

**Academic Integrity Policy  
and  
Procedures for Cases of Alleged Violations**

Northwestern University in Qatar  
Office of Associate Dean for Education  
Academic Integrity Officer

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## Academic Integrity Policy Statement

Students at Northwestern University in Qatar are expected to uphold the highest standards of academic integrity and must adhere to the University's standards of academic integrity. These standards require adherence to principles of honesty, fairness, and integrity in academic efforts and related professional media, journalism, and communication work, whether students are in class at Northwestern University in Qatar, Evanston, a cross-registered Education City class, on Journalism Residency, on an internship or affiliated Northwestern job, acting as a volunteer, or any other affiliated activity. Academic integrity at Northwestern University in Qatar is based on a respect for individual achievement that lies at the heart of academic culture. Every faculty member and student belongs to a community of scholars in which academic integrity is a fundamental commitment.

Northwestern University in Qatar shall have jurisdiction over all cases of suspected academic integrity policy violations that may call for discipline of a student, group of students, or student organization arising during the time the student or students at issue were enrolled at Northwestern University in Qatar, including cases that occurred (1) at Northwestern University in Qatar or Qatar Foundation Partner Universities; (2) Northwestern University in Qatar required or sponsored or affiliated academic programs that take place outside of Northwestern University in Qatar, such as Journalism Residency, Internships, etc.; (3) in a manner that otherwise relates to and/or reflects negatively on the University or Qatar Foundation.

A complete statement of the University's principles regarding academic integrity can be found on the Office of the Provost's website at <https://www.northwestern.edu/provost/policies-procedures/academic-integrity/principles.html>

## Basic Standards of Academic Integrity

Northwestern University in Qatar requires adherence to the University's standards of academic integrity. These standards may be intuitively understood and cannot in any case be listed exhaustively; the following examples represent some types of behavior that are unacceptable.

### Cheating

- Using unauthorized notes, study aids, or information on an examination
- Altering a graded work after it has been returned, then submitting the work for regrading
- Allowing another person or resource (including, but not limited to, generative artificial intelligence) to do one's work and submitting that work under one's own name without proper attribution
- Submitting identical or similar papers for credit in more than one course without prior permission from the course instructors

### Plagiarism

- Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source
- Plagiarism includes, but is not limited to, the unauthorized use of generative artificial intelligence to create content that is submitted as one's own

### Fabrication

- Falsifying or inventing any information, data or citation
- Presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected

### Obtaining an Unfair Advantage

- Stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor
- Stealing, destroying, defacing, or concealing library materials with the purpose of depriving others of their use
- Unauthorized collaborating on an academic assignment
- Retaining, possessing, using, or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination
- Intentionally obstructing or interfering with another student's academic work
- Recycling one's own work done in previous classes without obtaining permission from one's current instructor
- Otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work

### Aiding and Abetting an Academic Integrity Violation

- Providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above
- Providing false information in connection with any inquiry regarding academic integrity
- Providing (including selling) class materials to websites that sell or otherwise share such materials – including homework, exams and exam solutions, submitted papers or projects, as well as original course materials (for example, note packets, PowerPoint

decks, etc.). In addition to violating Northwestern's policies on academic integrity, such conduct may also violate University policies related to copyright protection.

## **Falsification of Records and Official Documents**

- Altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document

## **Unauthorized Access to Computerized Academic or Administrative Records or Systems**

- Viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information

## Online Academic Integrity Supplement

Maintaining standards of academic integrity is just as important online as it is in more traditional learning environments. All Northwestern University in Qatar students are required to uphold standards of academic integrity in online meetings and learning activities. The following is a non-exhaustive list of types of behavior that violate the standards of online academic integrity:

*Academic Integrity Violations and Online Resources: These violations may occur in the following ways:*

1. Granting unauthorized access to a class video conferencing application (such as Zoom) to someone not enrolled in the class.
2. Granting unauthorized access to online class material, including Canvas, to someone not enrolled in the class.
3. Recording and/or sharing in any form, including pictures, video, or audio, class conversations with other students or faculty without the approval of the persons involved.

*Academic Integrity Violations and Attendance of Synchronous Class Meetings or Activities: These violations may occur in the following ways:*

1. Using any means to facilitate the appearance of attendance while not actually being present during a synchronous meeting, exam, office appointment, etc. For example, opening a video conferencing application (such as Zoom), disabling video, leaving the meeting.

*Academic Integrity Violations and Online Quizzes and Exams: These violations may occur in the following ways, and equally apply to quizzes and exams taken in the classroom:*

1. Using unauthorized online or other materials.
2. Communicating, electronically or in person, with anyone except the supervisor during the exam.
3. Receiving help from or having work completed by unauthorized individuals.
4. Sharing online exams questions/answers in real time or communicating with them via social media apps.

## General Artificial Intelligence Supplement

### Definition and Scope

Generative Artificial Intelligence (Gen AI) refers to artificial intelligence systems that generate new content by identifying and mimicking patterns from the data sets on which they were trained. This policy applies to all forms of generative AI tools, including but not limited to text generators (such as ChatGPT), image, video, or sound creators (such as Dall-E), and code assistants.

### Ethical Considerations

The Northwestern Qatar community is encouraged to engage in ongoing discussions about the ethical implications of generative AI in academia and society. Consideration should be given to the potential for AI to perpetuate or exacerbate existing inequalities and biases. The environmental impact of AI computing should be acknowledged and considered in decisions about its use.

### General Policy

Instructors will determine the use of generative AI to produce, derive, or assist in creating any materials or content for coursework. Instructors have the discretion to permit the use of generative AI in their courses to any extent they deem appropriate for achieving the learning objectives. When permitted, any text, image, or other content created using generative AI must be properly disclosed and cited in the submitted work.

### Instructor Responsibilities

1. Instructors should clearly communicate their policy on generative AI use in their course syllabi and discuss it in class.
2. Instructors are encouraged to consider one of the following approaches for their courses:
  - a. Closed: The use of generative AI is prohibited as it doesn't support learning goals.
  - b. Conditional: The use of generative AI is permitted only when explicitly authorized by the instructor for a particular assignment.
  - c. Open: Use of generative AI is generally permitted with students adhering to the instructor's expectations.
3. If generative AI use is permitted, instructors should provide clear guidelines on how it should be used and cited.

### Student Responsibilities

1. Students must adhere to the generative AI policy set by their instructors for each course.
2. Students must disclose their use of generative AI and provide proper attribution in their work when permitted by their instructor to use generative AI.
3. Students must understand that research, critical thinking, and writing skills are fundamental to their education and should not be bypassed through AI tools.
4. Students are encouraged to think critically about the implications of AI use, including potential biases, environmental impacts, and ethical considerations.

In particular, it is the student's responsibility to understand the guidelines set by instructors around the use of generative artificial intelligence (GenAI). Such guidelines may vary considerably from course to course and even across assignments within a single course. When students have a question regarding the acceptable use of GenAI, they are expected to seek clarification from the instructor.

Students may find these additional resources helpful:

- A [guide from the Northwestern Libraries](#) about appropriate ways to cite Gen AI.
- Tips for using GenAI as a learning tool from [Academic Support and Learning Advancement](#) and [Artificial Intelligence at Northwestern](#).

## **Academic Integrity and Violations**

Unauthorized use of generative AI in coursework, or failure to properly disclose and cite its use when permitted, is considered a violation of the Northwestern Qatar Academic Integrity Policy. Instructors who suspect a violation of this policy should follow the established procedures for reporting academic integrity violations at NU-Q. Violations of this policy will be treated in accordance with NU-Q's existing academic integrity procedures.

Potential consequences for violations may include, but are not limited to:

1. Receiving a failing grade on the assignment
2. Receiving a failing grade for the course
3. Referral to the Academic Integrity Officer
4. Other sanctions as deemed appropriate by the instructor or Academic Integrity Officer

Students are encouraged to consult with their instructors if they are unsure about the appropriate use of generative AI in their coursework.

Note: This policy will be reviewed regularly to ensure it remains relevant and effective in light of rapidly evolving AI technologies and their applications in education.



## Governing Practices

### Statement of Responsibility

It is the responsibility of every member of the academic community to be familiar with the specific policies of Northwestern University in Qatar.

### Sanctions

A student who violates the academic integrity policies may be subject to sanctions. The Academic Integrity Officer will determine relevant sanctions. Sanctions will be imposed by Northwestern University in Qatar. Sanctions may include but are not limited to:

1. A letter of reprimand and warning
2. A defined period of probation
3. A defined period of suspension
4. Ineligibility for certain awards, honors, and special programs
5. Revocation of an awarded degree
6. Expulsion from the University (noted on an official transcript)
7. Any combination of the above

There are both separable and non-separable sanctions. Separable sanctions include suspension and expulsion. Separable sanctions are those which result in the separation of a student from the University. Non-separable sanctions include warnings, probation, or other internal sanctions that allow a student to continue progress toward their degree.

The imposition of any sanction other than a private reprimand should include a statement of reasons supporting its severity. A student may appeal any finding or sanction according to the Procedures for Cases of Alleged Academic Integrity Violation.

All proven cases of an academic integrity violation should be penalized as appropriate under the circumstances. There is no necessary connection between a first-time offense and a letter of warning. Depending on the nature of the offense, a student may be suspended or expelled because of a first-time offense.

A student will NOT receive a University degree while a finding is pending or while a suspension has been imposed pursuant to an academic integrity finding.

### Reduced or Failing Grade

In addition, in cases where a violation is found, the course instructor has the sole discretion to determine the effect any violation has on any affected assignment and the comprehensive grade in the course. Possible grade sanctions include: no impact on the grade; the requirement to redo the assignment; grading the relevant piece of work with an F or 0; a failing grade for the course. Grades modified by the course instructor following a finding of academic integrity violations may not be appealed.

### Reportability

Sanctions that do not result in separation from the University (suspension or expulsion) are not reported by Northwestern University to external entities unless: 1) the student consents to the disclosure; or 2) disclosure is required by law.

## **University Procedure**

Suspected cases of academic integrity violation should be reported to the course instructor or to the administration of the school under whose jurisdiction the suspected offense took place. Students charged with academic integrity violation may not change their registration or grading basis in a course in which the charge is pending, or in which a finding of academic integrity violation has been made. This means that students may not withdraw from a course, choose a pass/fail election, or otherwise change their course registration or enrollment. Procedures of investigation, adjudication, and appeal may vary from school to school. Practice does not involve reporting to a student, but instead to the course instructor or to a member of the dean's office.

## Procedures for Cases of Alleged Academic Integrity Violation

### *I. INITIATION OF A COMPLAINT*

- A. All cases of alleged academic integrity violation by students in courses at Northwestern University in Qatar must be referred to the Academic Integrity Officer. Cases should be referred within one month of the date of the alleged incident, or within one month of the date the reporting individual becomes aware of the alleged incident, whichever is later. However, no action will be taken on any case if more than one year has elapsed since the alleged incident. Once a matter has been referred to the Academic Integrity Officer it may not be withdrawn without the Academic Integrity Officer's approval, nor may the referring individual resolve the case without the approval of the Academic Integrity Officer.
- B. The Academic Integrity Officer shall conduct a review of the facts of the alleged incident, including statements of the reporting individual, the instructor(s), and any supporting material. If, after the review, the Academic Integrity Officer determines that there is cause for further investigation, an official letter shall be drafted for the student including the date of the incident (if known), the course and instructor, and the nature of the alleged violation. A copy of the current procedures should accompany the letter. The student shall receive this letter via official university email.
- C. The student will be asked to meet with the Academic Integrity Officer to discuss the case within seven (7) working days of the date of the letter, at which time the student may present any relevant material or statements on his or her behalf. The student will have the right, prior to meeting with the Academic Integrity Officer, to review relevant materials or evidence in the office of the Academic Integrity Officer, to obtain copies of such materials if desired, and to discuss the matter with an adviser or other individual. Review of original materials must take place by appointment during normal working hours within seven (7) working days of the date of the case notification letter.
- D. If the student does not schedule a meeting to take place within seven working days, the Academic Integrity Officer may make their determination on the basis of the evidence before them at that time. The Academic Integrity Officer may grant reasonable requests for an extension of this time deadline at their sole discretion.
- E. In certain cases where timely notification is important-as, for instance, if a student is about to leave campus for vacation-verbal notification may be made by the Academic Integrity Officer, but such verbal notification should be followed by a letter.

### *II. MEETING WITH THE ACAMEMIC INTEGRITY OFFICER*

- F. The Academic Integrity Officer has the authority to determine, based on sufficient evidence available to the Academic Integrity Officer, whether a violation of academic integrity has occurred.
- G. In meeting with the student, the Academic Integrity Officer will describe the charges made and detail the evidence supporting those charges. At this initial meeting, the student may decline to discuss the matter and/or request that the Academic Integrity

Officer defer making a determination until after a subsequent meeting between the student and the Academic Integrity Officer, at which the student may present relevant information or evidence. This second meeting must be requested at the initial meeting and must be scheduled for a time within seven (7) working days of the initial meeting.

- H. After their review, the Academic Integrity Officer shall inform the student by letter of their and the sanction, if any, to be imposed. (If the student is not registered in Northwestern University in Qatar the sanction will be determined by the school in which the student is registered; see VI. below.)

### *III. SANCTIONS*

- I. Sanctions which may be imposed by the Academic Integrity Officer include but are not limited to: a letter of reprimand and warning; a defined period of probation with the attachment of conditions; a defined period of suspension, with or without the attachment of conditions; permanent exclusion from the University with notation on the official record; revocation of an awarded degree; or any combination of the previously listed sanctions.
- J. Any grade entered for a student in a course in which an allegation of academic integrity violation is pending against the student, whether for the course as a whole or for a piece of work submitted in the course, is subject to modification after all proceedings and appeals are concluded. Should the student be found to have violated academic integrity, the course instructor is empowered, in the instructor's sole discretion, to determine the effect this violation will have on the student's grade in the course; possible actions range from disregarding the incident in calculating the grade to failing the student in the course.

### *IV. APPEALS TO THE COMMITTEE ON ACADEMIC APPEALS*

- K. The Academic Integrity Officer's decision and/or sanction may be appealed to the Committee on Academic Appeals by filing a written notice of appeal within ten working days of the date of the letter of notification. The student's written notice of appeal must state what is being appealed-whether the finding of academic integrity violation, the sanction imposed, or both-and must describe in detail the grounds for the appeal. The student's written notice of appeal should also state whether the student desires to present the appeal in person to the Committee on Academic Appeals.
- L. If the student so requests, they will be granted an opportunity to appear in person to present their case to the Committee on Academic Appeals and to hear and respond to any testimony provided by the Academic Integrity Officer or witnesses appearing before the Committee on Academic Appeals. Likewise, the Academic Integrity Officer may be present to hear and respond to testimony of the accused student or any witnesses appearing before the Committee on Academic Appeals. If the student wishes to present witnesses before the Committee on Academic Appeals, the student must inform the Committee on Academic Appeals at least seven working days before the appeal is to be heard of the names of the proposed witnesses and of the nature of the evidence they are prepared to present. However, the Committee on Academic Appeals has sole discretion to determine what witnesses other than the

accused student and the Faculty Academic Integrity Committee it will hear, if any. The Committee on Academic Appeals shall review the appeal as soon as practical after it has been filed.

- M. Following its review, the Committee on Academic Appeals may sustain or reverse the finding of an academic integrity violation, if that portion of the Academic Integrity Officer's decision was appealed, and may, if a finding of an academic integrity violation stands, sustain or modify (but not increase) the sanction, if that portion of the decision was appealed. The Committee on Academic Appeals shall inform the student by letter of its decision.

#### *V. APPEAL TO THE ASSOCIATE DEAN FOR EDUCATION*

- N. The student may appeal the Committee on Academic Appeals' decision within ten working days to the Associate Dean for Education. Such appeals must be in writing and include a detailed statement setting forth the grounds for the appeal. Appeals to the Associate Dean for Education will be limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and a school finding and/or sanction. The Associate Dean for Education will receive appeals only after a sanction has been specified for the alleged violation (see VI); an appeal to the Associate Dean for Education may concern the finding and/or the proposed sanction.

#### *VI. CROSS-SCHOOL CASES we might not need this, but what about EC schools?*

- O. In instances where a student registered in another school is alleged to have committed an act of an academic integrity violation in a Northwestern University in Qatar course, the authority of the Northwestern University in Qatar will extend only to determining whether the alleged action constitutes an academic integrity violation and, if so, to the imposition of a grade penalty by the instructor in the course (see III). If the finding is affirmative and all appeals have been exhausted or the time for appeals has expired in the first school, the case will be formally referred to the appropriate authority of the school in which the student is registered for whatever further sanction that school deems appropriate. If the student is not enrolled in any Northwestern University school, e.g. is cross registered or a study abroad student, the sanction may include any of the sanctions available to the Academic Integrity Officer including and up to suspension.

Similarly, the Associate Dean for Education may be called upon to determine further sanctions for Northwestern University in Qatar students who have been guilty of an academic integrity violation in courses in another Northwestern school.

- P. In instances where a student registered in the Northwestern University in Qatar has been found to have committed an act of an academic integrity violation in a course offered by another school, the Academic Integrity Officer will notify the student in writing of the formal referral of the matter to Northwestern University in Qatar for determination of a Northwestern University in Qatar sanction, if any. Such notification will inform the student that they may schedule an appointment with the Academic Integrity Officer, to take place within seven working days, to present any evidence of mitigating circumstances, but not on the underlying question of guilt or innocence. If the student does not schedule an appointment within the allotted time, or within such

extension of time as the Academic Integrity Officer may grant in their sole discretion, the Academic Integrity Officer will make a decision on sanctions based on the available information.

- Q. The Academic Integrity Officer will inform the student in writing of any sanction imposed and of the student's right to appeal that sanction (but not issues of guilt or innocence) to the Committee on Academic Appeals.

## *VII. GENERAL CONSIDERATIONS*

- R. A student charged with an academic integrity violation may not change his or her registration in the course(s) in which a charge is pending or in which a finding of an academic integrity violation has been made.
- S. At any stage of the proceedings described above, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing, but not by an attorney. This person may not, however, take part in the proceedings; the student must speak on their own behalf.
- T. Sanctions specified by the Academic Integrity Officer, as modified by the Committee on Academic Appeals or the Associate Dean for Education (if an appeal has been filed), shall take effect at the expiration of the period for appeal of a decision if an appeal has not been filed, and after a decision has been reached by the Committee on Academic Appeals or the Associated Dean for Education if an appeal has been filed. If the appeal is not granted, the sanction will be applied retroactive to the date specified by the Academic Integrity Officer, and, if necessary, current registrations may be canceled.
- U. All materials relating to an allegation of an academic integrity violation will be kept with the Academic Integrity Officer until the student has graduated or for ten years after the incident, whichever is earlier.
- V. All references to the Associate Dean for Education in these procedures include the Associate Dean for Education's designee if circumstances prevent the Associate Dean for Education from participating.

## Academic Integrity Resources

### Academic Integrity Officer

For questions about the appeals process, requests to review case information, or submission of appeals at Northwestern University in Qatar.

### Office of Academic Advising and Student Success

For questions or support related to academic coursework, student success, or workshops related to academic integrity, please refer to the Office of Academic Advising and Student Success at Northwestern University in Qatar.

[advising@qatar.northwestern.edu](mailto:advising@qatar.northwestern.edu)

For students with disabilities, please contact Accessible NU-Q (ANU-Q). ANU-Q aims to identify educational barriers, problem solve to create equitable learning environments, communicate referral options for disability evaluation and academic assistance, and establish best practices for disability inclusion.

[accessible@qatar.northwestern.edu](mailto:accessible@qatar.northwestern.edu)

### Writing Center

For questions or support related to writing and plagiarism and the ethical use of generative AI in the writing process, please see the Writing Center at Northwestern University in Qatar.

[nuqwritingcenter@northwestern.edu](mailto:nuqwritingcenter@northwestern.edu)

### Student Records

For questions about registration, suspensions, or expulsions, please speak to the Student Records office at Northwestern University in Qatar

[studentrecords@qatar.northwestern.edu](mailto:studentrecords@qatar.northwestern.edu)



## Glossary

*Important terms from the policy and procedures, listed in alphabetical order:*

**Academic Integrity:** Principles based on honesty, fairness, and integrity governing all academic work and enforceable by review of the Faculty Academic Integrity Committee and applicable Northwestern University in Qatar academic integrity policies and procedures

**Academic Misconduct:** Any behavior that violates the academic integrity policy

**Appeal:** A formal request for a review of a decision made by the Faculty Academic Integrity Committee.

**Appeals Committee:** A panel of administration responsible for appeals submitted by students found in violation of the academic integrity policy

**Academic Integrity Officer:** A staff or faculty designated by the Associate Dean for Education responsible for reviewing alleged violations of academic integrity policy and determining appropriate sanctions

**Hearing:** A meeting that takes place between a student who has an alleged academic integrity violation and the Faculty Academic Integrity Committee to discuss evidence and case information

**Non-separable:** A sanction, including warning, probation, or other internal sanction, that will not result in the separation of a student from the university and will allow the student to continue progress toward their degree

**Probation:** A designated period of time during which a student's academic progress is closely monitored due to a violation of academic integrity policy

**Sanction:** A disciplinary action taken against a student for a violation of the academic integrity policy

**Separable:** A sanction, including suspension or expulsion, that will result in the separation of a student from the university

**Suspension:** A defined period of separation from the University, after which, the student may request to return to complete their degree requirements. Suspension is a separable sanction intended for serious and/or repeated violations to the academic integrity policy

**Syllabus:** A document that outlines course expectations, including policies related to academic integrity

**Warning:** A warning, or letter of reprimand, may be issued to students who need to have educational or formative support, such as further meeting with their instructor or the Writing Center or other academic support unit. Warnings may be issued in conjunction with other sanctions or alone