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Responsibilities

Academic Honesty Expectations and Responsibilities

Each student is responsible for performing academic tasks in such a way that honesty is not in question. No individual student can be held responsible unless a finding of fact has determined that it is more likely than not that they (and not just a group) violated the policy. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity:

- a) All tests, term papers, oral and written assignments, recitations, master's thesis, doctoral dissertations, and all other academic efforts are to be the work of the student presenting the material.
- b) Any use of wording, ideas, or findings of other persons, writers, or researchers requires the explicit citation of the source; use of the exact wording requires a "quotation" format.
- c) Avoid deliberately supplying material to a student for purposes of plagiarism. Assisting another student to engage in plagiarism is a violation of the standards of integrity. Student collaborators are also subject to academic or disciplinary sanctions.
- d) Avoid submitting your own work for which you previously received points/credit in another course. Self-plagiarism is considered plagiarism and is not acceptable for assignments in part or in whole in a future course without prior permission from the instructor in the new course.
- e) Avoid plagiarism in group work that endangers the project for the entire group or inadvertently implicates group members who have not, in their own work and actions, engaged in academic honesty violations. Individual academic tasks in group assignments should be performed in such a way that honesty is not in question. When the instructor has reason to suspect the individual student has violated any academic honesty responsibilities in a group project, the individual may be held responsible for the academic honesty violation that is specific to the student's own work. Where group assignments make it difficult to identify the individual who submitted plagiarized item(s), the entire project may be subject to academic penalty such as but not limited to a grade of zero or fail, or may be returned to the group for resubmission.

Procedures for notifying a student when academic honesty is violated.

When the instructor has reason to suspect that a student violated any academic honesty responsibilities, the procedures below will occur. In all cases, our accountability process will strive for a process that is fundamentally fair to the student. Students who are accused of academic dishonesty will:

- Receive written notice by the instructor of the allegation of the prohibited conduct.
- Have the opportunity to review the evidence used to determine that academic honesty was violated.

- Have the opportunity to present evidence in writing that the student feels are appropriate to dispute the allegation of academic dishonesty.
- Have the opportunity to appeal in writing to the instructor and/or the program or academic chairperson; may appeal in writing to the academic dean, first, then to the Provost.
- Receive written notice about findings of the investigation, and subsequent appeal outcomes at each level of appeal following academic governance procedures.

Procedures for reporting incident(s) of academic honesty violation(s)

If the academic action includes giving a course grade of NCR or F because of academic dishonesty, and the student is not disputing the allegation, the instructor must report the action to the Department or Program Chair, their College Dean, and the Office of Academic Advising. The instructor will submit copies of the assignment(s) and corroborating materials (Safe Assign report or original online sources) they used as evidence that academic honesty has been violated. The evidence becomes part of the student's academic record and incident report that is filed in the Office of Academic Advising. The College Dean will immediately notify the Office of Academic Advising, and the University Registrar to record the grade of F or NCR for the course. Only the grade becomes part of the academic transcript unless the student is also suspended or expelled from the university. Students may not drop or withdraw from the course after they have been sanctioned for academic dishonesty. The student will be notified in writing by the College Dean.

Procedures for the application of academic or disciplinary sanctions

Students who are found to have violated the rules of academic honesty are subject to sanctions that are graduated responses proportional to the misconduct and will have a chance for education. For example, in a minor violation of plagiarism, the student has the right to know what they did wrong and how to correct it. Mistakes in citing sources or ignorance of what constitutes plagiarism may be treated differently than if a student engaged in willful and repetitive violation(s) of academic honesty. Part of the evaluation process for sanctions, including suspension or expulsion, will include the number and severity of the current and prior violations of academic honesty.

Academic Actions

The instructor's delegation of authority for academic consequences are limited to the sanctions below. The student:

- Will be required to meet with the instructor, chair, or administrator to review the evidence and how to correct it. The student may be asked to sign an acknowledgment of the meeting and the corrective steps they will take to avoid future incidents.
- May be required to rewrite a paper or retake a test.
- May receive an F or NCR on the assignment.
- May receive an F or NCR for the course and will be recorded on the academic transcript.

- Will stop attending classes if they fail the course even if the academic session or term has not yet concluded.
- Will be given a written university warning.

The College Dean's delegation of authority for academic consequences that are proportional to the misconduct—in addition to upholding the academic consequences above—include the application of one or more of the sanctions below. The student:

- May be placed on university probation for one academic session or term following the academic session or term of the alleged infraction.
- May be suspended for one academic session or term following the academic session or term of the alleged infraction.
- May be expelled from the university by recommendation to the University Provost.

If the instructor's or department or program chairperson's actions include a recommendation for suspension or expulsion because of academic dishonesty, the College Dean will review the recommendation to suspend or expel the student. If the College Dean agrees with the recommendation for suspension, they may suspend the student for one academic session or term. The College Dean will immediately notify the Office of Academic Advising, and the University Registrar to record the grade of F or NCR for the course and whether or not the student has been suspended for one academic session or term. Only the grade becomes part of the academic transcript unless the student is also suspended. A suspension for academic dishonesty will be noted on the student's transcript by the words "Suspended for Academic Dishonesty." The College Dean will notify all parties about their decision to reverse or uphold the academic sanction, and whether or not any other disciplinary sanctions will be applied. If the College Dean agrees with the recommendation for expulsion, they may recommend expelling the student to the Provost.

The Provost may review the evidence and decide if the allegation and disciplinary action are upheld or may form an Academic Judicial Board comprised of faculty from outside of the college where the allegation originated to investigate the matter further. The student may be asked by the Academic Judicial Board to appeal the disputed allegations in writing, including the opportunity to produce additional evidence such as earlier drafts of their work and/or original notes and resources, other samples of writing, or documents deemed appropriate or necessary. The evidence becomes part of the student's academic record. The Academic Judicial Board will review the written evidence and decide if academic honesty has been violated. The Academic Judicial Board will report their finding and recommendations to the Provost. The Provost will take appropriate actions that may include but are not limited to uphold or reverse the original academic or disciplinary sanctions, and consider if suspension or expulsion is appropriate. The Provost's decision is final and delivered in writing to all the parties.

Procedures for students who dispute the allegation of academic honesty violation.

If the student denies the allegation of a violation of academic integrity or disputes the academic or disciplinary actions, the faculty member will refer the matter to the Department or Program Chair. The Department or Program Chair will review the evidence and decide if the allegation and academic sanction are upheld. If the student disputes the Chair's conclusion to uphold the original sanction, then the Chair will refer the case to their College Dean. The College Dean will review the evidence and decide if the allegation and academic sanction are upheld. The College Dean may add disciplinary sanctions that are proportional to the misconduct as described above. If the student disputes the College Dean's conclusion to uphold the original academic decision and the new disciplinary sanctions, the student may appeal in writing to the Provost.

The Provost may review the evidence and decide if the allegation and disciplinary action are upheld or may form an Academic Judicial Board comprised of faculty from outside of the college where the allegation originated to investigate the matter further. The student may be asked by the Academic Judicial Board to appeal the disputed allegations in writing, including the opportunity to produce additional evidence such as earlier drafts of their work and/or original notes and resources, other samples of writing, or documents deemed appropriate or necessary. The evidence becomes part of the student's academic record. The Academic Judicial Board will review the written evidence and decide if academic honesty has been violated. The Academic Judicial Board will report their finding and recommendations to the Provost. The Provost will take appropriate actions that may include but are not limited to uphold or reverse the original decision and sanctions, and consider if suspension or expulsion is appropriate. The Provost's decision is final and delivered in writing to all the parties.

A suspension for academic dishonesty will be noted on the student's academic transcript by the words "Suspended for Academic Dishonesty." An expulsion for academic dishonesty will be noted on the student's transcript by the words "Expelled for Academic Dishonesty."

College of Law students are covered by the academic dishonesty policies contained in the College of Law Manual of Academic Policies and Procedures.