

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

Academic Integrity

I. Purpose

The purpose of the Academic Integrity Policy is to establish clear expectations for honesty, responsibility, and ethical conduct in all academic work at Emmanuel University. This policy affirms the University's commitment to fostering a learning environment grounded in trust, fairness, respect, and accountability. Academic integrity is essential to the pursuit of knowledge, the development of intellectual and moral character, and the credibility of the University's academic programs.

This policy provides a framework for defining academic misconduct, outlining student responsibilities, and ensuring consistent and equitable enforcement of academic standards in support of Emmanuel University's educational mission.

II. Scope

This policy applies to all students enrolled at Emmanuel University, regardless of academic level, program, or instructional modality (including in-person, online, and hybrid courses). It governs all academic work, including but not limited to examinations, quizzes, papers, projects, presentations, laboratory work, creative assignments, discussions, and any other graded or evaluative activity.

The Academic Integrity Policy applies across all academic disciplines and contexts and supplements, but does not replace, course-specific policies established by individual faculty members. When conflicts arise, the more stringent standard shall apply. Violations of this policy may result in academic and/or disciplinary action as outlined in University procedures.

III. Policy

Academic integrity is foundational to the mission and functioning of a university. Honesty, trust, fairness, respect, and responsibility are essential to the pursuit of knowledge, the development of character, and the life of a scholarly community. Emmanuel University affirms that academic work and interpersonal relationships can only flourish in an environment grounded in integrity.

Consistent with the University's Christ-centered mission, commitment to the worth of individuals and community, and Pentecostal-Evangelical heritage, Emmanuel University upholds the highest standards of academic honesty. These values guide teaching, learning, scholarship, and service and extend beyond the classroom into all aspects of university life. While this policy specifically addresses academic conduct, the principles articulated herein are expected to inform all behavior. Students, faculty, and staff are representatives of Emmanuel University both on and off campus and are expected to act with honesty and integrity in a manner that reflects positively on themselves and the institution.

Enrollment at Emmanuel University constitutes agreement to abide by this Academic Integrity Policy.

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Department: Academics/Faculty
Policy Number:
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Effective Date: 4/15/2026
Termination Date:
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Student Commitment to Academic Integrity

Personal integrity in scholarship and responsible citizenship is a hallmark of higher education. By enrolling at Emmanuel University, students affirm their commitment to academic integrity and agree to uphold the following principles:

- To act in accordance with the University's mission, values, and institutional expectations.
- To demonstrate honesty and integrity in all academic work, including spoken, written, digital, and creative submissions.
- To submit only work that is their own, except where collaboration or assistance is explicitly authorized.
- To respect the intellectual property, ideas, and academic contributions of others.
- To contribute to an academic environment that values fairness, trust, and mutual respect.

Students are responsible for understanding and complying with all definitions of academic misconduct and the procedures and sanctions outlined in this policy.

Academic Misconduct

Academic misconduct includes, but is not limited to, plagiarism, cheating, fabrication, falsification, unauthorized collaboration, misuse of academic materials, and any action that misrepresents a student's academic work or interferes with the academic integrity of the University.

Specific definitions and examples of academic misconduct are outlined elsewhere in this policy and apply to all academic activities, regardless of instructional modality.

Use of Artificial Intelligence (AI)

The unauthorized use of artificial intelligence (AI) tools in academic work constitutes academic misconduct.

Students who submit assignments, assessments, discussions, or other academic work that is generated in whole or in part by artificial intelligence tools—such as, but not limited to, ChatGPT, Grammarly, or similar platforms—without explicit permission from the instructor will be subject to the same penalties as plagiarism.

The rationale for this policy includes the following:

1. Academic Honesty and Representation of Work

While the use of AI technologies is not inherently unethical, it is a violation of academic integrity to present AI-generated or substantially AI-revised work as one's own. Such misrepresentation undermines trust between students and faculty and compromises the teaching and learning process. Emmanuel University acknowledges the growing presence of AI in modern life. However, graduates who retain and develop their capacity for

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Effective Date: 4/15/2026
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original thinking, clear communication, and conceptual understanding will be best prepared to lead in their professions and communities.

2. **Educational Purpose of Academic Work**

Academic assignments are designed to promote learning, critical thinking, skill development, and intellectual growth. Reliance on AI-generated content circumvents this process and is inconsistent with the educational mission of the University.

Faculty may permit or restrict specific uses of AI tools within their courses. Students are responsible for adhering to course-specific guidelines and seeking clarification when expectations are unclear.

3. **Translation Software**

Students whose first language is not English must discuss any use of translation or AI tools with their instructor. Use of such tools without prior approval may jeopardize course credit and, for international students, undermine future academic and professional credibility.

IV. Organization, Authority, and Resources

Responsibility for the adoption or amendment of this Academic Integrity Policy shall rest in the faculty of Emmanuel University, under the leadership of the Vice President for Academic Affairs (VPAA) or his or her designee. This Academic Integrity Policy shall be binding upon all students. The VPAA or his or her designee shall have the authority to appoint each year the members of the Academic Integrity Review Committee (AIRC) to adjudicate matters pertaining to this policy, as set forth below. The AIRC shall consist of a faculty chair, two additional faculty members, and two students. Robert's Rules of Order, Newly Revised Edition shall govern the affairs of the AIRC, as well as the Academic Integrity Appeals Committee (AIAC) (see below). It is expected that members of the AIRC shall recuse themselves from a particular hearing if there is the likelihood that their objectivity may be compromised. Under such circumstances, the VPAA or his or her designee shall appoint any necessary replacements.

In the event a decision of the AIRC is appealed (see conditions for such below), then an AIAC shall be formed to hear this appeal. Membership of the AIAC shall be appointed by the VPAA and consist of three faculty members (one of whom shall be appointed chair) and two students, none of whom serve on the AIRC nor have any involvement related to the appeal under consideration.

The VPAA or his or her designee shall maintain a Master Cheating Record that logs for any given student a record of violations of this policy. This record shall be referenced as needed by faculty and/or members of the AIRC or AIAC when issuing sanctions.

V. Disciplinary Procedures

A. Process for Adjudicating Alleged Academic Misconduct

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

1. *Students Currently Enrolled in the Course*

- a. Consultation (optional). If an instructor is unsure whether conduct constitutes a breach of academic integrity, the instructor may consult with the Academic Integrity Chair and/or the Vice President for Academic Affairs (VPAA) or designee at any time.
- b. Initial communication. When an instructor believes a student may have violated this policy, the instructor must notify the student by email of:
 - the alleged violation,
 - the facts supporting the allegation,
 - the proposed sanction (see Sanctions), and
 - the student's right to appeal (see Appeals).When feasible, the instructor is strongly encouraged to meet with the student in person before sending the email notice.
- c. Student response deadline. The instructor's email will require the student to respond within two (2) business days by email reply to either accept or deny responsibility for the alleged violation and the proposed sanction.
- d. No response. If the student does not respond within two (2) business days, the student will be deemed to have accepted responsibility and the proposed sanction by default, unless extenuating circumstances prevented a timely response.

2. *Students Not Currently Enrolled in the Course*

- a. Referral to Academic Integrity Chair. If the alleged violation involves a student who is not currently enrolled in the course in which the alleged misconduct occurred, the instructor will refer the matter to the Academic Integrity Chair. (This may include, for example, unauthorized assistance provided to enrolled students.)
- b. Investigation and notice. The Academic Integrity Chair will work with the instructor to gather relevant facts. If the facts support the allegation, the Academic Integrity Chair will notify the student by email of:
 - the alleged violation,
 - the facts supporting the allegation,
 - possible sanctions (see Sanctions), and
 - the student's right to appeal (see Appeals).The email will also offer a meeting with the student (and, when necessary, the course instructor) to review the allegation.
- c. Student response deadline. The student must respond within two (2) business days by email reply to either accept **or** deny responsibility.
- d. No response. If the student does not respond within two (2) business days, the student will be deemed to have accepted responsibility by default, unless extenuating circumstances prevented a timely response. Any sanction will be determined later in the process.

B. Student Response to Instructor Notification

1. *Students Currently Enrolled in the Course*

- a. Accept responsibility and sanction. If the student accepts responsibility and the proposed sanction, the violation will be recorded in the Master Cheating Database, and the instructor will apply the sanction.

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
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- b. Deny responsibility and/or sanction. If the student denies the alleged violation and/or the proposed sanction, the student may appeal to the Academic Integrity Review Committee (AIRC) within two (2) business days of the student's response. The appeal must:
 - o state the reason(s) for nonacceptance, and
 - o include any supporting documentation.
 - c. No appeal filed. If the student does not file an appeal within two (2) business days, the student will be deemed to have accepted responsibility and the sanction by default, unless extenuating circumstances prevented a timely response.
2. *Students Not Currently Enrolled in the Course*
- a. Accept responsibility. If the student accepts responsibility, the violation will be recorded in the Master Cheating Database, and the Academic Integrity Chair will schedule a meeting to determine the appropriate sanction.
 - b. Deny responsibility. If the student denies the alleged violation, the student may appeal to the Academic Integrity Review Committee (AIRC) within two (2) business days of the student's response. The appeal must:
 - o state the reason(s) for nonacceptance, and
 - o include any supporting documentation.
 - c. No appeal filed. If the student does not file an appeal within five (5) business days, the student will be deemed to have accepted responsibility by default, unless extenuating circumstances prevented a timely response.

VI. Sanctions

1. Students Currently Enrolled in the Course

The following sanctions are available to the instructor for a student who accepts responsibility, or who is found responsible after appeal. All violations will be recorded in the Master Cheating Database.

First Violation (one or more)

- a. Written sanction requiring participation in an educational/remedial activity (e.g., seminar or learning experience).
- b. Written sanction requiring revision of the work (if possible) and assignment of an appropriate grade.
- c. Written sanction lowering the grade on the work in question.
- d. Written sanction assigning a failing grade for the paper, exam, quiz, or assignment.
- e. Written sanction assigning a final course grade of "F." This sanction supersedes any attempt to withdraw ("W") from the course, even if requested before the withdrawal deadline.

Second Violation (one or more)

- a. Written sanction assigning a failing grade for the paper, exam, quiz, or assignment.
- b. Written sanction assigning a final course grade of "F." This sanction supersedes any attempt to withdraw ("W") from the course, even if requested before the withdrawal deadline.

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

c. After selecting the sanction, the instructor will notify the student by email within three (3) business days.

3. Third Violation

Upon a third recorded offense, the matter will automatically be referred to the Academic Integrity Review Committee (AIRC) to determine the appropriate sanction, up to and including expulsion.

- Suspension means the student may not attend the University for a period determined by the AIRC and may return after the suspension period ends.
- Expulsion means permanent dismissal and ineligibility to attend the University in the future.

2. Students Not Currently Enrolled in the Course

The following sanctions are available to the VPA (or designee) for a student who accepts responsibility, or who is found responsible after appeal. All violations will be recorded in the Master Cheating Database.

First Offense (one or more)

- Written sanction requiring participation in an educational/remedial activity (e.g., seminar or learning experience).
- Disciplinary Academic Probation for the next semester.
- Restriction from participation in extracurricular activities.
- Prohibition from participating in the graduation ceremony (if the student is a graduating senior at the time of the offense).
- Suspension for the remainder of the current semester or the next full semester (Fall or Spring).

Second Offense (one or more)

- Disciplinary Academic Probation for the next year.
- Restriction from participation in extracurricular activities.
- Prohibition from participating in the graduation ceremony (if the student is a graduating senior at the time of the offense).
- Suspension for the remainder of the current semester or the next full semester (Fall or Spring).

Third Offense

Upon a third recorded offense, the matter will automatically be referred to the AIRC to determine the appropriate sanction, up to and including expulsion (as defined above).

VII. Appeals

A. Right to Appeal (Students Enrolled and Not Enrolled)

1. Appealable matters. For a first or second offense, a student who denies responsibility for the alleged violation and/or the accompanying sanction may appeal in writing (by email) to the Academic Integrity Review Committee (AIRC).
2. Appropriate bases for appeal (examples).
 - Challenging the evidence that a violation occurred.
 - Demonstrating that required procedures were not followed.
 - Demonstrating that the sanction is not authorized under this policy for a first, second, or third offense.

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

3. Bases that typically do not warrant appeal (examples).
 - Disagreement with the policy itself (the AIRC may not change or disregard the policy).
 - Disagreement with a sanction that is within the policy's authorized range, without additional supporting evidence.
 - Requesting reconsideration without new evidence or argument.

B. Appeal of an AIRC Decision (Third Offense)

Only students whose matter was heard by the AIRC as a third offense may appeal the AIRC's decision to the AIAC.

C. Committee Outcomes (AIRC or AIAC)

The AIRC or AIAC may:

1. Affirm the findings and sanctions imposed by the instructor, VPAA/designee, or AIRC;
2. Affirm the findings but modify the sanction(s), consistent with the sanctions authorized by this policy, and may increase sanctions based on severity up to and including suspension or expulsion; or
3. Vacate the decision and provide an explanation to the instructor, the VPAA/designee, or the Chair of the AIRC (as applicable).

VIII. Definitions

For the purposes of this policy, academic misconduct includes any action or attempted action that compromises the integrity of academic work or the academic evaluation process. The following definitions are illustrative rather than exhaustive.

Cheating

Cheating is the unauthorized use, attempted use, or provision of materials, information, notes, devices, or assistance in any academic exercise. Examples include, but are not limited to:

- Using unauthorized notes, textbooks, electronic devices, or online resources during an examination or assessment
- Receiving or providing unauthorized assistance before, during, or after an examination
- Copying from another student or allowing one's work to be copied
- Submitting the same or substantially similar work for credit in multiple courses without prior authorization (self-plagiarism)

Plagiarism

Plagiarism is the presentation of another person's ideas, words, data, or creative work as one's own without proper acknowledgment. This includes, but is not limited to:

- Copying or closely paraphrasing text from a source without appropriate citation
- Submitting work written wholly or in part by another person
- Using artificial intelligence-generated content without authorization or proper attribution

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

- Failing to cite sources of ideas, data, images, or intellectual property, whether published or unpublished

Fabrication

Fabrication is the intentional invention, falsification, or misrepresentation of information, data, or sources in academic work. Examples include:

- Inventing or altering data, research results, or laboratory findings
- Citing sources that do not exist or were not consulted
- Reporting false or misleading information in academic assignments

Falsification

Falsification is the deliberate alteration or manipulation of academic materials, records, or evaluations. Examples include:

- Altering graded assignments, examinations, or academic records
- Modifying official documents or forms without authorization
- Misrepresenting academic credentials or achievements

Unauthorized Collaboration

Unauthorized collaboration occurs when students work together on academic assignments without explicit permission from the instructor. This includes:

- Collaborating on individual assignments when group work is not authorized
- Sharing answers, files, or drafts inappropriately
- Dividing work for individual submission without approval

Misuse of Academic Resources

Misuse of academic resources involves improper access to, use of, or interference with academic materials or systems. Examples include:

- Accessing or distributing exams, quizzes, or assignments without authorization
- Interfering with another student's academic work or access to resources
- Misusing library, laboratory, or technology resources in a manner that provides unfair advantage

Facilitation of Academic Misconduct

Facilitation occurs when a student knowingly or intentionally assists another person in committing academic misconduct. Examples include:

- Providing unauthorized materials or information to another student
- Allowing one's work to be copied or submitted by another
- Assisting others in circumventing academic requirements

Abuse of the Academic Integrity Process

Abuse of the academic integrity process includes actions that undermine the fair enforcement of this policy, such as:

- Providing false information during an academic integrity investigation
- Retaliating against individuals who report or participate in academic integrity proceedings
- Attempting to influence or intimidate decision-makers involved in the process

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
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Changes Approved By:

Addendum:

Hearing Protocols for AIRC and AIAC Appeals

A. Evidence Gathering

If an appeal is accepted for hearing by the AIRC or AIAC, the VPAA or designee (serving as Committee Chair) will gather relevant information and documentation from the instructor and student and provide it to Committee members.

B. AIRC Hearings (Location, Documents, and Witnesses)

1. **Format.** The Chair will schedule a hearing in a location designated by the Chair or by teleconference when necessary.
2. **Participation.** The student (respondent) and instructor (complainant) will have an opportunity to speak and to be questioned by Committee members. The AIRC may request additional witnesses with relevant information.
3. **Multiple respondents.** If multiple students are accused of the same violation, there may be one hearing for all students unless the VPAA determines separate hearings are warranted. If separate hearings occur, Committee membership will be distinct for each hearing.

C. AIRC Hearing Procedures

1. Committee members will execute confidentiality agreements.

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
Effective Date: 4/15/2026
Termination Date:
Initial Approval By: SLT and Faculty Council
Changes Approved By:

2. The Chair will call the hearing to order, state the date/time, and identify attendees for the record.
3. The Chair will state hearing conditions, including:
 - minutes will be maintained (not verbatim) except for deliberations; the hearing may be recorded at the Chair's discretion and noted in the record;
 - the hearing is closed to nonparticipants; witnesses appear only when called;
 - statements and evidence are limited to matters relevant to the case as determined by the Chair;
 - disruptive individuals may be excused; and
 - the standard of proof is clear and convincing evidence.
4. The Chair will address any objections to proceeding and determine appropriate measures.
5. The Chair will present the complaint and charge(s) and read any written response submitted by the student.
6. The complainant may make an opening statement; the respondent may then make an opening statement.
7. The complainant may present evidence and witnesses; the Committee may question first, followed by the respondent.
8. The respondent may present evidence and witnesses; the Committee may question first, followed by the complainant.
9. The complainant may make a closing statement; the respondent may then make a closing statement.
10. The Chair will conclude the hearing. The AIRC will deliberate in closed session. Findings and any determination(s) will be decided by majority vote. The Chair votes in the event of a tie.

D. AIAC Appeal Hearing Procedures

1. Committee members will execute confidentiality agreements.
2. The Chair will call the hearing to order and state the date/time and conditions, including:
 - minutes will be maintained (not verbatim) except for deliberations; the hearing may be recorded at the Chair's discretion and noted in the record;
 - the hearing is closed, with participation limited to AIAC members;
 - the student may submit new information, evidence, and/or rationale relevant to the appeal;
 - disruptions may result in removal; and
 - the standard of proof is clear and convincing evidence.
3. The Chair will present the information provided by the complainant and respondent (or by the AIRC for third-offense matters). The AIAC will determine whether:
 - required procedures were followed,
 - findings were supported by the evidence, and/or
 - the sanction was properly administered under this policy.
4. The AIAC will deliberate in closed session and decide by majority vote. The Chair votes in the event of a tie.

Division: Academics
Department: Academics/Faculty
Policy Number:
Policy Name: Academic Integrity
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Termination Date:
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E. Final Authority and Notification

1. Finality. AIRC decisions are final except when eligible for appeal to the AIAC as described above. AIAC decisions are final and not subject to further appeal.
2. Notification. The Chair will notify the student and instructor within five (5) business days of the Committee's decision, including any remaining right to appeal (if applicable).
3. Records. Hearing records will be maintained in the confidential files of the VPAA or designee.