PURPOSE

Cheating, academic dishonesty, and plagiarism constitute a violation of the offender’s own integrity, as well as the integrity of the entire University; they will not be tolerated. Violators will receive sanctions based on the level of academic misconduct.

DEFINITIONS:

Cheating includes, but is not limited to:
- The use of unauthorized books, notes, or other sources in the giving or securing of help in an examination or other course assignments.
- The copying of other students’ work or allowing others to copy your work. The submission of work that is not your own or allowing others to submit your work as theirs.
- The submission of the same work for two or more classes without the approval of the instructors involved.

Academic dishonesty includes, but is not limited to:
- Sharing academic materials knowing they will be used inappropriately.
- Accessing another person’s work without permission.
- Providing false or incomplete information on an academic document.
- Changing student records without approval.
- Obtaining and using texts or other materials intended for instructor use only.

Plagiarism includes, but is not limited to:
- The presentation of another's published or unpublished work as one's own.
- Taking words or ideas of another and either copying them or paraphrasing them without proper citation of the source.
- Using images, charts, graphs, statistics or tables without proper citation.
POLICY

Levels of Academic Misconduct and Sanctions
The faculty member teaching the course has the primary responsibility for resolving allegations of academic dishonesty, though egregious violations will be resolved by the School administration, the Student Conduct Board, or some combination thereof. Options for resolving an alleged case of academic dishonesty range from dismissing the allegation with no negative sanction to being suspended from the university (Table 1). A negative sanction is defined as an action taken by the faculty member that affects the student’s grade for the assignment or his or her cumulative grade for the course. Alleged acts of academic dishonesty that are resolved without a negative sanction being imposed do not have to be reported to the University. Anytime a negative sanction is imposed the procedures outlined in Table 1 should be followed. The incident will be maintained in a searchable database maintained by the Office Academic Affairs.
<table>
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<tr>
<th>Level</th>
<th>Examples</th>
<th>Action</th>
<th>Recommended Consequences</th>
<th>Appeals Process</th>
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<td>(First level violations occur because of inexperience or lack of knowledge of academic integrity. Usually there is an absence of dishonesty or intent to deceive.)</td>
<td>Working with another student on a minor exercise or homework assignment when such collaboration is prohibited. Failure to footnote or give citation in a limited section of an assignment. Paraphrasing whose language is too close to the original text.</td>
<td>Student meets with instructor. Instructor has the option to either individually instruct student on academic integrity, recommend student visit the Writing Center for specific instruction, or ask the student to complete the Plagiarism online tutorial. Instructor notifies the Dean of the School of the violation and action taken. If a negative sanction has been imposed, the Dean of the School will submit this information into the ongoing database, checking for additional violations.</td>
<td>Have student repeat the assignment, or give the student an alternative assignment, after additional instruction is completed. or Give student a “zero” grade, or no credit, for the assignment in question. and Have student complete additional instruction (either with instructor, the Writing Center, or the online tutorial).</td>
<td>If the undergraduate student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of School after the term has ended. If the graduate student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Graduate Appeals Committee after the term has ended.</td>
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| (Second level violation requires forethought, though the cheating is not extensive but rather moderate in scope. Moderate means that some of the student’s work is not his or her own.) | Repeat of first level violation. | Student meets with instructor. | Instructor may record a “zero” grade, or no credit, for the assignment in question and/or Instructor may fail the student in the course. The instructor submits a grade change form leaving the first line of the grade change form blank and placing in the second line an F. Then in the reason area of the form note academic misconduct. The School Dean will determine, based on the number and severity of the violations whether the student needs to be referred to the Student Conduct Board. This decision will be at the discretion of the School Dean. If referred to the Student Conduct Board, a hearing will be held. The Dean of the School submits this information into the ongoing database, checking for additional violations.

The School Dean will determine, based on number and severity of the violations, whether the student needs to be referred to the Student Conduct Board. This decision will be at the discretion of the School Dean. If referred to the Student Conduct Board, a hearing will be held. |
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<td>Quoting directly or paraphrasing a moderate amount of material without acknowledging the source. Copying work or facilitating copying on an exam or other classroom assignment. Using prohibited materials during an exam or other classroom assignment. Exchanging information during an exam or other classroom assignment. Submitting the same work, or portions thereof, in order to satisfy requirements of more than one course without permission from the instructors involved. (Self-plagiarism.)</td>
<td>Instructor notifies the Dean of the School of the violation. The Dean asks the instructor from the school to submit a grade change form leaving the first line of the grade change form blank and the second line F. Then in the reason area of the form note academic misconduct. The School Dean will determine, based on the number and severity of the violations whether the student needs to be referred to the Student Conduct Board. This decision will be at the discretion of the School Dean. If referred to the Student Conduct Board, a hearing will be held. The Dean of the School submits this information into the ongoing database, checking for additional violations.</td>
<td>Instructor has the option to either individually instruct student on academic integrity, recommend student visit the Writing Center for specific instruction, or ask the student to complete the Plagiarism online tutorial.</td>
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*If the undergraduate student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Dean of School after the term has ended.*

*If the undergraduate student is referred to the Student Conduct Board, the student may appeal to the Provost for issues relating to University processes.*

*If the graduate student is unhappy with the sanction imposed by the faculty member, he or she may submit a grade appeal in writing to the Graduate Appeals Committee after the term has ended.*

*If the graduate student is referred to the Student Conduct Board, the student may appeal to the Graduate Appeals Committee.*
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<th>Third level violation is intentional and severe.</th>
<th>Repeat first or second level violation.</th>
<th>Submitting purchased materials such as a term paper or other assignment.</th>
<th>Leaving the School or the Student Conduct Board without permission.</th>
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<td>Acquiring or distributing copies of an exam or assignment from an unauthorized source.</td>
<td>Fabricating sources or data.</td>
<td>Sharing of passwords and other security measures that compromise the integrity of one's work.</td>
<td>Intentionally ignoring the instructions of instructors and/or proctors.</td>
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<td>Submitting purchased materials such as a term paper or other assignment.</td>
<td>Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.</td>
<td>Committing a violation of academic integrity that breaks the law or resembles criminal activity, such as forging a grade, letter or official document; stealing an exam or class materials; buying a</td>
<td>Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.</td>
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<tr>
<td>Committing a violation of academic integrity that breaks the law or resembles criminal activity, such as forging a grade, letter or official document; stealing an exam or class materials; buying a</td>
<td>Student meets with instructor. Instructor notifies the Dean of the School of the violation. The Dean of the School submits this information into the ongoing database, checking for additional violations.</td>
<td>The School Dean will refer the student to the Student Conduct Board or the Graduate Appeals Committee, who will then hold a hearing.</td>
<td>The undergraduate student may appeal to the Provost for issues relating to University processes.</td>
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<td>The School Dean will refer the student to the Student Conduct Board or the Graduate Appeals Committee, who will then hold a hearing.</td>
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<td>The graduate student may appeal to the Graduate Appeals Committee. The decision of the Graduate Appeals Committee is Non-appealable.</td>
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<td>stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.</td>
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<td>Having a substitute take an exam or complete an assignment or taking an exam or doing an assignment for someone else.</td>
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<td>Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.</td>
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<td>Knowingly violating canons of the ethical code of the profession for which a student is preparing.</td>
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Mitigating/Aggravating Circumstances for Academic Misconduct

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

1. Extent of misconduct. Misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.

2. Intent of misconduct. Misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness, and willfulness.

3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.

4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.

5. Prior offenses. Repeat offenses are especially serious.

REFERENCES/BENCHMARKING

Policy is based on research and materials compiled from other institutions, then edited to conform to UIU practices and procedures

CONTACTS

Acting as the Policy Owner, the Provost Office is responsible for answering questions regarding the application of this policy.

SANCTIONS

Sanctions will be dependent on the above listed tables.

HISTORY

- Original Policy was created on November 21, 2014 based on research and materials compiled from other institutions, then edited to conform to UIU practices and procedures.
- September 2016, additional edits made by Dean of the School of Liberal Arts.
- May 15, 2017 recommended by University Policy Committee
- June 6, 2017 approved by President’s Council