

ADDENDA/ERRATA SHEET

MILDRED ELLEY
New York, NEW YORK CAMPUS
2025-2026 ACADEMIC CATALOG

Please note the following *addition*, ~~deletion~~, or change to the 2025-2026 Academic Catalog

Mildred Elley Academic Integrity Procedure (pg. 36)

Procedure:

1. **Teachable Moment:** The instructor will inform and provide referral to the writing center information about academic integrity and resources to improve the student's awareness and understanding. The resources may include any or all of those listed above, including writing center and owl resources for writing, and citations.

2. **Type 1 and Type 2:** The instructor will issue A low grade or a placeholder grade of 0 on the assignment or exam with the opportunity to revise and resubmit the work with corrections for a new grade. In order to resubmit the work, the student must also include the certificate issued from the writing center confirming that the student has successfully completed the avoiding plagiarism intervention. Failure to resubmit a revised assignment will result in a low grade or a grade of 0 on the assignment or exam without opportunity to resubmit.

3. **Type 3** incidents will result in Mildred Elley administration (School Deans, and the OCAO) taking any or all of the following actions:

- a. Assign a failing grade for an examination, assignment, or course
 - b. Look back at courses or exams from previous terms or the same term for other violations.
 - c. Gather and review a student's course or exam activity, IP address, and other data necessary for the academic integrity investigation
 - d. Bar the student from enrolling in Mildred Elley or registering for a course or examination
- Administratively withdraw the student.

If the student is administratively withdrawn, Mildred Elley reserves the right to:

- Revoke all credits
- Revoke any credits and/or degree and certificate previously awarded
- Require the student to return any earned certificate or diploma
- Suspend or terminate selected services previously available to the student
- ~~• Retain all tuition and fees paid by the student~~
- Permanently annotate a student's record to reflect academic withdrawal by Mildred Elley in response to the student's violation of this policy
- Notify educational institutions, licensing or certification boards, employers, or others, who have previously received a transcript or similar certification, (e.g., Letter of Completion (LOC), Letter of Qualification (LOQ)) of any action taken by Mildred Elley
- Take other action, as appropriate