


Name of Policy: <u>Graduate student academic dishonesty</u>		 Original effective date: June 11, 2012	
Policy Number: 3364-77-01			
Approving Officer: President			
Responsible Agent: Vice-Provost for Graduate Affairs and Dean, College of Graduate Studies; Provost and Executive Vice President for Academic Affairs and Chancellor and Executive Vice President for Biosciences and Health Affairs/Dean of the College of Medicine			
Scope: Graduate Students			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

This policy supersedes and replaces all previous policies on graduate student academic dishonesty.

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Graduate students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice.

(B) Purpose of policy

The purpose of the policy is to outline the procedures that allow graduate students to appeal an adverse decision by their college procedures of an instance of academic dishonesty.

(C) Scope

Examples of academic dishonesty include, but are not limited to:

- (1) Plagiarism, which is representing the words, ideas, or information of another person as one's own and not offering proper documentation.
- (2) Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination.
- (3) Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination.

- (4) Communicating during an examination in any manner with any unauthorized materials inside or outside of the examination room during the course of an examination.
- (5) Giving or receiving substantive aid during the course of an examination.
- (6) Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period.
- (7) Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination.
- (8) Submitting the same written work to fulfill the requirements for more than one course.

In cases where the charge is research misconduct the University policy and procedure [3364-70-21](#) scientific misconduct shall apply.

(D) While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of a calculator, computer, text materials, etc.) Should cases of academic dishonesty be found among students, the instructor may counsel the student or impose one of the following sanctions:

- (1) The student may be assigned an F for the work in question.
- (2) The student may be assigned an F for the course. In this case the instructor should inform the student of this action and follow their college procedures. The student is not permitted to withdraw from the course.
- (3) The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the dean of the college if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the college dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.

(E) Procedure

A graduate student found to be academically dishonest by a faculty member may wish to appeal. In cases that involve academic dishonesty, including, but not limited to, cheating and plagiarism, the student may appeal the violation and/or sanction imposed by the professor through the procedures established by the student's program, department, and academic college. The student is to receive a written explanation of the decision made at each level of review. If a student appeals such a decision to the next level of review, the documentation provided with the newest appeal must include the written explanations of previous decisions. Students must become informed about and adhere to any deadlines for such college-specific appeals.

- (1) If the student wishes to grieve the decision of the college, the student may file a

written appeal to the Dean of the College of Graduate Studies.

- (a) This appeal must include a statement of the specific grounds for appeal and must be accompanied by the written explanations of decisions made at all previous levels of review.
 - (b) The Dean of the College of Graduate Studies shall attempt to resolve the case by meeting or otherwise communicating with both the student and the college.
 - (c) If a resolution is not achieved, the Dean of the College of Graduate Studies shall call the Committee on Academic Standing into session to hear the appeal no later than thirty (30) working days (Mondays through Fridays, not counting holidays and school breaks) after receipt of the written appeal. A quorum of one-half of Committee members must be present to hear the appeal. Any member of the Committee who has first-hand knowledge of the alleged violation will be excused from the hearing panel.
- (2) The student shall be given a minimum of seven (7) working days written notice of the date, time and place of the hearing. He or she is entitled to have counsel present for advisory purposes only. The student will present the appeal and shall have the burden of establishing that the charge of dishonesty is without factual basis. He or she may call witnesses on their behalf and may question witnesses of the University. Likewise, the faculty member who is presenting the Charge may question witnesses testifying on the student's behalf. The Committee may question any witness and request relevant documentation, which is not otherwise provided.
 - (3) At the conclusion of the hearing or within fourteen (14) working days thereafter, the Committee shall issue its decision and state the grounds therefore. Both the student and the faculty member shall receive a copy of the decision, and a copy shall be formally communicated to the Dean of the College of Graduate Studies
 - (4) Procedural Error: If either the student or involved professor believes the Committee decision resulted from a procedural error, the student or professor may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) working days of receiving the Committee's decision. If an appeal is timely presented to the Dean of the College of Graduate Studies, the Dean shall review all documentation and proceedings from the prior hearing solely for procedural error and either:
 - (a) Dismiss this final appeal on the grounds that no procedural error occurred, or

- (b) Remand the decision to the Committee for the purpose of obtaining further relevant evidence and for confirmation or reversal of its original decision, or
- (c) Instruct the Graduate Council to impanel a new Committee on Academic Standing to adjudicate the case.
- (5) If no appeal is made, the decision of the Committee on Academic Standing shall be final and will be implemented by the Dean of the College of Graduate Studies. The Dean of the College of Graduate Studies shall notify the student and the college in which the alleged violation occurred within fourteen (14) working days of receiving the final decision.

<p>Approved by:</p> <p><u>/s/</u> Lloyd A. Jacobs, M.D. President</p> <p>June 11, 2012 _____</p> <p>Date</p> <p><i>Review/Revision Completed by:</i> Vice-Provost for Graduate Affairs and Dean, College of Graduate Studies</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>All previous policies on graduate student academic dishonesty including IV-9 Grade Appeal Procedure for Graduate Students, former Main Campus policy, previous effective date February 10, 1999</i> <p>Initial effective date: June 11, 2012</p> <p>Review/Revision Date: n/a</p> <p>Next review date: June 11, 2015</p>
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