

## Draft Graduate Expectations of Student Integrity Policy and Procedure

### SCSU Academic Dishonesty Policy

Academic dishonesty, including but not limited to, cheating, plagiarism, misrepresentation of student status, and resume falsification. Plagiarism includes, but is not limited to, the use by paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgment; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing term papers or other academic materials; and commercialization, sale or distribution of class notes without the instructors' permission.

### Graduate Expectations of Academic Integrity

The School of Graduate Studies expects graduate students to fulfill their academic obligations honestly and fairly without engaging in cheating, plagiarism, falsification, collusion, or other forms of academic dishonesty. Students engaging in these activities face academic sanctions, such as a lower or failing grade for an activity or course, and conduct sanctions, such as suspension or dismissal from the university. Students engaging in academic dishonesty in the culminating project will not pass the final oral and may receive a failing grade in any associated course. Academic dishonesty in a culminating project may result in the termination of graduate student status.

Students have the right to appeal allegations of dishonesty and resulting academic sanctions before the imposition of additional academic sanctions, such as dismissal from a program, or conduct sanctions. Pending the outcome of an allegation and any ensuing academic appeal, the student has the right to remain registered and participate in the course or activity, to remain in the program or major, and to register for future courses in pursuit of the program or major.

The university also expects instructors and research directors to take reasonable measures to explain and prevent academic dishonesty. Reasonable measures include, but are not limited to, reference to this policy in a class syllabus and discussions of the importance of academic integrity in academic and other professional work.

The instructor or research director, upon final determination of the case, should consult with the appropriate School or College Dean's office, the School of Graduate Studies, and the Office of Student Life and Development to determine if further action is appropriate under the university's Student Code of Conduct.

### **Definitions**

Definitions of academically dishonest behaviors prohibited by this policy are.

1. *Cheating*, which includes, but is not limited to:
  - a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - b. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - c. acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; or
  - d. engagement in any behavior specifically prohibited by the instructor in the course syllabus or class discussion.(1)
2. *Plagiarism*, which includes but is not limited to:
  - a. submitting the work of others by direct quote or paraphrasing as one's own without full and clear acknowledgment;
  - b. submitting the work of others as one's own with only minor changes;

- c. submitting the work of others as one's own without adequate footnotes, quotations, and other reference forms;
- d. submitting multiple versions of the same work, written or oral, for more than one course without the permission of the instructor of each class;
- e. making minor revisions on work which has received credit and submitting it again as new work;
- f. submitting without acknowledgement materials prepared by another person or agency engaged in the selling of term papers or other academic material.(2)

3. Fabrication, which includes but is not limited to, intentional or unauthorized falsification or invention of any information or citation in an academic exercise or sponsored research activity.

4. Collusion, which includes, but is not limited to, intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. The sale or sharing of academic materials including one's own work by any means to other students, without the clear authorization of an instructor, may be considered collusion. (3)

## **Procedure**

### *Step 1:*

A determination of academic dishonesty is made by the faculty member of record or the student's culminating project committee. The student is notified in writing of the finding of academic dishonesty and the sanction and provided an opportunity to meet with the faculty member or culminating project committee to discuss the allegations and the sanction.

### *Step2:*

A student may appeal the decision of the faculty member or committee to the relevant departmental unit. The departmental committee may uphold the findings and the sanction or dismiss the allegations and return the matter to the faculty member for review.

### *Step 3:*

Part A: Academic dishonesty in a class. If there is new evidence or there were procedural concerns with the departmental appeal, the student may appeal the decision of the departmental committee to the School or College Dean. The dean can uphold the allegation of academic dishonesty and the sanction, uphold the allegation and dismiss the sanction by returning the matter to the faculty member with recommendations for an alternate sanction, or dismiss the allegations and request that the faculty member provide a grade or course of action that does not take the allegations of academic dishonest into account.

Part B. Academic dishonesty in a culminating project submitted to committee (dissertation, thesis, creative work, field study, starred paper, capstone project, comprehensive examination, portfolio, or project or any course designated as a culminating or capstone experience). A student may appeal the decision of the department to the School of Graduate Studies. The School of Graduate Studies will convene a 5 member panel consisting of 3 graduate faculty members, one staff person, and one graduate student. The panel will review the written allegations and the documentation from the faculty member/culminating project committee and the written appeal and supporting documentation submitted by the student. By majority vote, the panel can uphold the allegation of academic dishonesty and the sanction, uphold the allegation and dismiss the sanction by returning the matter to the faculty member or committee with recommendations for an alternate sanction, or dismiss the allegations and request that the

faculty member or committee provide a grade or course of action that does not take the allegations of academic dishonesty into account.

*Step 4:*

The School of Graduate Studies is notified of the decision of the committee and communicates the decision to the student and faculty member in writing. The decision of the panel is final.

*Step 5:*

If the outcome of the academic dishonesty process results in a sanction of dismissal from the graduate program, the School of Graduate Studies acts on the sanction and notifies the student of the termination of graduate student status.

*Step 6:*

Student Life and Development is notified of violation of Student Code of Conduct. If warranted by the severity of the misconduct, Student Life and Development may pursue the violation through the student code of conduct process which may result in suspension or expulsion from university.

Students may appeal a grade through the grade appeal process following the conclusion of the academic dishonesty process. Students may also appeal the termination of graduate student status through the termination of graduate student status appeal process.

**Please note:** Language in the section on expectations and the definitions of academic dishonesty were taken from earlier work completed at St. Cloud State University. I have included the sources used by that group below.

<sup>1</sup> The text of the cheating definition is taken mostly verbatim with some slight modification from Stoner, E. N. & Lowery, J. W. (2004). Navigating past the "spirit of insubordination": A twenty-first century model student conduct code with a model hearing script. *The Journal of College and University Law*, v 31, n 1, pp. 22-23.

<sup>2</sup> Definition from Stoner and Lowery, 2004, p. 23.

<sup>3</sup> The definitions for fabrication and facilitating academic dishonesty come from page 12 of Gehring, D. and Pavela, G. (1994). *Issues and perspectives on academic integrity*, 2<sup>nd</sup> ed. National Association of Student Personnel Administrators.