in an unauthorized manner on an academic assignment; (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students.

Falsification of records and official documents

Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade, report, letter of permission, petition, drop/add form, ID card, or any other official Institute document. Unauthorized access to computerized academic or administrative records or systems: Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Acceptable Standards of Behavior

Students agree to follow these Acceptable Standards of Behavior:

General

Students enrolled at IAU are expected to act in a respectful and courteous manner towards classmates, host families, IAU faculty members and staff, community members, and local authorities. Because it is very important to stay safe in a study abroad experience, students must be active participants in the matter of their own safety

and health. Behavior that risks one's own welfare or the welfare of others will not be tolerated. Any questions about proper conduct while in France may be addressed to IAU staff. IAU reserves the right to dismiss students without refund because of acts which violate these principles.

Classroom Conduct

Attendance

Regular class attendance is expected of all students. Class attendance is a factor in the final assessment of a student's academic performance. A student with what the instructor, Center Director, or Dean considers excessive absences may be dismissed from the Institute. IAU professors are empowered to impose academic sanctions (including a lowered grade or even failure) upon students for unexcused absences, frequent tardiness, work submitted late, etc.

Alcohol and Drug Policy

Binge drinking and drinking to get drunk are generally considered culturally inappropriate in Europe. Alcohol may be consumed, within reasonable limits, by students who are of legal age in France. Students who choose to consume alcohol do so with the knowledge that they remain responsible for their actions at all times and are expected to drink responsibly. Excessive and irresponsible drinking, leading to intoxication and behavior that interferes with the program or the rights of others, is subject to immediate disciplinary action and may result in dismissal from the program without refund or credit.

Students are prohibited from selling, using, or possessing any drug considered by host country law to be illicit or illegal. Students are cautioned that the possession of drugs is often dealt with harshly by host country law enforcement. NOTE: Any drug infraction will be considered a grave violation of IAU policy and will result in immediate disciplinary action, including possible dismissal from the program without refund or credit.

Misconduct Review Procedure

The policy of the Institute regarding academic misconduct is one of zero tolerance. In a case of suspected misconduct, the following procedure applies:

If the case comes to light before the end of the semester, the Center Director and the professor will convene the student to ask him/her to explain the incident. If the student

has already returned to the U.S. when the suspected misconduct is discovered, the Center Director will contact the student by telephone or e-mail to request an explanation and will confer with the professor about the information offered by the student. The Director and the professor will rule on the guilt or innocence of the student and establish the penalty in case of guilt. Depending upon the seriousness of the offense, penalties may cover the following range: re-doing the given assignment or test for a new grade; a grade of "F" on the given assignment or test; a grade of "F" for the course; or expulsion from the Institute. Within two weeks, the Dean of Academic Affairs will inform the student in writing of the decision and any applicable penalties, with a copy to the President of the Institute. In case of a guilty ruling, the student is also informed of the following appeals procedure:

A student may appeal a ruling by written request to the President within two weeks of notice of that decision. In case of appeal, the President will appoint an appeals panel composed of one administrative representative (not the Dean of Academic Affairs), one faculty member (not the professor of the course) and, if possible, one student. The panel will gather evidence and rule as to the guilt/innocence and as to any applicable penalties within a reasonable period of time. The panel will inform the student of its ruling in writing, with a copy to the President and to the student's home institution.

Within two weeks of written notification of the appeals panel's ruling, the student may appeal by written request to the President. The President will inform the student and the student's home institution in writing of the ruling. The President's ruling is final.