
	UNIVERSITY OF PASADENA (UPAS) Operational Procedures		
	Doc # :PO-AC-03.3	Title: Student Integrity and Academic Honesty Policy	
	Rev # : 05	Approved By: Chief Executive Officer (CEO)	Date : 07 Oct 2019

REVISION HISTORY			
Rev No	Description of change	Author	Effective Date
1	New Procedure	Chief Academic Officer (CAO)	12 Oct 2015
2	No change	Chief Academic Officer (CAO)	10 Oct 2016
3	No change	Chief Academic Officer (CAO)	09 Oct 2017
4	No change	Chief Academic Officer (CAO)	08 Oct 2018
5	Proctored examination process	Chief Academic Officer (CAO)	07 Oct 2019

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1. Purpose

1.1 University of Pasadena applies its student integrity and academic honesty policies to ensure that examination, results and the final grade will reflect the student’s own knowledge and competency in accordance with stated learning outcomes.

2. Scope

2.1 This policy applies to all assessments, quizzes, assignments submitted and projects completed by the students.

3. Definitions

3.1 Plagiarism- the act of taking the writings of another person and passing them off as one’s own. The fraudulence is closely related to forgery and piracy-practices generally in violation of copyright laws.

3.2 Proctored examinations- A proctored exam or activity is one that is overseen by an individual (called a proctor) who monitors or supervises a student while he or she is taking an exam or completing the activity.

4. Responsibility

4.1 The Chief Academic Office (CAO) is responsible for the effective implementation of the policy.


5. Procedure / Process

5.1. Secure login and password

All the students are assigned a unique student ID and password to login. These include the learning management system (moodle) and student portal. The student are instructed to keep this ID/Password personal and confidential.

5.2 Plagiarism tool

Student should understand that Plagiarism would not be tolerated at any level. The instructors are provided will check for the Plagiarism when they suspect one.

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5.3 Proctored examinations

- All final examinations at the end of the term (week 15) will be online proctored examinations.
- An email notice from academics will be sent to all students in week 12 with exam details and 3 time slots choices per course.

Example		
Course Name	Date	Slot 1 – 9.00 am to 12.00 noon
		Slot 2 – 1.00 pm to 04.00 pm
		Slot 3 – 5.00 pm to 08.00 pm

- Students should submit “Proctored examination request form” by end of week 13.
- At the time of examination, the online proctor will verify student’s identity by checking government approved photo ID against the ID submitted during admission.
- After verification process, the online proctor will share the proctor password with the students to begin the examination.
- Students will take the exam in his/her laptop/System as per the examination details (date, time, duration).

5.4 Violation penalty

5.4.1 Integrity violation penalty (Having another person take the assessments)

- First time violation of the policy - Withdrawn from the course
- Second time violation of the policy - Dismissed from the university

5.4.2 Honesty violation penalty (Plagiarism – Submitting others work as their own)

- First time violation of the policy - Redo/ Rework the assignment/Assessment of the course
- Second time violation of the policy - will be awarded no grade and zero mark/points for the activity
- Third time violation of the policy - will result in being withdrawn from the course.

6. Review

The student integrity and academic honesty policy is reviewed every year.