

**RESOLUTION ON ACADEMIC HONESTY POLICY
(#11-96/97-SA)**

WHEREAS, Concerns have been raised that the existing Academic Honesty Policy does not adequately specify procedures for due process; and

WHEREAS, A new student grievance procedure was adopted by the Senate in Spring 1996 which does not specifically address grievance of faculty action taken due to charges of academic dishonesty; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University recommend the approval of the attached Academic Honesty Policy and Referral form; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the Grievance Procedures for Students (UML 95-09; Appendix R of the *Faculty Handbook*), be amended to include in **DEFINITIONS, Categories of Grievances, Academic Issues:** "3. evaluating and passing upon grievances of students relating to actions taken by faculty due to charges of academic dishonesty"; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that the revised policy appear in the 1998-99 catalogue and in the Fall 1997 Schedule of Classes and all following schedules; and be it further

RESOLVED: That the Academic Senate of Humboldt State University recommend that a packet of information pertaining to this policy, including the Academic Dishonesty Referral Form, be distributed to all faculty.

ACADEMIC HONESTY POLICY

Academic Honesty

Academic honesty is of serious concern at Humboldt. It is integral to all six principles for building successful campus community, especially to the maintenance of a “just” and “disciplined” campus. Students are expected to maintain high standards of academic integrity.

Academic Dishonesty

Academic dishonesty is willful and intentional fraud and deception to improve a grade or obtain course credit. It includes all student behavior intended to gain unearned academic advantage by fraudulent and/or deceptive means.

Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another in obtaining or attempting to obtain credit for work or any improvement in evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to:

Taking information:

- a) Copying graded homework assignments from another student.
- b) Working together on a take-home test or homework when specifically prohibited by the instructor.
- c) Looking at another student’s paper during an examination.
- d) Looking at text or notes during an examination when specifically prohibited by the instructor.
- e) Accessing another student’s computer and using his/her program as one’s own.

Providing information:

- a) Giving one’s work to another to be copied or used in an oral presentation.
- b) Giving answers to another student during an examination.
- c) After having taken an exam, informing another person in a later section about questions appearing on that exam.
- d) Providing a term paper to another student.
- e) Taking an exam, writing a paper, or creating a computer program or artistic work for another.

Policy on Cheating

At faculty discretion, cheating may result in an "F" grade on the assignment or examination, or in the course. If a student denies the charge of cheating, s/he will be permitted to remain in the class through the formal hearing process (as outlined in CSU Executive Order 628).

The instructor shall contact the student with evidence of the cheating in writing within one week of discovery of the event. The Academic Dishonesty Referral form will also be submitted to the Office of the Vice President for Student Affairs with copies to the student and to the student's major department. Student's rights shall be ensured through attention to matters of due process including timeliness of action.

The Student Discipline Coordinator located in the Office of the Vice President for Student Affairs shall determine if any further disciplinary action is required. Disciplinary actions might include but are not limited to: requiring special counseling, loss of membership in organizations, suspension or dismissal from individual programs, or disciplinary probation, suspension or expulsion from the University and the CSU system.

Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving proper credit to the sources. Such actions include but are not limited to:

- a) Copying homework answers from the text to hand in for a grade.
- b) Failing to give credit for ideas, statements of facts, or conclusions derived by another author. Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or part thereof.
- c) Submitting a paper purchased from a "research" or term paper service.
- d) Retyping a friend's paper and handing it in as one's own.
- e) Giving a speech or oral presentation written by another and claiming it as one's own work.
- f) Claiming credit for artistic work done by someone else, such as a musical composition, photos, a painting, drawing, sculpture, or design.
- g) Presenting another's computer program as one's own.

Policy on Plagiarism

Plagiarism may be considered a form of cheating and therefore subject to the same policy as cheating which requires notification of the Office of the Vice President for Student Affairs and disciplinary action. However, as there may be plagiarism as a result of poor learning or inattention to format, and there may be no intent to deceive,

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some instructor discretion is appropriate. Under such circumstances, the instructor may elect to work with the student to correct the problem at an informal level. In any case that any penalty is applied, the student must be informed of the event being penalized and the penalty.

Within one week of discovery of the alleged plagiarism, the instructor will contact the student and describe the event deemed to be dishonest. If this is a first violation by the student, this initial contact may remain at an informal level. In this contact, the student and instructor shall attempt to come to a resolution of the event. The instructor may assign an "F" or "0" on the exam or project, or take other action within the structure of the class as deemed appropriate to the student's behavior. A report of this contact and resolution might be filed with the Office of the Vice President for Student Affairs for information only purposes. Such a report will be witnessed by both instructor and student. If no resolution can be reached within a week of initial contact, the case could be referred to the Office of the Vice President for Student Affairs using the Academic Dishonesty Referral form.

If the violation is repeated, the instructor will contact the student within one week of discovery, describe the event deemed to be dishonest, and notify the student that the Academic Dishonesty Referral form has been filed with the Office of the Vice President for Student Affairs.

When a case is referred to the Office of the Vice President for Student Affairs, the consequences might be severe. Disciplinary actions might include but are not limited to: requiring special counseling, loss of membership in organizations, suspension or dismissal from individual programs, or disciplinary probation, suspension or expulsion from the University and the CSU system.

Other Forms of Academic Dishonesty

Other forms of academic dishonesty include any actions intended to gain academic advantage by fraudulent and/or deceptive means not addressed specifically in the definition of cheating and/or plagiarism. These actions may include but are not limited to:

- a) Planning with one or more fellow students to commit any form of academic dishonesty together.
- b) Giving a term paper, speech or project to another student whom one knows will plagiarize it.
- c) Having another student take one's exam or do one's computer program, lab experiment, or artistic work.
- d) Lying to an instructor to increase a grade.
- e) Submitting substantially the same paper or speech for credit in two different courses without prior approval of the instructors involved.

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- f) Altering a graded work after it has been returned, then submitting the work for regrading, without the instructor's prior approval.
- g) Removing tests from the classroom without the approval of the instructor, or stealing tests.

The policy on these and other forms of academic dishonesty is the same as that described above for cheating.

Student Responsibility

The student has full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will be happy to explain what is and is not acceptable in their classes.

For further information on the disciplinary process and sanctions, see the Office of the Vice President for Student Affairs, Nelson Hall East 216, or the Dean for Undergraduate Studies, Siemens Hall 216G.

ACADEMIC DISHONESTY REFERRAL FORM

When referring a student for academic dishonesty, please complete and return this form to the Office of the Vice President for Student Affairs, Nelson Hall East, Room 216. Any questions regarding this form or the referral process should be directed to that office.

Student Name: _____ Soc. Security # _____

Address: _____

Faculty Name: _____ Office phone: _____

Course Name and Number: _____

Description and date of incident: _____

Date of Faculty/Student Conference: _____

Action taken or planned: _____

Please include documentation with your report.

Faculty Signature: _____ Date: _____

I have read this referral and any attached documents. I understand that I should contact the Office of the Vice President for Student Affairs in Room 216 Nelson Hall East, 826-3361, to further discuss this matter. If I do not do so, I will be contacted by that office.

Student Signature: _____ Date: _____

cc: Student, Faculty Member, Student's Major Department

cc: Student Faculty Member Student's Major Department

Student Signature

Date

I hereby declare this election to be free and fair and I will be committed to the office of the Vice President for Student Affairs in honor and respect for the University of Illinois and its students and faculty members. I understand that I should continue to

Faculty Signature

Date

Please provide communication with your school

Address of Member

Date of Faculty/Student Conference

Organization and Date of Meeting

Organize Dates and Number

Student Name

Office Address

Address

Student Name

and Address of

Continuing the form of the original process should be provided to this office
Office of the Vice President for Student Affairs, Room 510, 1111 University
If you require a statement for academic purposes, please contact and return this form to the

ACADEMIC DISCIPLINARY PROCEDURE FORM