

Academic Honesty Policy and Procedures

Academic Dishonesty : Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).

- a. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition without permissions, of tests or other academic material belonging to a member of the university, faculty, or staff.
- b. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- c. The term “collusion” means collaboration with another person in preparing work offered for credit if that collaboration is not authorized by the faculty member in charge.

The procedure for investigating and appealing an academic honesty incident is as follows:

| Date | Step |
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| | 1. After an alleged incident of Academic Dishonesty occurs, the instructor does the following: <ol style="list-style-type: none"> a. Informs the student of the academic sanction to be imposed; b. Informs the student of his/her right to appeal the sanction; c. Notifies the department chair of the incident and the sanction imposed |
| | 2. The department chair then reports the incident and the sanction to the following parties: <ol style="list-style-type: none"> a. Dean of the College b. Director of Student Rights and Responsibilities c. Dean of Graduate Studies (if the incident occurred in a graduate course) d. Registrar (if the sanction is a course grade of F). <p>If the faculty member is a department chair, the dean assumes the role of the department chair in addition to the role of dean. If the faculty member is a dean, the Provost assumes the role of the dean.</p> |
| | 3. The student accepts the academic sanction or appeals the sanction to the department chair in writing no later than five (5) working days after being notified of the sanction. |
| | 4. If the student appeals the sanction imposed by the instructor, the department chair investigates the incident and consults with the instructor and student. If the chair and instructor do not agree on the disposition, the appeal proceeds directly to the dean. If the chair and instructor agree on the disposition of the appeal, the chair notifies the following parties of any change in the sanction: <ol style="list-style-type: none"> a. Student b. Instructor c. Dean of the College d. Director of Student Rights and Responsibilities e. Dean of Graduate Studies (if the incident occurred in a graduate course) f. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked). |
| | 5. The student accepts the academic sanction imposed by the instructor and department chair or appeals the sanction to the dean of the college in writing no later than five (5) working days after being notified of the department chair's decision. |
| | 6. If the student appeals the decision of the instructor and department chair, or if the chair and the instructor did not agree on an academic sanction, the dean of the college investigates the |

| Date | Step |
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| | <p>incident, consults with all parties, decides the disposition of the sanction, and informs the following parties of the decision:</p> <ul style="list-style-type: none"> a. Student b. Instructor c. Department chair d. Director of Student Rights and Responsibilities e. Dean of Graduate Studies (if the incident occurred in a graduate course) f. Provost g. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked). |
| | <p>7. The student accepts the academic sanction imposed by the dean of the college or appeals the decision of the dean of the college to the Academic Appeals Committee in writing no later than five (5) working days after being notified of the dean of the college's decision.</p> |
| | <p>8. If the student appeals the decision of the dean of the college, the Academic Appeals Committee investigates the incident and holds a hearing. The Academic Appeals Committee may remove the sanction, confirm the sanction, or impose a different academic sanction, and may refer the case to the Student Conduct Committee with a recommendation for a conduct sanction in addition to the academic penalty. The chair of the Academic Appeals Committee informs the following parties of the decision of the instructor and department chair, or if the chair and the instructor did not agree on an academic sanction, the dean of the college investigates the incident, consults with all parties, decides the disposition of the sanction, and informs the following parties of the decision:</p> <ul style="list-style-type: none"> a. Student b. Instructor c. Department Chair d. Dean of the College e. Director of Student Rights and Responsibilities f. Dean of Graduate Studies (if the incident occurred in a graduate course) g. Provost h. Registrar (if the sanction is a course grade of F or if a sanction of F is revoked). |
| | <p>9. The Student Conduct Committee considers exclusively whether to add disciplinary sanctions to the academic sanction imposed beforehand and selects and imposes the sanction(s). The Director of Student Rights and Responsibilities informs the following parties of the decision:</p> <ul style="list-style-type: none"> a. Student b. Instructor c. Department Chair d. Dean of the College e. Dean of Graduate Studies (if the incident occurred in a graduate course) f. Provost |