

ACADEMIC DISONESTY POLICY/PROCEDURES

3.0 ACADEMIC POLICIES

3.0 DEFINITIONS OF ACADEMIC DISHONESTY

The benchmarks of any great university are high academic standards for both faculty and students. For this reason, truth and honesty are necessary to a university community. The University expects both students and faculty to adhere to these principles and to foster them daily. Put simply, this expectation requires each student to do his or her academic work without recourse to unauthorized means of any kind. Both students and faculty are expected to report instances of academic dishonesty. Faculty should explain the special hazards regarding academic honesty in their discipline. Faculty should also plan and supervise academic work carefully so honest effort will be encouraged. All of the prohibitions mentioned below also apply to the use of electronic, photographic, Internet-based, and other media for intellectual and artistic expression.

A. Cheating

A student must not intentionally use or attempt to use unauthorized materials, information, or study aids in any academic exercise.

1. A student must not use external assistance during any examination unless the instructor has specifically authorized such assistance. This prohibition includes (but is not limited to) the use of tutors, books, calculators, notes, formula lists, cues on a computer, photographs, and symbolic representations. Prohibition also includes transmission of information on any recording or communication device, such as cellular telephone, Internet appliance, digital camera, audio recorder, or personal digital assistant.
2. A student must not copy from another student's work, including (but not limited to) a test paper, project, product, performance, or electronic document or file.
3. A student must not take a test for someone else or permit someone else to take a test for him or her. A student must not knowingly allow another student to copy one's work in a test.
4. A student must not submit, during the same semester, substantial portions of the same academic work for credit or honors more than once without permission from all of the instructors who may be involved. In the event a student seeks to submit in a current course a substantial portion of the same academic work submitted in a previous course, then only the current instructor need approve.
5. A student must not allow others to conduct research or to prepare any work for him or her without advance authorization from the instructor. This prohibition includes (but is not limited to) submitting another's work as one's own, or using commercial term-paper companies or files of past papers maintained in a residence hall or apartment.
6. Several people must not collaborate on a single project and turn in multiple copies, all represented implicitly or explicitly as individual work.

B. Fabrication

A student must not intentionally falsify or invent any information or citation in an academic exercise.

C. Plagiarism

A student must not intentionally adopt or reproduce ideas, words or statements of another person without acknowledgment. A student must give due credit to the originality of others and properly reference the following:

1. Quoting another persons' actual words;
2. Using another person's ideas, opinion or theory;
3. Borrowing facts, statistics, or other illustrative material, unless the information is common knowledge.

D. Interference

A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes (but is not limited to) theft, defacement, or mutilation of common resources so as to deprive others of the information they contain.

E. Facilitating Academic Dishonesty

A student must not intentionally or knowingly help or attempt to help another to commit an act of academic dishonesty.

3.2 PENALTIES AND PROCEDURES RELATED TO ACADEMIC MISCONDUCT

An act of academic misconduct, even a first offense, places the student in jeopardy of the most severe form of sanction – expulsion from the University.

- A. A faculty member who has observed an act of dishonesty or has other evidence that a student has committed an act prohibited in Section 3.1 shall initiate the process of determining whether the student is in violation of the policy. No penalty shall be imposed until the student has been informed of the charge, has been informed of the evidence on which it is based, and has been given an opportunity to respond.
- B. If the faculty member finds by a preponderance of the evidence the student to be in violation of the academic honesty policy, he or she may assess a penalty affecting the specific project, paper or test in which the act is found to have occurred. The student may appeal this penalty to the department chair.
 1. If the faculty member wishes to impose a more severe academic penalty (for example, to give a course grade of "F"), he or she will review the incident with the department chair prior to the imposition of the penalty. If the chair concurs with the penalty, the student may appeal to the dean of the college in which the course is taught.
 2. In the event the department chair is the instructor of the course, then he or she will review the incident with the dean prior to the imposition of the penalty. If the dean concurs with the penalty, the student may appeal to the vice president of Academic Affairs.
 3. In the event the dean is the instructor of the course, then he or she will review the incident with the vice president of Academic Affairs (VPAA) prior to the imposition of the penalty. If the VPAA concurs with the penalty, the student may appeal to the VPAA's designee.
- C. In all cases where a penalty has been imposed, the faculty member will file the Academic Dishonesty Report Form with the department chair who will forward the report to the dean with a copy to the Office of the Dean of Students. If the student is not enrolled in the college or institution in which the course is offered, the dean of that college or institution will provide a copy of the report to the dean of the college in which the student is enrolled or to the institution of record.
- D. If the department chair and/or dean of the college or institution in which the student is enrolled believe that further action is warranted, additional penalties may be imposed. The department chair may remove the student from the academic major, following review and approval by the dean of the college; the student may appeal this penalty to the vice president of Academic Affairs. The dean may remove the student from the academic college, following review and approval by the vice president of Academic Affairs; the student may appeal this penalty to the Student Academic Grievance Committee.
- E. Any appeal by a student of a decision herein must be made within 14 calendar days of notification of the decision.
- F. In addition to academic penalties, additional university sanctions up to and including suspension and expulsion may be applied when charges are filed under the Student Rights and Responsibilities: A Code of Student Behavior.

3.3 DEGREE REVOCATION/DELAYED DEGREE CONFERRAL

It is the policy of the University of Southern Indiana that degrees may be delayed or revoked when:

- The time period of the disciplinary action assigned extends beyond the date of graduation
- Evidence is presented which verifies that a degree was erroneously conferred when all requirements had not been satisfied at the time the degree was granted
- Evidence is presented which verifies that a degree had been erroneously conferred as a result of an act of academic dishonesty

A student's degree may be revoked or the date of conferral may be delayed. In cases where the confirmation of the degree is delayed, the University may allow the student to participate in commencement exercises.

Excerpted from *Student Rights and Responsibilities: A Code of Student Behavior*, 4/27/06 revision