

UNIVERSITY STANDARDS

Basic Standards of Academic Integrity

Registration at Global University requires adherence to the university's standards of academic integrity. Many of these standards may be intuitively understood and are not listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

1. Cheating: (a) using unauthorized notes, aids, or information when taking an examination; (b) submitting work done by someone else as your own; (c) copying or paraphrasing someone else's work and submitting it as your own.
2. Plagiarizing: submitting someone else's work, claiming it as your own, or neglecting to give appropriate documentation when using any kind of reference material. Plagiarism, whether purposeful or unintentional, includes copying or paraphrasing materials from a study guide, textbook, or any other published or unpublished source. Words, thoughts, or ideas taken from any source must be properly documented according to the school's particular *Global University Form and Style Guide*.
3. Fabricating: falsifying or inventing any information, data, or citation.
4. Obtaining an unfair advantage: (a) stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor or examination supervisor; (b) unauthorized collaboration on an academic assignment; (c) retaining, possessing, using, or circulating previously given examination materials where those materials clearly indicate they are to be returned to the examination supervisor or to the Global University offices at the conclusion of the examination.

AI and Its Role in Global University's Degree Programs

Artificial intelligence is advancing rapidly, offering students time-saving opportunities in completing assigned academic work. However, using AI to complete academic work undermines the very purpose and value of education and prevents the development of scholarship skills and the acquisition of knowledge. Misusing AI technology, therefore, threatens both the legitimacy of education and the competence of graduates. In response, Global University is implementing the following policy as a first version by Global University regarding the use of generative Artificial Intelligence software, such as LLMs (e.g., ChatGPT, PaLM API and MakerSuite):

1. Using any AI LLM to create or improve content for any academic assignment is unauthorized without prior written approval from the faculty facilitating the related course.
2. Faculty may grant written approval for AI LLM use in

response to a written request submitted by a student if the request includes:

- a. Identification of the course and assignment for which the AI LLM will be used.
 - b. A detailed description of how the AI LLM will be used, including the anticipated results of this use and how it will be integrated into fulfilling the assignment's requirements.
 - c. A description of how any information acquired through generative AI will be verified.
 - d. An explanation of how AI LLM use will enhance the learning experience and fulfill learning objectives in an academically legitimate way.
3. Unapproved use of AI software in completing academic assignments will be considered misuse and will result in a failing grade for that assignment.
 4. Faculty are instructed to disapprove the use of all AI software unless a convincing and well-informed rationale is presented by the student regarding the educational value of its limited use.
 5. This policy is a first iteration and will be revised as AI technology continues to develop along with its potential use and misuse in the educational environment.

Depending on the severity of the offense, disciplinary action for failing to maintain academic integrity can range from lowering a paper's grade to dismissal from the program.

Code of Conduct

Global University is a Christian educational institution aiming to equip students to fulfill God's calling on their lives. Christian conduct is expected. As Global University reaches many cultures around the world, it is understood that some practices acceptable in one culture may not be acceptable in another.

As Christians, we look to the Scripture to guide our conduct. Students are expected to conduct themselves according to biblical principles of behavior. Examples of such principles are found in Romans 12:9–21; Galatians 5:22–23; and Ephesians 4:1–3, 25–32. The Code of Conduct also applies to verbal and written communication with Global University representatives, faculty, staff, and students. Furthermore, it extends to all electronic communication, including threaded discussions and email with faculty and students.

Violation of the Code of Conduct may result in disciplinary action, including dismissal from the program. Global University also wants each student to be aware of our Statement on Marriage, Human Sexuality, and Gender Identity that can be viewed at <https://globaluniversity.edu/university-standards/>.

Disability and Academic Accommodations

Global University is committed to the provision of reasonable accommodations for students with disabilities, as defined in the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements. Students who qualify for accommodations are required to submit appropriate documentation to the Student Success Center. Your request will be considered if it:

- is based on documentation that meets GU guidelines.
- does not compromise essential requirements of your course or program.
- does not impose financial or administrative burden upon GU beyond that which is deemed reasonable.

Submit your request to success@globaluniversity.edu. The Academic Success team will follow up with you to gather all required documentation. The university's director for the Student Success Center and the dean of the school will review the submitted documentation. You will be notified via email if your request is granted or denied within 30 days of receipt of all required documentation. If you are denied services, you may file an appeal within 30 days of the decision.

Due Process of Student Rights

In all cases involving academic dishonesty, the student charged or suspected shall, at a minimum, be accorded the following rights:

1. Prompt investigation of all charges of academic dishonesty, to be conducted, insofar as possible, in a manner that prevents public disclosure of the student's identity. Such investigation may include informal review and discussion with an official of the school prior to bringing a charge, provided that such review does not compromise the rights of the student in the formal process.
2. Reasonable written notice of the facts and evidence underlying the charge of academic dishonesty and of the principle(s) of academic integrity said to have been violated.
3. Reasonable written notice of the procedure by which the accuracy of the charge will be determined.
4. Reasonable time, if requested, to prepare a response to the charge.
5. A hearing or meeting at which the student involved may be heard and the accuracy of the charge determined by a neutral decision maker.
6. Review of an adverse initial determination, if requested, by an appeals committee to whom the student has access in person. Generally, implementation of sanctions will be suspended until all appeals made by the student have been exhausted.
7. Final review of an unsuccessful appeal, if requested, by the president or an advisory committee designated by the president.

Policy for Filing Student Complaints

Global University assures the public that its philosophy is to be responsive to any student complaint. Historically, any complaints received have been resolved to the student's satisfaction. A student seeking to file a complaint or grievance should follow the steps outlined under "Tracking and Addressing Student Complaints." Global University will do everything possible to resolve the complaint expeditiously. If the student wants to contact higher authorities, he or she may do so at the state and accrediting agency levels, as described below.

The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy contains information and instructions for filing a formal complaint. The policy provides that a student seeking to file a complaint with the department must first exhaust all formal and informal avenues provided by the institution to resolve disputes. The MDHE complaint policy can be accessed at <https://dhewd.mo.gov/media/pdf/complaint-resolution-policy>.

Global University's regional accrediting agency, the Higher Learning Commission (HLC), can also receive student complaints. Information is available at: <https://www.hlcommission.org/for-students/file-a-complaint-against-an-institution/>.

The HLC expects complaints and grievances to be first resolved at the institution level. Complaints should only be directed to the HLC if they are deemed to affect an institution's accreditation.

Global University has been approved as a participating institution in the National Council for State Authorization Reciprocity Agreements (NC-SARA). If, after following the sequence referred to above, a complaint is not resolved to the student's satisfaction, and if the state in which they live is a SARA member state (go to www.NC-SARA.org, click on "states"), they may appeal to the portal agency of their state (see <https://nc-sara.org/state-portal-entity-contacts>). The SARA complaint process can be found in the SARA Policies and Standards at <https://nc-sara.org/sara-student-complaints-0/>.

Tracking and Addressing Student Complaints

Global University takes complaints and grievances seriously. The Student Services Department of GU's Academic Affairs Office maintains and monitors a complaint or grievance file. Complaints received usually concern two categories: (1) course content or (2) the course delivery and support system.

- Complaints relating to course content are referred to the University Materials Development (UMD) Department and to the course professor. A student representative will contact the student with an answer to the student's question(s) or a solution to the student's problem.

- Complaints regarding the delivery and support system are referred to the Student Services Department. A student representative will contact the student to resolve the difficulty. In some cases, this prompts the creation of new policies or procedures to improve the delivery system.

In more difficult or complex situations, especially those problems spanning more than one department, the complaint is referred to the provost. As necessary, the Academic Affairs Committee will also become involved to resolve student complaints in a timely and satisfactory manner.

A student can file a grievance with Global University by choosing any one of the following contacts:

1. A student may contact a Global University faculty member or network office staff member by email, phone, fax, post/mail, or in person. Often, problems are easily resolved at this level.
2. A student may contact the Student Services Department of Global University by email, phone, fax, post/mail, or in person. Student Services personnel are trained to resolve student concerns.
3. A student may contact any administrator of Global University by email, phone, fax, post/mail, or in person. In these cases, the matter typically requires a period of investigation in order to be resolved.

Once a concern, complaint, or grievance is received, every effort will be made to resolve the issue quickly. Should a student not be satisfied with the resolution, they may appeal the decision to the International Office of Global University, directly to the Provost's Office. Should a student not be satisfied with the resolution, the student can contact the Provost's Office and request that the issue be addressed by the Global University Academic Affairs Committee. A decision by the Academic Affairs Committee will be deemed final.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. **The right to inspect and review education records within 45 days of the day Global University receives a request for access.** Students should submit to the registrar a written request that identifies the record(s) they wish to inspect. The registrar will make arrangements for access and notify students of the time and place the records may be inspected. In place of inspecting the record(s), students may request that records be copied and mailed to them. In this case, students will pay postage and a copy fee of 15 cents (USD) per page.
2. **The right to request the amendment of education records students believe are inaccurate or misleading.** Students may ask the university to amend a record they

believe is inaccurate or misleading. They must write to the registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested, the university will notify students of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.

3. **The right to request in writing that certain directory information only be disclosed with the student's written consent.** Unless otherwise requested, directory information such as the student's name, mailing address, dates of attendance, enrollment status, graduation status, and other institutions attended may be released without written consent. Non-directory information such as student ID number, Social Security number, date of birth, email address, phone number, and grades may only be released with the student's written consent, except where FERPA authorizes disclosure without consent. Exceptions include disclosure to federal, state, and local authorities as well as school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibility.

The student has the right to file a complaint with the US Department of Education concerning alleged failures by Global University to comply with the requirements of FERPA. For more information, contact the office that administers FERPA:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW
Washington, DC 20202-8520

Phone: 1-855-249-3072

Website: <https://studentprivacy.ed.gov/file-a-complaint>