

**Academic Integrity Policy**  
**University of Pittsburgh School of Social Work**

Policy Code #11:1

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Academic Integrity

Section I: Academic Integrity and Student Obligations

A. Student Obligations

A student has an obligation to exhibit honesty and to respect the ethical standards of the social work profession in carrying out his or her academic and field placement assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the faculty member.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the faculty member.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the faculty member.
4. Engages in unauthorized possession, buying, selling, obtaining, or using any materials intended to be used as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation proceeding.
7. Practices any form of deceit in an academic evaluation proceeding.
8. Depends on the aid of others in a manner expressly prohibited by the faculty member, in the research, preparation, creation, writing, or publication of work to be submitted for academic credit or evaluation.

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\* There may be instances where the charging party may more appropriately invoke the University of Pittsburgh Student Code of Conduct and Judicial Procedures. This may occur where the alleged wrong mainly involves factual determinations and not academic (including field placement) issues.

9. Provides aid to another person, knowing such aid is expressly prohibited by the faculty member, in the research, preparation, creation, performing, or publication of work to be submitted for academic credit or evaluation.
10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
11. Submits the work of another person in a manner which represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the faculty member's authorization.
13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination) session in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the faculty member or fellow students.
15. Indulges, during a field placement in which one is a student, in conduct which is so disruptive as to infringe upon the rights of the field instructor, other staff, or clients.
16. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student.
17. Violates the canons of ethics of the National Association of Social Workers. Students are expected to demonstrate appropriate decorum and ethical behavior in class and field situations as well as in their contacts with the broader community. Specific agency policies concerning professional conduct may also be applicable for students in fieldwork, especially in those host settings where another profession is predominant.

#### B. Statement on Plagiarism

In order to help students avoid problems in infractions against academic integrity, the statement below will describe plagiarism and its interpretation within the School of Social Work and the University.

According to Webster's International Dictionary, plagiarism is the act or instance of stealing or passing off as one's own the ideas or words of another, or presenting as one's own the idea or product derived from an existing source. When submitting a paper or written work to a faculty member, appropriate acknowledgment must be given in the

paper as to whose work is being directly quoted, paraphrased, or used as the source of ideas or data. This means using correct citations and referencing according to an accepted academic style manual. Most social work classes require students to follow the referencing style set out in the most current APA manual.

It is also inappropriate and unacceptable (without prior approval by the faculty members involved) to submit a paper written for one class as a completed assignment for a different class. At times, a student may wish to study a subject in depth from varying viewpoints and to meet requirements for different courses. Consultation with and approval of both faculty members is necessary.

### C. Procedures for Adjudication

No student should be subject to an adverse finding that he or she committed an offense related to academic integrity, and no sanction should be imposed relating thereto, except in accordance with procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision maker or decision makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual faculty member and then with designated administrative officers or bodies.

These Guidelines are not meant to address differences of opinion over grades issued by faculty\*\* in exercising good faith professional judgments of student work. They are meant to address matters in which a faculty member intends to penalize a student based upon an alleged breach of academic integrity. In matters of academic integrity the succeeding procedural steps must be followed:

1. Any member of the University community, who has evidence may bring to the attention of the faculty member a complaint that a student has failed, in one or more respects, to meet faithfully the obligations specified in the above Section A. Acting on his or her own evidence, and/or on the basis of evidence submitted to the faculty member, the faculty member will advise the student that he or she has reason to believe that the student has committed an offense related to academic integrity, and the student will be afforded an opportunity to respond. If the accused student and the faculty member accept a specific resolution offered by either of them, the matter will be considered closed if both parties sign a written agreement to that effect, and submit it to the Office of the Dean. The Office of the Dean will maintain a written record of the agreement, signed by the student and the faculty member. These records are not to be added to the student's individual file, and they are to be destroyed when the student graduates or otherwise terminates registration. The Office of the Dean may provide such information identifying

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\*\* Faculty, for the purposes of this policy, includes those who are full-time and part-time as well as doctoral student TAs.

an individual student for the following uses:

- a. to a faculty member who is involved with a student integrity violation at the initial stage and who wishes to use this previous record in determining whether a resolution between the faculty member and the student or an Academic Review and Academic Integrity Committee hearing may be most appropriate, especially in the case of repeat offenders; and,
  - b. to the School's Academic Review and Academic Integrity Committee after a decision of guilt or innocence has been made in a case, but before a sanction has been recommended.
2. If an agreed upon resolution between the faculty member and the student cannot be reached, the faculty member will file a written statement of charges with the Associate Dean for Academic Affairs (hereafter the Academic Dean). Such statement should set forth the alleged offenses which are the basis of the charges, including a factual narrative of events and the dates and times of occurrences. The statement should also include the names of persons having personal knowledge of circumstances or events, the general nature and description of all evidence, and the signature of the charging party. If this occurs at the end of a term, and/or the last term of enrollment, the "G" grade should be issued for the course until the matter is decided. In situations involving the student's last term, before graduation, degree certifications can be withheld, pending the outcome of the hearing, which should be expedited as quickly as possible.
  3. The Academic Dean will transmit these charges to the student, together with a copy of these regulations.
  4. The letter of transmittal to the student, a copy of shall will also be sent to the charging party, will state a time and place, when a hearing on the charges will be held by the School's Academic Review and Academic Integrity Committee.
  5. In proceedings before the School's Academic Review and Academic Integrity Committee, the student shall have the right:
    - a. to be considered innocent until found guilty by clear and convincing evidence of a violation of the student obligations of academic integrity;
    - b. to have a fair disposition of all matters as promptly as possible under the circumstances;
    - c. to elect to have a private or public hearing;
    - d. to be informed of the general nature of the evidence to be presented;
    - e. to confront and question all parties and witnesses except when extraordinary circumstances make this impossible;
    - f. to present a factual defense through witnesses, personal testimony and other relevant evidence;

- g. to decline to testify against himself or herself;
  - h. to have only relevant evidence considered by the Academic Review and Academic Integrity Committee; and
  - i. to a record of the hearing (audio tape), at his or her own expense, upon request.
6. The hearing should provide a fair inquiry into the truth or falsity of the charges, with the charged party and the faculty member or charging party afforded the right to cross-examine all adverse witnesses. At the level of the School's Academic Review and Academic Integrity Committee, legal counsel shall not be permitted, but a non-attorney representative from within the University community shall be permitted for both faculty and students. A law student can not be used as a representative at the Academic Review and Academic Integrity Committee hearing.
7. Any member of the University community may, upon showing of relevancy and necessity, request witnesses to appear at the hearing. Witnesses who are members of the University community will be required to appear, and other witnesses may be requested to appear at a hearing. When necessitated by fairness or extraordinary circumstances, the Chair of the Academic Review and Academic Integrity Committee may make arrangements for recorded or written testimony for use in a proceeding.
8. **HEARING PROCEDURE:** The hearing will be conducted as follows:
- a. the Chair of the Academic Review and Academic Integrity Committee will not apply technical exclusionary rules of evidence followed in judicial proceedings nor entertain technical legal motions. Technical legal rules pertaining to the wording of questions, hearsay, and opinions will not be formally applied. Reasonable rules of relevancy will guide the Chair of the Academic Review and Academic Integrity Committee in ruling on the admissibility of evidence. Reasonable limits may be imposed on the number of factual witnesses and the amount of cumulative evidence that may be introduced;
  - b. the alleged offense or offenses upon which the complaint is based will be read by the Chair of the Academic Review and Academic Integrity Committee;
  - c. objections to procedure shall be entered on the record, and the Chair of the Academic Review and Academic Integrity Committee shall make any necessary rulings regarding the validity of such objections;
  - d. the charging party will state his or her case and shall offer evidence in support thereof;
  - e. the accused or representative(s) for accused shall have the opportunity to question the charging party;
  - f. the charging party shall be given the opportunity to call witnesses;
  - g. the accused or representative(s) for accused shall be given the opportunity to question each witness of the charging party after he or she testifies;

- h. the charging party shall inform the Chair of the Academic Review and Academic Integrity Committee when his or her presentation is completed, at which time, the Academic Review and Academic Integrity Committee members shall be given an opportunity to ask questions of the persons participating in the hearing;
  - i. the Academic Review and Academic Integrity Committee shall recess, and the Chair of the Academic Review and Academic Integrity Committee shall make a determination as to whether the charging party has presented sufficient evidence to support a finding against the accused if such evidence is uncontroverted. The parties may be required to remain in the hearing room during the recess or may be excused for a time period set by the Chair of the Academic Review and Academic Integrity Committee;
  - j. depending upon the determination of the Chair of the Academic Review and Academic Integrity Committee, the matter will be dismissed or the accused shall be called upon to present his or her case and offer evidence in support thereof;
  - k. the accused may testify or not as he or she chooses;
  - l. the charging party shall have the opportunity to question the accused if the accused voluntarily chooses to testify;
  - m. the accused or a representative for the accused shall have the opportunity to call witnesses;
  - n. the charging party shall have the opportunity to question each witness of the accused after he or she testifies;
  - o. the accused shall inform the Chair of the Academic Review and Academic Integrity Committee when his or her presentation is complete, and the Academic Review and Academic Integrity Committee members shall have an opportunity to ask questions of the accused as well as the accused's witnesses;
  - p. the Chair of the Academic Review and Academic Integrity Committee will have an opportunity to address the Academic Review and Academic Integrity Committee on University regulations or procedure in the presence of all parties, but shall not offer other comments without the consent of all parties; and,
  - q. the hearing shall be continued and the members of the Academic Review and Academic Integrity Committee shall deliberate in private until a decision is reached and recorded.
9. A suitable record (audio tape) shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
10. The proposed decision, which shall be written, shall include a determination whether the charges have been proven by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular sanction or sanctions to be imposed. Prior violations or informal resolutions of violations may be considered only in recommending sanctions, not in determining guilt or

innocence. Once a determination of guilt has been made, and before determining sanctions, the Chair of the Academic Review and Academic Integrity Committee should find out from the Office of the Dean whether prior offenses and sanctions imposed have occurred.

11. The proposed decision shall be submitted to the Dean, who will make an independent review of the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. Upon completion of such additional proceedings, if any, and within a reasonable time the Dean will issue a final decision. The Dean may reject any findings made by the Academic Review and Academic Integrity Committee adverse to the student, and may dismiss the charges or reduce the severity of any sanction imposed, but the Dean may not make new findings adverse to the student, and may dismiss the charges or increase the severity of a sanction, except in the case of repeating offenders of Academic Integrity Guidelines.
12. The Chair of the Academic Review and Academic Integrity Committee shall then transmit to the charged party and the faculty member copies of all actions taken by the Academic Review and Academic Integrity Committee and the Dean. If a sanction is imposed, the notice to the student will made reference to the students opportunity, by petition filed with the Provost, to appeal to the University Review Board.

#### D. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the faculty member to utilize these procedures diligently may constitute grounds for dismissal of charges. Parties have the right to seek review of the Provost or to petition the University Review Board for an appeal from a decision of the Academic Review and Academic Integrity Committee within five (5) working days of the date of the decision letter.

#### E. Sanctions

The alternative sanctions which may be imposed upon a finding that an offense related to academic integrity has been committed are the following:

1. Dismissal from the University without expectation of readmission.
2. Suspension from the University for a specific period of time, with no additional conditions.
3. Suspension from the University for a specific period of time, with additional conditions specified by the Committee.
4. Reduction in grade, or assignment of a failing grade, in the course (academic or field) in which the academic integrity violation was committed.
5. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

## F. Academic Review and Academic Integrity Committee

### 1. Permanent Members

The Academic Review and Academic Integrity Committee is to be composed of seven (7) permanent members of whom four (4) are faculty persons appointed by the Dean and three (3) are degree students selected by the Student Executive Council. It is required that the student representation consist of one (1) individual from each degree level (undergraduate, master's, and Ph.D.).

### 2. Alternate Members

There is to be a total of seven (7) alternate members of the Academic Review and Academic Integrity Committee. Four (4) of the alternates are to be faculty persons appointed by the Dean and are to be designated as 1st, 2nd, 3rd, and 4th Alternate. Three (3) of the alternates are to be students selected by the Student Executive Council and are to be designated as 1st, 2nd, and 3rd Alternate. If a vacancy occurs, a replacement will be immediately appointed.

The Academic Review and Academic Integrity Committee can be convened only when there are seven (7) members present of whom four (4) are faculty and three (3) are students. In the event that permanent member(s) cannot attend the initial Committee session for any given review proceeding, the Chair must contact the appropriate alternate (faculty or student) in the sequence in which they were designated. The Alternate(s) would then serve on the Committee for the duration of those proceedings.

All appointments to the Academic Review and Academic Integrity Committee are to be for a twelve-month term. The Dean is to submit a written request for identification of student members and student alternates to the Student Executive Council. This request should specifically mention the requirement set forth above.

### 3. Chairperson

The Associate Dean for Academic Affairs will serve as the Chair of the Academic Review and Academic Committee without the benefit of vote. In the extended absence of the Associate Dean for Academic Affairs, the person appointed by the Dean to perform the Associate Dean's functions will serve as Chair of the Academic Review and Academic Integrity Committee. If the Associate Dean for Academic Affairs is not available, the Dean will appoint an alternate chair from among the Administrative Officers.

### 4. Conflict of Interest

Any faculty member, class or field, with a current academic relationship with the student under review may be included in the discussions, but will not be included in the formal deliberations and vote.

In the event that circumstances involving conflict of interest results in the elimination of permanent members and the three (3) alternates in either category, the Dean will appoint faculty replacements and the Student Executive Council will identify student replacements.

#### G. Review and Appeal

A student or faculty member may seek to have a Dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

#### H. Retention of Materials

The Dean is to be responsible for safeguarding the materials given to him or her by the Academic Review and Academic Integrity Committee. All materials should be retained no less than two (2) years and may be retained longer at the Dean's discretion.

## Section II: Academic Integrity and Faculty Obligations

### A. Faculty Obligations

A faculty member accepts an obligation, in relation to his or her students, to discharge his or her duties in a fair and conscientious manner in accordance with the ethical standards generally recognized within the academic community as well as those of the social work profession.

Without limiting the application of the above principle, members of the faculty are also expected (except in cases of illness or other compelling circumstances) to conduct themselves in a professional manner, including the following:

1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.
3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.
5. To describe to students, within the period in which a student may add and drop a course, orally, in writing, or by reference to printed course descriptions, the general content and objectives of a course; and announce the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluation and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
6. To base all academic evaluations upon good-faith professional judgment.
7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, age, national origin, and political or cultural affiliation, sexual orientation, and life style, activities, or behavior outside the classroom and the field experience unrelated to academic achievement or professional development.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be required by law.
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner which infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.

12. To respect the dignity of students individually and collectively in the classroom and other academic contexts.

## B. Grievance Procedures

Any member of the University community having evidence may bring to the attention of the Dean a complaint that a faculty member has failed, in one or more respects, to meet faithfully the obligations set forth above. The Dean, in his or her discretion, will take such action by the way of investigation, counseling, or action--in accordance with applicable University procedures---as may appear to be proper under the circumstances. The faculty member's and student's interest in confidentiality, academic freedom, and professional integrity in such matters will be respected.

## C. Individual Appeals

In order to provide a means for students to seek and obtain redress for grievances affecting themselves individually, the following procedures should be followed. These are not intended and shall not be used to provide sanctions against faculty members.

## D. Procedures

Where an individual student alleges with particularity that the actions of a faculty member have resulted in serious academic injury to the student, the matter shall (if requested by the student) be presented to the School's Academic Review and Academic Integrity Review Committee for adjudication. Serious academic injury includes, but is not necessarily limited to, the awarding of a lower course grade than that which the student has earned or suspension from a class. However, this is not intended to address normal grading decisions of faculty exercising good-faith professional judgments in evaluating a student's work.

It is the responsibility of the student, before seeking to have a grievance adjudicated, to attempt to resolve the matter by personal conference with the faculty member concerned, and, if such attempts are unavailing, to call the matter to the attention of the appropriate Program Director for consideration and adjustment by informal means. If a matter remains unresolved after such efforts have been made, the following grievance procedures shall be employed:

1. The aggrieved student will file a written statement of charges with the Associate Dean for Academic Affairs.
2. If the Associate Dean for Academic Affairs determines that the charges are subject to adjudication under the terms of the Academic Integrity Guidelines, he or she will transmit the charges to the faculty member, together with a copy of these regulations.
3. The letter of transmittal to the faculty member, a copy of which will also be sent to the student, will state the composition of a committee that has been named to make an informal inquiry into the charge. The purpose of this committee is to provide a last effort at informal resolution of the matter between the student and the faculty member.
4. This committee shall meet with the faculty member, the student, and others as appropriate, to review the nature of the problem in an attempt at reaching a settlement of the differences. This is not a formal hearing, and formal procedural rules do not apply. Upon completion of this meeting, if no mutually agreeable resolution results, the

committee may produce its own recommendation for a solution to the conflict.

5. Should the committee recommend that the faculty member take some corrective action on behalf of the student, its recommendations shall be provided to the faculty member. As promptly as reasonable and at least within five (5) working days after the faculty member receives the recommendations of the committee, the faculty member shall privately take that action which he or she elects, and so advise the student and the chair of the committee of that action.
6. Should the committee conclude that the faculty member need not take corrective action on behalf of the student, this finding shall be forwarded to both the faculty member and the student.
7. If the student elects to pursue the matter further, either because he or she is dissatisfied with the resulting action of the faculty member or the conclusion of the committee, he or she should discuss this intent with the chair of the committee, who should review the procedures to be followed with the student. If the student wishes to proceed with a formal hearing, the chair of the committee will advise the Associate Dean for Academic Affairs that the case appears to involve a student's claim of serious academic injury, and that the formal hearing procedure must be initiated.
8. The formal hearing should provide a fair inquiry into the truth or falsity of the charges, with the faculty member and the student afforded the right to cross-examine. At the level of the School's Academic Review and Academic Integrity Committee, legal counsel shall not be permitted, but representatives from within the University community shall be permitted for both faculty and students.
9. A suitable record (audio recording) shall be made of the proceedings, exclusive of deliberations to arrive at a decision.
10. The proposed decision, which shall be written, will include a determination of whether the charges have been proved by clear and convincing evidence, together with findings with respect to the material facts. If any charges are established, the proposed decision shall state the particular remedial action to be taken.
11. The proposed decision shall be submitted to the Dean, who will make an independent review of the hearing proceedings. The Dean may require that the charges be dismissed, or that the case be remanded for further proceedings whenever he or she deems this to be necessary. The Dean may limit the scope of any further proceedings or require that part or all of the original proceedings be reconvened. Upon completion of such additional proceedings, if any, the Dean will issue a final decision. The Dean may reject any findings made by the Academic Review and Academic Integrity Committee, may dismiss the charges or reduce the extent of the remedial action to be taken. If the Dean believes the remedial action to be taken may infringe upon the exercise of academic freedom, he or she will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF) before issuing his or her own decision. The decision of the Dean shall be in writing, shall set forth with particularity any new findings of fact or remedies, and will include a statement of the reasons underlying such an action.

12. The Dean will then transmit to the faculty member and to the student copies of all actions affecting them taken by the Academic Review and Academic Integrity Committee and the Dean. Suitable records will be maintained as confidential and retained in the Office of the Dean.

#### E. Remedial Action

Remedies on a student's behalf should usually be those agreed to willingly by the faculty member. Other remedial action to benefit a student may be authorized by the Dean only upon recommendation of the Academic Review and Academic Integrity Committee and limited to: allowing a student to repeat an examination; allowing a student to be evaluated for work that would otherwise be too late to be considered; directing that additional opportunities be afforded for consultation or instruction; eliminating a grade that had been assigned by a faculty member from the transcript; changing of a failing letter or numerical grade to a "pass" or "satisfactory" grade, so as not to adversely affect a student's grade average; allowing a student to repeat a course without paying tuition or any other penalty, schedule and program permitting.

If some action is contemplated that might be deemed to infringe upon the academic freedom of the faculty member, the Dean will seek an advisory opinion from the Senate Committee on Tenure and Academic Freedom (TAF). In such cases, the Senate TAF may identify other acceptable remedies or render such advice as may be appropriate in the particular situation.

No action detrimental to the faculty member will be taken, except as in strict accordance with established University procedures. An adjustment hereunder in the student's behalf shall not be deemed a determination that the faculty member was in any way negligent or derelict.

#### F. Review and Appeal

A student or faculty member may seek to have a Dean's final decision (or a determination that the charges are not subject to adjudication) reviewed by the Provost, who may seek the advice of the University Review Board, or the student may appeal to the University Review Board, whose recommendation shall be made to the Provost. The action of the Provost, taken with or without the advice of the University Review Board, shall constitute an exhaustion of all required institutional remedies.

If any such determination may be deemed to have a possible adverse effect upon the faculty member's professional situation, the faculty member may seek the assistance of the Tenure and Academic Freedom Committee of the University Senate.

#### G. Timeliness

It is the responsibility of all parties, including administrative officers, to take prompt action in order that grievances may be resolved quickly and fairly. While no explicit time limit could apply to all cases, failure to use diligence in seeking redress may constitute grounds for denial of a hearing or other relief, especially if prejudice results. Parties have the right to seek review of the Provost or to petition the University's Review Board for an appeal from a decision of the

Academic Review and Academic Integrity Committee or investigatory committee within five (5) working days of the date of the decision letter.

#### H. Investigatory Committees and the Academic Review and Academic Integrity Committee

The informal investigatory committees and the formal Academic Review and Academic Integrity Committee shall be composed of both students and faculty. An investigatory committee shall consist of one faculty member appointed by the Dean and one student selected by the Student Executive Council. The faculty member shall chair the investigatory committee. The composition, selection procedures, and terms of members of the Academic Review and Academic Integrity Committee are described above in Part I Section F of this policy.

#### I. Retention of Materials

The Dean is to be responsible for safeguarding the materials given to him or her by the Academic Review and Academic Integrity Committee. All materials should be retained no less than two (2) years and may be retained longer at the Dean's discretion.

### Section III: Grievance Procedures Against Senior Administrators

A student complaint of arbitrary or unfair treatment against the Dean of the School of Social Work should be made to the Provost or appropriate Senior Vice Chancellor. There must be a prompt review and decision on the grievance. Members of the faculty who may be called upon to review and advise on the grievance should be drawn from outside the jurisdiction of the administrator against whom the charge is made.