



Academic Integrity Policy and Procedures

1. Academic Integrity and Code of Academic Excellence

In the pursuit of academic excellence, it is the policy that all parties associated with New Lines Institute for Strategy and Policy (The Institute) conduct themselves with a high level of honesty and responsibility regarding academic scholarship. The Institute is committed to the establishment of and adherence to high academic and integrity standards to foster reputations that students, faculty, staff, and alumni can be proud of. These reputations directly correlate to the value of the degrees conferred by the institution and are viewed with utmost importance. This requires that students, faculty, and staff understand the importance of integrity and adhere to the highest standards while in class or on internships, at work, and in continuing education.

The Institute commits to preparing students to be academically and professionally prepared for the rigors of the world of work. To ensure that high-quality educational opportunities are offered and to ensure the rigors of academic excellence, The Institute requires that students adhere to the Code of Academic Excellence.

1.1. Academic Integrity

Formal oversight of academic integrity is monitored by the entire New Lines Institute for Strategy and Policy's learning community, including the students, faculty, and staff of the institute. Suspected violations of academic integrity shall be directed to the appropriate Program Chair and/or, where necessary, to the Executive Dean for Academic Programs and Administration (hereafter "Executive Dean") in writing.

1.2 Plagiarism, Originality and Use of AI-Generated Content

New Lines Institute maintains a zero-tolerance policy toward plagiarism, including the use of content generated in whole or in part by generative AI tools. All written coursework must be original and authored solely by the student.

This policy is in place to:

- Uphold academic integrity and honesty
- Ensure fairness and equity among students
- Preserve the authenticity of the student's voice and expression
- Support holistic assessment based on the student's own critical thinking and communication skills

- Promote readiness for graduate-level academic work
- Address potential intellectual property concerns

Coursework found to contain AI-generated content may not be accepted. This policy aligns with New Lines Institute's commitment to maintaining academic standards and fostering an environment of originality and academic honesty.

1.3 Code of Academic Excellence

The Code of Academic Excellence is a commitment by the entire learning community to adhere to, sustain, and build upon the reputation of The Institute by continually focusing on academic integrity and rigor. The following statement has been adopted by The Institute and applies to all members of The Institute learning community:

"All members of the New Lines Institute for Strategy and Policy learning community are expected to perform with integrity and respect for the high rigors of academic excellence espoused by The Institute. Academic integrity includes the maintenance of a learning environment where everyone is given an opportunity to succeed through their own efforts and violations to the Code of Academic Excellence are not tolerated by the learning community."

2 Student Academic Misconduct

Violations to the Code of Academic Excellence by students can ultimately lead to the improper evaluation of assessment tasks leading to unjust attribution of grades or course status. Therefore, it is essential to monitor and evaluate any allegations of academic misconduct. While the Code of Academic Excellence applies to all members of the New Lines Institute for Strategy and Policy community, this section focuses on violations of academic integrity by students. Forms of violation can include, but are not limited to the following:

- **Cheating and unauthorized use of materials:** Cheating assumes taking advantage of people, materials, or other resources that are not your own and/or are not permitted. Unless otherwise instructed, students are expected to use their own ideas, work, and independent research for exams, projects, presentations, etc. The intentional or unintentional use of materials that are outside of the boundaries provided by the instructor or assignments is considered cheating.

- **Improper collaboration:** Permission to collaborate on homework, assignments, projects, exams, etc. must be authorized by an instructor. When not explicitly granted permission for collaboration, students should assume that they are not permitted to collaborate. In the absence of authorization for collaboration, it is assumed that all submitted work is the result of the student's own understanding and academic research. If submitted work is identical or overwhelmingly similar to another student's work, particularly where individual variation would be expected, the instructor has reasonable suspicion to assume that misconduct has occurred.
- **Submission of material for multiple courses:** Submission of work to a course (or even for publication) assumes that this material is new and/or full disclosure is made if the work has already been used/printed. This includes submission of assignments for multiple courses or journals. Submission of work for a class should be original work specifically for that course.
- **Fabrication, forgery, purchase, alteration, or unlawful use of documents for academic advantage:** Any form of lying, forgery, falsification, or unlawful use of data or other information is in direct violation of the Code of Academic Excellence. This can include, but is not limited to, lying to an instructor or administrator; misusing copyrighted information; purchasing, stealing, or misusing documents; or fabricating or falsifying results in order to achieve undue academic advantage.
- **Conspiring/attempting/intimidating others to commit academic misconduct:** Any student who aids in another's misconduct or attempts to intimidate another student to commit misconduct would be considered to be in violation of the Code of Academic Excellence. This would include, but is not limited to, (1) providing whole or partial work to another student who did not participate in and/or do the work, with a reasonable assumption that the information would be used in a manner consistent with misconduct; (2) attempting to cheat before the misconduct is discovered even if no cheating ultimately occurs; or (3) intimidating others, including threats and/or physical intimidation in order to take or misuse materials from another student.
- **Representing the work of others as one's own work:** Using the work of others and representing it as one's own work, regardless of whether or not the individual whose original work was used knows of the use, is not permitted. Work submitted is assumed to be the work of the submitter (or submitters, in the case of approved group work).
- **Unauthorized access to the work of others:** Hacking into accounts or stealing work from another in order to achieve an undue academic advantage is considered to be a violation of the Code of Academic Excellence as well as a cybercrime. This includes unauthorized access to a computer, email account, portal, or other form of storage by an individual with the intent of stealing or copying another's work. Violations can lead to civil or criminal penalties.
- **Interference with the work of others:** Intentionally harming, deleting, or altering the work of others to gain an undue advantage are acts that are considered to be inappropriate. These sorts of actions undermine the work of others and create an environment where the work of others is not valued. It is expected that scholars and professionals respect the work of others and do not attempt to harm or destroy this work.
- **Plagiarism:** Plagiarism includes, but is not limited to, the intentional or unintentional use of the ideas of others without properly attributing them to the original owner/thinker. This even includes personally reusing one's own ideas without properly citing them.

Each alleged violation of the Code of Academic Excellence will be evaluated and reviewed by members of The Institute learning community taking into consideration such factors as the student's prior academic history. Therefore, the list above is not intended to be exhaustive and is merely meant to serve as a sample of potential areas for violation.

As one method of identifying overlap between documents, The Institute requires that assignments be submitted through Copyleaks's plagiarism detection service. Students can also use Copyleaks as a tool for monitoring their own academic integrity and should consider proactively checking all assignments and discussion postings prior to uploading them to the official submission locations. In some courses, instructors may require students to submit an assignment more than once (e.g., if students receive

feedback on a draft before resubmitting a revised version). Only final submissions will be submitted to the CopyLeaks database; however, draft submissions will be checked against existing information in the database to help both students and faculty members identify potential problems.

2.1 Reporting and Resolving Student Academic Misconduct

The Institute is committed to the immediate resolution of allegations of misconduct. Wherever possible, if academic misconduct can be stopped prior to the occurrence of a violation, members of the learning community are encouraged to help each other to uphold the institute's ideals of integrity and hold each other accountable. When necessary, students, instructors, administrators and staff members, or other external parties may report misconduct. In doing so, it is crucial to understand both the scope of program oversight regarding allegations of misconduct and the adjudication process for allegations of misconduct.

2.2 Scope of School/Program Oversight

New Lines Institute for Strategy and Policy has a Program Chair who oversees and manages the adjudication process for allegations of student misconduct. In cases where violations of the Code of Academic Excellence are suspected, the student, staff or faculty member shall notify the Program Chair of the School in which the allegation has taken place. In the rare instance where the Program Chair has a conflict of interest, the Executive Dean (or their designee) will be made the de facto Designee for the proceedings as selected by the Executive Dean.

2.3 Adjudication of Allegations

If an instructor or other member of The Institute learning community suspects academic dishonesty, he or she will follow the procedures outlined below to encourage a fair and equitable solution for any and all violations to the Code of Academic Excellence. Instances are cumulative and are recorded in the student's permanent file.

Before taking any other steps, the individual who has identified an academic integrity violation must immediately contact the Program Chair to ascertain whether the student has shown previous academic integrity violations. The Program Chair will check the Student Information System and review all

documents to determine how many prior violations have occurred. In most cases, the next step will be to follow the procedures outlined below for the resolution of a first, second, third, or fourth instance.

As the School's designated voice on academic integrity, however, if the Program Chair considers a first, second, or third instance to constitute an egregious offense, the Program Chair may recommend that the matter be sent to an Institutional Grievance Panel, which will consist, at a minimum, of the Program Chair, one or more faculty members, and the Executive Dean. In consultation with the Program Chair, the Executive Dean will determine the exact membership of this Panel and invite members to participate. As described in greater detail below, the Panel will decide whether the remediation plan normally associated with that instance is sufficient to address the serious nature of the violation or whether additional measures might be necessary. This is intended not only as a potential means of escalation, but also as a way of seeking multiple perspectives and ensuring a fair response to an especially serious academic integrity issue.

If a student commits multiple similar violations of the academic integrity policy around the same time, before having a chance to complete and learn from the current remediation plan, the Program Chair may consider allowing the violations to count as part of the same instance. For example, if a new student were to paraphrase insufficiently in papers for two different classes in the same week, both could fall under a single remediation plan with the same consequence (e.g., failing both assignments with the option to redo them). Together, they could count as the student's first allegation of misconduct, and the same remediation tools and resources could be used to address both simultaneously. However, if a student were to plagiarize in one class and cheat on a test in another class, those different types of violations would count as separate instances of misconduct and call for different remediation plans.

It is important to note that academic integrity violations may sometimes be discovered after some time has passed. In such cases, consequences may need to be implemented retroactively. For example, a student might retroactively be given a zero on a previously graded assignment, which could mean failing and needing to retake the course, or a department's previous approval of a thesis might need to be retracted, which could mean revocation of the

degree. These examples are not exhaustive. Instances such as these will be handled on a case-by-case basis. To the greatest extent possible, adjudication will follow the usual process outlined below for allegations that are made soon after suspected academic integrity violations have occurred.

FIRST INSTANCE: Resolution for the First Allegation of Misconduct:

The instructor alleging misconduct must gather proof of the potential violation (e.g., a Copyleaks report, a side-by-side comparison of the student's work against a classmate's work or something found on the internet, a written complaint by another student, or other evidence according to the nature of the violation), then inform the Program Chair. The Program Chair will check the student information system to determine the total number of instances of academic integrity violations on file in the student's record and will share that information with the instructor. If this is the first documented instance, then the following procedures will apply: The instructor has the discretion to decide whether the student should be given a grade of zero (0) on the assignment with no option to redo the work, or whether the student should have the option of resubmitting a revised version of the assignment that adheres to The Institute's Code of Academic Excellence in order to earn a reduced portion of the grade. In deciding what proportion of the grade can be earned on the resubmission, if any, the instructor is encouraged to consider both the severity of the violation and fairness to other students who completed the work with integrity from the beginning. For instance, if a student has inadvertently missed a citation or insufficiently paraphrased due to a lack of understanding, that might call for allowing a substantial proportion of the grade to be earned on the resubmission, whereas if a student has intentionally copied another person's work, a more severe penalty such as an automatic zero on the assignment would be in order. The instructor is welcome to consult with the Program Chair for guidance.

- a. The instructor must inform the student in writing of the violation and host a meeting with the student to ensure that the student understands the academic integrity policy, the problem with the violation, and ways of avoiding violations of the policy in the future. As part of this meeting, the instructor will have the student sign two documents: The Institute's Academic Integrity Policy and an Academic Integrity Remediation

Plan (First Instance) form, which the instructor will also sign. If the student is not willing to sign the policy or remediation plan, the instructor should make a note to that effect on the form and inform the student that the documents will nonetheless be maintained in the student's records. As relevant, the student will be strongly encouraged to visit The Institute's Writing, Research, and Media Center (WRMC) for additional guidance and feedback on avoiding academic misconduct. The instructor may also add further requirements to the Remediation Plan to ensure that it is tailored to the needs of the student.

- b. The instructor must submit the signed Academic Integrity Remediation Plan (First Instance) and all supporting documentation providing evidence of the violation (e.g., Copyleaks report, side-by-side comparison, student complaint, or other evidence) to the Program Chair.
- c. The Program Chair must send all the documentation associated with the academic integrity violation to the Registrar (registrar@newlinesinstitute.org) so that copies can be maintained in the student's permanent record at The Institute. The Program Chair will also CC the instructor and the Office of Institutional Effectiveness (oiie@newlinesinstitute.org) to inform the institute's assessment efforts.
- d. The Program Chair must make notes in the student information system to document the content of all meetings and communication with the student regarding the academic integrity violation and remediation plan. The Program Chair is also encouraged to email the student's other professors to let them know that the student may need additional guidance regarding academic integrity.
- e. If the student has been encouraged to visit the WRMC, the Program Chair will email the WRMC (wrmc@newlinesinstitute.org) to notify them of the upcoming appointment request so that they can ensure sufficient staffing is on hand.
- f. Following the student's meeting with a WRMC Coach, the WRMC will email documentation of the visit to the Program Chair, the instructor, and the Registrar (registrar@newlinesinstitute.org) to be maintained in the student's file.

SECOND INSTANCE: Resolution for Second Allegation of Misconduct

The instructor alleging misconduct must gather proof of the alleged misconduct (i.e., a Copyleaks report, a side-by-side comparison of the student's work against a classmate's work or something found on the internet, a written complaint by another student, or other evidence according to the nature of the violation), then inform the Program Chair. The Program Chair will check the student information system, then inform the instructor of the total number of instances of academic integrity violations on file in the student's record. If this is the second documented instance, then the following procedures will apply: The instructor will award a zero, with no option to redo the assignment.

- a. The Program Chair will schedule a meeting with the student to discuss the allegation. In this meeting, the Program Chair will confirm that the student will receive a zero for the assignment with no option to resubmit the work, remind the student of the Code of Academic Excellence and Academic Integrity Policy, discuss the consequences of repeated violations (including what would happen if a third and fourth instance were to occur), and again have the student sign two documents: the Academic Integrity Policy, which the student has already signed, and an Academic Integrity Remediation Plan (Second Instance) form, which the Program Chair will also sign. If the student is not willing to sign the policy or remediation plan, the Program Chair should make a note to that effect on the form and inform the student that the documents will nonetheless be maintained in the student's records. This second remediation plan will contain additional requirements to ensure that the student fully understands what academic misconduct is and how to avoid it. This may include another meeting with The Institute's Writing, Research, and Media Center for further guidance and feedback. The Program Chair may add requirements to the Remediation Plan to ensure that it is tailored to the needs of the student.
- b. The Program Chair must submit a copy of the signed Academic Integrity Remediation Plan (Second Instance) and all supporting documentation providing evidence of the violation (e.g., Copyleaks report, side-by-

side comparison, student complaint, or other evidence) to the Registrar (registrar@newlinesinstitute.org) so that copies can be maintained in the student's permanent record at The Institute. The Program Chair will also CC the instructor and the Office of Institutional Effectiveness (oie@newlinesinstitute.org) to inform the institute's assessment efforts.

- c. The Program Chair must make notes in the student information system to document the content of all meetings and communication with the student regarding the academic integrity violation and remediation plan. The Program Chair is also encouraged to email the student's other professors to let them know that the student may need additional guidance with regard to academic integrity.
- d. If the student has been encouraged to visit the WRMC, the Program Chair will email the WRMC (wrmc@newlinesinstitute.org) to notify them of the upcoming appointment request so that they can ensure sufficient staffing is on hand.
- e. Following the student's meeting with a WRMC Coach, the WRMC will email documentation of the visit to the Program Chair, the instructor, and the Registrar (registrar@newlinesinstitute.org) to be maintained in the student's file.

THIRD INSTANCE: Resolution for Third Allegation of Misconduct:

The instructor alleging misconduct must gather proof of the alleged misconduct (i.e., a Copyleaks report, a side-by-side comparison of the student's work against a classmate's work or something found on the internet, a written complaint by another student, or other evidence according to the nature of the violation), then inform the Program Chair. The Program Chair will check the student information system, then inform the instructor of the total number of instances of academic integrity violations on file in the student's record. If this is the third documented instance, then the following procedures will apply: The Program Chair will schedule a meeting with the student to discuss the allegation. In this meeting, the Program Chair will confirm that the student will receive a zero for the assignment with no option to resubmit the work, remind the student of the Code of Academic Excellence and Academic Integrity Policy, discuss the consequences of repeated violations (including what else could happen as a result of this third instance

and a potential fourth instance), and again have the student sign two documents: the Academic Integrity Policy, which the student has already signed, and an Academic Integrity Remediation Plan (Third Instance) form, which the Program Chair will also sign. If the student is not willing to sign the policy or remediation plan, the Program Chair should make a note to that effect on the form and inform the student that the documents will nonetheless be maintained in the student's records. The Program Chair will further inform the student that this matter will be handled by a School Grievance Panel, which will consist, at minimum, of the Program Chair, one or more faculty members, and the Executive Dean. The meeting of the School Grievance Panel should occur as soon as possible following the meeting with the student. Prior to that meeting, the student will be given the opportunity to explain the situation and make a case to the School Grievance Panel in writing.

- a. During the School Grievance Panel meeting, the Program Chair will present documentation of all allegations of academic misconduct (the first, second, and current instances). The Panel will then discuss the violation and possible consequences of the violation. Consequences can include but are not limited to:
 - i. Failure of the course with the option to repeat it, or
 - ii. Suspension from the institute for a minimum of one semester.
- b. A formal meeting will be arranged between the Program Chair and the student in which the School Grievance Panel's verdict will be presented to the student in the form of an official letter from the School. If the student is not willing to attend the meeting, the letter will be sent via email. A copy of this letter will also be provided to the Executive Dean and to the Registrar's Office, where it will be added to the student's permanent record. Appeals to decisions can be made to an Institutional Grievance Panel.
- c. The Program Chair must submit a copy of the signed Academic Integrity Remediation Plan (Third Instance) and all supporting documentation providing evidence of the violation (e.g., Copyleaks report, side-by-side comparison, student complaint, or other evidence) to the Registrar (registrar@newlinesinstitute.org) so that copies can be

maintained in the student's permanent record at The Institute. The Program Chair will also CC the instructor and the Office of Institutional Effectiveness (oiie@newlinesinstitute.org) to inform the institute's assessment efforts.

- d. The Program Chair must make notes in the student information system to document the content of all meetings and communication with the student regarding the academic integrity violation and remediation plan. The Program Chair is also encouraged to email the student's other professors to let them know that the student may need additional guidance regarding academic integrity.

FOURTH INSTANCE: Resolution for the Fourth Allegation of Misconduct:

The instructor alleging misconduct must gather proof of the alleged misconduct (i.e., a Copyleaks report, a side-by-side comparison of the student's work against a classmate's work or something found on the internet, a written complaint by another student, or other evidence according to the nature of the violation), then inform the Program Chair. The Program Chair will check the student information system, then inform the instructor of the total number of instances of academic integrity violations on file in the student's record. If this is the fourth documented instance, then the following procedures will apply:

- a. The Program Chair will schedule a meeting with the student to discuss the allegation. In this meeting, the Program Chair will confirm that the student will receive a zero for the assignment with no option to resubmit the work, remind the student of the Code of Academic Excellence and Academic Integrity Policy, discuss the consequences of repeated violations (including a discussion about what could happen as a result of this fourth instance), and again have the student sign two documents: the Academic Integrity Policy, which the student has already signed, and an Academic Integrity Remediation Plan (Fourth Instance) form, which the Executive Dean will also sign. If the student is not willing to sign the policy or remediation plan, the Program Chair should make a note to that effect on the form and inform the student that the documents will nonetheless be maintained in the student's records. The Program Chair will further inform the student that this matter will be handled by an Institutional Grievance Panel, which will

consist, at a minimum, of the Program Chair, one or more faculty members, the Executive Dean, and a designee from the Office of the President. In consultation with the Program Chair, the Executive Dean will determine the exact membership of this Panel and invite members to participate. If additional perspectives would be of use, the Panel is welcome to request that the Academic Integrity Committee send a representative as well. The meeting of the Institutional Grievance Panel should occur as soon as possible following the meeting with the student. Prior to that meeting, the student will be given the opportunity to explain the situation and make a case to the Institutional Grievance Panel in writing.

- b. During the Institutional Grievance Panel meeting, the Program Chair will present documentation of all allegations of misconduct (the first, second, third, and current instances). The Panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
 - i. Failure of the course, internship, or externship with no option to repeat it,
 - ii. Suspension from the institute for a minimum of one semester, or
 - iii. Permanent expulsion from the institute.
- c. The student will be notified of the Institutional Grievance Panel's verdict in writing by an official letter from the Executive Dean. A copy of this letter will also be provided to the Program Chair and to the Registrar's Office, where it will be added to the student's permanent record. Appeals to decisions can only be made to the Institutional Grievance Panel.
- d. The Program Chair must submit a copy of the signed Academic Integrity Remediation Plan (Fourth Instance) and all supporting documentation providing evidence of the violation (e.g., Copyleaks report, side-by-side comparison, student complaint, or other evidence) to the Registrar (registrar@newlinesinstitute.org) so that copies can be maintained in the student's permanent record at The Institute. The Program Chair will also CC the instructor and the Office of Institutional Effectiveness (oiie@newlinesinstitute.org) to inform The Institute's assessment efforts.

EGREGIOUS VIOLATION: Resolution of Allegation of an Egregious Instance of Misconduct

Violations of academic integrity can range in severity from, for example, an unintentional lack of citation or inadvertently insufficient paraphrasing to a purposeful and blatant attempt to cheat. In some cases, the severity of the violation might seem to require more punitive measures than the consequences outlined for the instance at hand. (As just one example, if a student's first academic integrity violation was to bully another student into cheating, which might call for a stronger response than the awarding of a zero grade with the option of redoing the assignment for credit, the consequence outlined for a first instance.) In such cases, the instructor and/or Program Chair can recommend that the violation be escalated to count as an egregious instance and request the formation of an Institutional Grievance Panel to help determine the consequences, which may exceed those normally associated with a first, second, or third instance. As needed, the Program Chair is encouraged to consult with the Executive Dean, as well as possibly to seek guidance from the institute's Academic Integrity Committee, to decide whether to pursue this option.

The instructor alleging misconduct must gather proof of the alleged misconduct (i.e., a Copyleaks report, a side-by-side comparison of the student's work against a classmate's work or something found on the internet, a written complaint by another student, or other evidence according to the nature of the violation), then inform the Program Chair. If the Program Chair considers the alleged violation to be an egregious instance of misconduct, then the following procedures will apply:

- a. The Program Chair will schedule a meeting with the student to discuss the allegation. In this meeting, the Program Chair will confirm that the student will receive a zero for the assignment with no option to resubmit the work, remind the student of the Code of Academic Excellence and Academic Integrity Policy, and discuss the specific violation with the student, including why it was designated as an egregious violation and what the consequences of an egregious violation might be. The Program Chair will have the student sign a copy of the Academic Integrity Policy and inform the student that this matter will be handled by an Institutional Grievance Panel, which will consist, at a minimum, of the

Program Chair, one or more other Program Chair, one or more faculty members, the Executive Dean, and a designee from the Office of the President. In consultation with the Program Chair, the Executive Dean will determine the exact membership of this Panel and invite members to participate. If additional perspectives would be of use, the Panel is welcome to request that the Academic Integrity Committee send a representative as well. The meeting of the Institutional Grievance Panel should occur as soon as possible following the meeting with the student. Prior to that meeting, the student will be given the opportunity to explain the situation and make a case to the Institutional Grievance Panel in writing.

- b. During the Institutional Grievance Panel meeting, the Program Chair will present documentation of all allegations of misconduct, including previous allegations, if any. The Panel will then discuss the violation and possible consequences of the violation. Possible consequences can include:
 - i. Redesignation of the violation as instance 1, 2, 3, or 4 (if so, follow procedures as above),
 - ii. Failure of the course, internship, or externship with the option to repeat it,
 - iii. Failure of the course, internship, or externship with no option to repeat it,
 - iv. Suspension from the institute for a minimum of one semester, or
 - v. Permanent expulsion from the institute.
- c. If the Panel chooses to redesignate the violation following option (i) above, the student will be notified in writing following the procedures outlined for instances 1-4 above. If the Panel deems that the allegation is egregious and chooses any of the options corresponding to (ii) through (v) above, the student will be notified of the verdict in writing by an official letter from the Executive Dean. A copy of this letter will also be provided to the Program Chair and to the Registrar's Office, where it will be added to the student's permanent record. Appeals to decisions can only be made to the Institutional Grievance Panel.
- d. The Program Chair must submit a copy of the signed Academic Integrity Remediation Plan (as relevant) and all supporting documentation

providing evidence of the violation (e.g., Copyleaks report, side-by-side comparison, student complaint, or other evidence) to the Registrar (registrar@newlinesinstitute.org) so that copies can be maintained in the student's permanent record at The Institute. The Program Chair will also CC the instructor and the Office of Institutional Effectiveness (oiie@newlinesinstitute.org) to inform the institute's assessment efforts.

- e. The Program Chair must make notes in student information systems to document the content of all meetings and communication with the student regarding the academic integrity violation and remediation plan. The Program Chair is also encouraged to email the student's other professors to let them know that the student may need additional guidance regarding academic integrity.

The Institute does not excuse any violation of its policies on the basis that the student was not aware of these policies and their subsequent penalties and sanctions.

3. Faculty Oversight

In addition to serving as mentors and role models, faculty are the primary arbiters and protectors of The Institute's academic integrity, and as such, they are held accountable not only for adhering to The Institute's Code of Academic Excellence, but also for monitoring their students' academic integrity. Faculty who suspects students of violations of academic integrity are required to enforce the institute's policy. Because The Institute takes a learning-oriented approach to academic integrity for our students, we do so for our faculty as well, as represented by the remediation plan described below. However, faculty who fail to enforce The Institute's policy despite education and/or remediation may be sanctioned, removed from their courses, or permanently blocked from teaching at the institution.

3.1. Resolving Inadequate Faculty Monitoring of Academic Integrity

Faculty are recommended to use Copyleaks plagiarism detection software for all written assignments submitted electronically and should be aware that administrators are tasked with monitoring the courses in their department. During such monitoring, any faculty member who is found not to have addressed

instances of student academic integrity violations in an appropriate way will be put on a remediation plan. Since all faculty are required to complete training on academic integrity and detecting plagiarism, and because faculty are required to acknowledge The Institute's Academic Integrity Policy annually, anyone assigned to teach a course should already be capable of monitoring and detecting violations of the Code of Academic Excellence.

FIRST INSTANCE: Resolution for the First Instance of Inadequate Monitoring or Enforcement

If an academic integrity violation is found to have gone insufficiently addressed in a faculty member's course for the first time, with reasonable expectations that the instructor should have recognized the violation and enforced the policy (e.g., the violation is clearly identifiable, sufficient time has passed since the submission, the violation was not detected or addressed during grading), the following remediation actions will occur:

- a. The faculty member will be informed in writing that such a violation has been found.
- b. The faculty member will re-read The Institute's Academic Integrity Policy and will sign another acknowledgment of having read and understood the policy.
- c. After re-reading the policy, the faculty member will be required to meet with his/her Program Chair about the insufficiently addressed violation. The Program Chair will provide concrete and specific guidance regarding how the student's academic integrity violation should have been addressed, suggest strategies for identifying and addressing this and other academic integrity problems, answer questions from the faculty member, and point the faculty member toward additional resources as needed.
- d. The faculty member, under the supervision of the Program Chair or another designee, will be required to follow through with the procedures for holding the student accountable for the academic integrity violation, as specified in The Institute's Academic Catalog, as soon as possible. This will include preparing the student's remediation plan and submitting the necessary paperwork.
- e. The faculty member will be placed on a non-negotiable faculty remediation plan, which will

involve the completion of additional training on academic integrity and the writing of a personalized plan for identifying and addressing academic integrity issues in the future (around 300 words or 1 page). The faculty member will sign the remediation plan document, provide documentation of the additional training, and submit the personalized plan to his/her Program Chair within 5 business days of the meeting.

- f. The faculty member's course(s) will be placed on heightened monitoring for the remainder of the semester. In the case of an instance occurring at the end of the semester, courses in the following semester may be monitored as well.
- g. The Program Chair will send all documentation related to the faculty member's violation and remediation plan to the Human Resources Department HRSupport@newlinesinstitute.org), where it will be maintained as part of the faculty member's employment records.

SECOND INSTANCE: Resolution for the Second Instance of Inadequate Monitoring or Enforcement

If an academic integrity violation is found to have gone insufficiently addressed in a faculty member's course for a second time, with reasonable expectations that the instructor should have recognized the violation and enforced the policy (e.g., the violation is clearly identifiable, sufficient time has passed since the submission, the violation was not detected or addressed during grading), the following remediation actions will occur:

- a. The faculty member will be informed in writing that such a violation has been found.
- b. The faculty member will re-read The Institute's Academic Integrity Policy and will sign another acknowledgement of having read and understood the policy.
- c. After re-reading the policy, the faculty member will be required to meet with his/her Program Chair and the Executive Dean to discuss the repeated unaddressed violation. The Program Chair will again provide concrete and specific guidance regarding how the student's academic integrity violation should have been addressed, suggest strategies for identifying and addressing this and other academic integrity problems, answer questions from the faculty member, and point the faculty member toward additional

resources as needed.

- d. The faculty member, under the supervision of the Program Chair or another designee, will be required to follow through with the procedures for holding the student accountable for the academic integrity violation, as specified in The Institute's Academic Catalog, as soon as possible. This will include preparing the student's remediation plan and submitting the necessary paperwork.
- e. The Program Chair will make a recommendation regarding the faculty member's ability to continue teaching at The Institute to the Academic Integrity Committee and Executive Dean. If the Committee and Executive Dean agree with the initial recommendation, the Program Chair's decision will stand. If not, then the President of the institute or a designee from the Office of the President will decide.
- f. If permitted to return to teach at The Institute, the faculty member will be placed on a nonnegotiable remediation plan, to include additional training, continued heightened monitoring, and submission of a new personalized plan for identifying and addressing academic integrity issues in the future. The faculty member's course(s) will also be placed on heightened monitoring for a minimum of eight semesters.
- g. The Program Chair will send all documentation related to the faculty member's violation and remediation plan to the Human Resources Department (HRSupport@newlinesinstitute.org), where it will be maintained as part of the faculty member's employment records.

Contact Information



For further information about the New Lines Institute Master of Arts in Strategy and Policy, please contact admissions@newlinesinstitute.org.



Location: [1660 L St. NW, Ste. 450, Washington, DC 20036, US](#)