

## **Proposed Statement for Governance & Policies- Academic Honesty Policy**

### **Academic Honesty Policy**

Students of the University are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced.

**Actions that Violate the Academic Honesty Policy-** *The below lists are for illustration only. They should not be construed as restrictive or as an exhaustive enumeration of the various forms of conduct that constitute violations of the academic honesty policy.*

#### Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks or other accepted citation practices. By placing his/her name on a scholarly product, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism would thus include representing as one's own any academic exercise (e.g. written work, computer program, sculpture, etc.) prepared totally or in part by another. An individual will avoid being charged with plagiarism if there is an acknowledgment of indebtedness whenever one:

1. quotes another person's actual words;
2. uses another person's ideas, opinions, or theories, even if they are completely paraphrased in one's own words;
3. borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

These guidelines should be followed for all source types, including books, newspapers, pamphlets, journal articles, websites, and other online resources. *The above list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of plagiarism that constitute violations of the academic honesty policy.*

#### Fabrication

Fabrication is the falsification of research or other findings. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of fabrication that constitute violations of the academic honesty policy.*

1. Citation of information not taken from the source indicated.
2. Listing in a bibliography sources not actually consulted.
3. Inventing data or other information for research or other academic projects.

### Cheating

Cheating is the act or attempted act of deception by which an individual tries to misrepresent that he/she has mastered subject matter in an academic project or the attempt to gain an advantage by the use of illegal or illegitimate means. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of cheating that constitute violations of the academic honesty policy.*

1. Copying from another student's test paper.
2. Allowing another student to copy from one's test paper.
3. Using the course textbook, or other material such as a notebook, brought to class meetings but unauthorized for use during a test.
4. Collaborating during a test with another person by receiving or providing information without the permission of the instructor.
5. Using or possessing specifically prepared, unauthorized materials during a test (e.g., notes, formula lists, formulas programmed into calculators, notes written on the student's clothing or person) that are unauthorized.

### Academic Misconduct

Academic misconduct is the violation of University policies by tampering with grades or participating in the distribution of any part of a test before its administration. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of academic misconduct that constitute violations of the academic honesty policy.*

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test, including answers to an unadministered test.
3. Bribing, or attempting to bribe, any other person to obtain an unadministered test or any information about the test.
4. Buying, or otherwise acquiring, another's coursework and submitting it as one's own work, whether altered or not.
5. Entering a building, office, or computer for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
6. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test, on a "Change of Grade" form, or other official academic University record which relates to grades.
7. Entering a building, office, or computer for the purpose of obtaining an unadministered test.
8. Continuing to work on an examination or project after the specified allotted time has elapsed.

9. Taking a test or course for someone else or permitting someone else to take a test or course in one's place.
10. Giving or taking unauthorized aid in a take home exam, paper, or other assignment.
11. Submitting work for a class that was already submitted for another class, when unauthorized, or allowing another student to submit or copy from your previously submitted class work.

**Actions which may be taken for violations of the Academic Honesty Policy.**

When a faculty member suspects that a violation of the academic honesty policy has occurred, he/she will meet with the student to:

- a) discuss the alleged act;
- b) hear any defense the student may have;
- c) discuss any proposed academic sanctions;
- d) inform the student of his/her right to appeal faculty imposed sanctions to the department chair and/or dean of the school

Academic sanctions that may be imposed by the faculty member include:

- a) a verbal reprimand;
- b) a written reprimand;
- c) requiring the student to redo/resubmit the assignment, test, or project;
- d) lowering the grade for the assignment, test, or project

*The above list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various sanctions that may be imposed by instructors for violations of the academic honesty policy.* Academic sanctions that require a formal charge be filed with the Associate Provost for Academic Administration include:

- a) any sanction in excess of lowering the grade for an assignment, test, or project;
- b) failing the student for the course;
- c) recommending temporary or permanent suspension from the academic major or University.

Regardless of the level of academic sanction imposed or requested above, faculty members are encouraged to submit a report for each violation of the Academic Honesty Policy to the Associate Provost for Academic Administration. If more than one (1) such report is filed for a student, even in the case of sanctions imposed only by the faculty member, then the Associate Provost for Academic Administration will meet with the student to discuss these occurrences and possibly impose additional academic sanctions.

## **Confidentiality**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, any information relating to an alleged violation of the University's Student Code of Conduct or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty.

## **Current Governance & Policies Statement**

### **Academic Dishonesty**

Academic Dishonesty includes the following:

Plagiarism: The inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or other accepted citation practices as well.

Plagiarism includes the presenting as one's own work:

1. A research paper bought from a term paper service;
2. A paper or other work wholly or partially done by someone else;
3. A passage copied from a book, article, or other source without giving credit to the author; or
4. A creative or mechanical idea copied without giving appropriate credit to the creator or producer.

Fabrication: The use of invented information or the falsification of research or other findings.

Cheating: The act or attempted act of deception by which an individual seeks to misrepresent that he or she has mastered information on an academic exercise.

Academic Misconduct: The violation of University policies by tampering with grades or taking part in obtaining or distributing any part of a test prior to its administration.

Further explanations and/or examples of academic honesty may be found in the Academic Honesty and Dishonesty Brochure.

### **Procedural Guidelines for Acts of Academic Dishonesty**

When a faculty member suspects that a student has committed an act of academic dishonesty, the faculty member should follow the procedures outlined in the document, Academic Honesty and Dishonesty Brochure. In brief, the academic sanctions which may be imposed by the faculty member can be categorized as minor or major sanctions. Minor sanctions include oral or written reprimands, requiring the student to redo/resubmit an exam/assignment/project, or lowering the grade for an exam/assignment/project. If the faculty member believes that stronger (major) sanctions are warranted, than a formal charge must be filed with the Associate Provost for Academic Administration, who will conduct an administrative hearing as outlined in the Student Code of Conduct (**Note: Graduate students committing plagiarism will receive an F for the course and be subject to disciplinary action as provided in the Student Code of Conduct.**)

For all charges of academic dishonesty, a one-page report summarizing the academic sanction imposed by the faculty should be completed and filed with the Associate Provost for Academic Administration. More than one occurrence of academic dishonesty in the student's file will trigger a review of the student's record by the Associate Provost, who will recommend appropriate corrective action. This file will be destroyed following the student's graduation.

The faculty member is obligated to apprise the student of his/her right to appeal any faculty decision on academic dishonesty to the department chair or school Dean/Dean of Graduate Studies and Research. Any student who believes that he/she has been treated unfairly may also request a new (de novo) hearing before the University Judicial Board.