

Academic Honesty Guidance

Academic Honesty Policy Guidance

National Louis University subscribes to the principle that academic quality and a productive learning environment are inextricably linked to academic honesty. It is expected that all material submitted as part of any class exercise, in or out of class, is the actual work of the student whose name appears on the material or is properly documented otherwise. When evidence of academic dishonesty is discovered, an established procedure of resolution will be activated to bring the matter to closure. Please refer to the university's [Academic Honesty Policy](#) to review this procedure in full. For additional guidance on how to apply these policies and procedures, faculty may contact their program administrator and/or the Assistant Dean of Students/university ombudsperson.

Roles & Responsibilities

Roles and responsibilities are outlined in more detail in the Academic Honesty Policy and the [Academic Appeals Policy](#) and [Academic Appeals Policy and Resource Guide](#). The following information is meant to provide additional support and best practices for handling academic honesty concerns.

Recommendations and Best Practices for Instructors:

- Carefully review the university's [Academic Honesty Policy](#) and its application.
- Decide whether the use of Turnitin is appropriate for any of a course's written assignments, taking into account each assignment's context and learning goals. Turnitin [must be turned on for each assignment prior to the submission of student work](#). Faculty using Turnitin should be aware of [best practices around teaching with Turnitin](#). While Turnitin does include an AI detection service, faculty should be aware of the limitations of these tools and use them in conjunction with other evidence, including a conversation with the student.
- Faculty should use their own discretion and professional judgment to handle any initial incidents of academic dishonesty.
- In any case where academic dishonesty is suspected, faculty should meet with the student to discuss the incident and any possible remedies. Guidance for the timing of this meeting is provided in the Academic Honesty Policy. In many cases, incidents can be resolved during this meeting and do not require an escalation of the policy. In this meeting, faculty can:

- Review with the student the university's academic honesty policy and procedures on plagiarism.
- Share evidence that plagiarism may have occurred. Evidence may include Turnitin originality reports, other sources of information that appear similar to student work, sources for purchasing papers, or comparisons to work previously submitted by the student. Note that the use of generative AI can be difficult to prove, even with the use of AI detectors, which have significant limitations. Faculty should supplement findings from AI detectors with their own knowledge of the student's previous work; observations of writing style, content, or structure that are characteristic of AI-generated text; and discoveries and impressions from their conversation with the student. Faculty who need support in identifying academic honesty violations may refer to [these best practices](#) or reach out to the University Library at library@nl.edu.
- Ask for, and listen to, the student's explanation. This conversation is an opportunity for learning and growth for both students and faculty.
- Decide on a remedy from the remedies listed in the policy and inform the student in writing of your decision.
- Implement the remedy. If the student does not accept/agree to the Instructor's decided remedy, program administration or the college dean should be notified in order to help mediate the situation. If this step is unsuccessful, the student (or Instructor) can petition the Provost and Vice President of Academic Affairs (or designee) to Provosts.Office@nl.edu , for a formal hearing procedure to resolve the matter, as outlined in the [Academic Appeals Policy](#).
- Use EAB to document any alleged academic honesty violation. This alert will be referred to the program chair or designee, who will review the student's record for past instances of plagiarism and will follow up or escalate the issue as appropriate.

Recommendations & Best Practices for Program Chairs & Administrators

- Program chairs and administrators should be prepared to support their faculty in handling incidents of suspected academic dishonesty. Chairs and administrators should understand the [capabilities and limitations of generative AI tools as well as AI detection services](#). Faculty who need support in this area may reach out to the University Library at library@nl.edu.
- Faculty use EAB to document any alleged academic honesty violation, as well as the remedy decided, applied, and accepted by the student. This alert will be referred to the program chair or designee.

- The program chair or designee reviews records for past instances of plagiarism and will follow up with the student and/or faculty member, escalate the incident, or close the EAB case as appropriate based on university policy and program guidelines.