

Code of Academic Conduct (Academic Honesty Policy)

1. Introduction

The Academic Honesty Policy is designed to enhance and sustain an environment of ethical and principled intellectual pursuit, consistent with the core values of the University. This policy is based on respect for intellectual property as well as for one another. Academic honesty is essential to the academy. Honest pursuit of academic challenges and higher learning are the essence of the university experience. Respect for one another is fostered when our academic environment is free from cheating, lying and stealing not only of property, but ideas as well. Individual and personal quests for knowledge will expand and challenge students' creativity and intellect. Academic dishonesty is contrary to intellectual growth and pride in a job well done. Bowling Green State University graduates have met the challenges of achieving scholarly excellence and higher learning. Compromising academic honesty negatively impacts the foundations of our academy. We strive to nurture the respect inherent in the honest attainment of scholarly excellence. Discussion of the Academic Honesty Policy provides an opportunity to instill in students respect for honest and appropriate behavior.

A. Objectives

1. To communicate to all members of the University community the conviction of the University and its faculty that cheating and plagiarism are destructive of the mission of the University and are universally disapproved.
2. To state procedures for accomplishing the above objective by students, faculty, academic deans and the Academic Honesty Committee.

B. Suggestions for Limiting Academic Dishonesty

1. Both students and faculty should initiate discussions that emphasize ethical and principled intellectual pursuit, consistent with the Core Values of the University, and denounce dishonest academic pursuits.
2. Academic units may develop for their faculty and students a statement of the application of the Academic Honesty Policy in their courses provided that it is consistent with this policy.
3. Each faculty member is encouraged to include in the introduction of a course:...
 - a. A statement of the application of the Academic Honesty Policy within a particular course provided that it is consistent with this policy.
 - b. The statement that every instance of dishonesty will be reported.
 - c. A definition of plagiarism and proper citation consistent with the accepted style (e.g., APA, MLA).
4. Faculty are encouraged to remove temptation to potential violations insofar as possible.
5. Faculty members should exemplify the highest levels of academic honesty at all times.

C. Definitions of Academic Honesty Violations

This list is not exhaustive of possible violations of this policy. These definitions are based on Gehring, Nuss, Pavela, "Issues and Perspectives on Academic Integrity," published in 1986 by the National Association of Student Personnel Administrators Inc., and on the Code of Student Rights, Responsibilities, and Conduct, 1998, the Trustees of Indiana University. Lack of intent shall not be a defense against a charge of violating this policy. That is, it shall not be necessary to prove intent for a person to be in violation of this policy. Unawareness of the policy is not a defense.

1. Cheating

Using or attempting to use unauthorized assistance, materials, information, or study aids in any academic exercise. Submitting substantial portions of the same academic work more than once without permission, or using another person as a substitute to take an examination or quiz.

2. Forgery

Altering a score, grade, schedule change form or academic record; forging an instructor's or another student's signature.

3. Bribery/Threats

Offering a bribe or making a threat or coercion related to a grade or an academic exercise.

4. Fabrication

Falsification or invention of any information, data, research or citation in any academic exercise.

Plagiarism

Representing as one's own in any academic exercise the words or ideas of another, including but not limited to, quoting or paraphrasing without proper citation.

5. Facilitating Academic Dishonesty

Helping or attempting to help another commit an act of academic dishonesty.

D. Definition of Terms

1. Academic Dean is the dean of the college in which the undergraduate student is enrolled. For graduate students, degree and nondegree, the academic dean is the Dean of the Graduate College. For guest students, the registrar is the academic dean who may transfer the case to the appropriate academic dean.
2. A day is one day when the University is holding classes.
3. A semester is one of the University's academic terms: Fall, Winter Session, Spring or Summer.
4. A year is three consecutive semesters.
5. A mark or grade assigned as a result of a violation of the Academic Honesty Policy is considered a sanction.

E. Time Limits

1. Time limits given in this policy are for the purposes of expediting hearings and appeals. Time limits for hearings may be extended at the dean's discretion. Time limits for appeals may be extended at the discretion of the chair of the Academic Honesty Committee, the Vice President for Academic Affairs, or the Board of Trustees of the University, for cases within their respective jurisdictions.

2. Time limits set forth are goals and are not jurisdictional. No action taken shall be voided unless it appears that there has been an unreasonable amount of delay and that the appellant's right to a fair hearing has been violated.

F. Statute of Limitations

1. There is no statute of limitations on graduate theses or dissertations.
2. The statute of limitations for all other academic honesty violations shall be one calendar year after the date of graduation of the person(s) involved.
3. When violations of academic honesty escape notice at the time of their commission, but are discovered at a later time and the statute of limitations has not expired, penalties may be imposed at the time the violation is discovered.

G. Advisors

The student and instructor are responsible for presenting their own cases. Both the student and the instructor have the right to be accompanied and assisted by advisors but the advisors are not permitted to participate directly in any hearing nor may they appear in lieu of the student or instructor. The academic unit may send a substitute for the instructor only in cases of undue hardship.

H. Applicability of the Policy

This policy governs all matters of academic dishonesty, and alternative policies or procedures not provided for herein shall not be used.

I. Interpretations of the Policy

Questions regarding interpretations of this Academic Honesty Policy should be directed to the chair of the Academic Honesty Committee.

J. Possibility of Legal Action

In addition to action taken by University officials for violations of the Academic Honesty Policy, violators may be subject to legal action in a court of competent jurisdiction.

2. Violations Discovered Before Graduation

This section to violations of the Academic Honesty Policy that are discovered before the student has graduated and that are within the statute of limitations.

A. Jurisdiction

1. Instructor

- a. In any case in which the sanction to be imposed for the alleged offense is less than suspension, the instructor in the course shall have original jurisdiction. The instructor shall determine and impose the sanction.
- b. If necessary, the instructor may delegate responsibility for conducting a conference and determining and imposing the sanction, in writing, to the chair of the department in which the course is taught.

2. Academic Dean

- a. In any case in which the sanction to be imposed for the alleged academic honesty violation is suspension, dismissal, or expulsion, or in which the alleged academic honesty violation is a second offense, the academic dean shall have original jurisdiction. The academic dean shall determine and impose the sanction.
- b. The academic dean may delegate to an individual or committee the responsibility for providing notices, arranging and conducting conferences and/or hearings, determining whether or not a violation has occurred and recommending a course of action to the academic dean.
- c. Conferences and/or hearings shall be conducted under procedures established by the academic dean.

3. Academic Honesty Committee

- a. The Academic Honesty Committee shall have appellate jurisdiction in all cases of academic dishonesty. An instructor may appeal decisions of the academic dean to the Academic Honesty Committee. When acting as an appellate body, the Academic Honesty Committee will review the records involved to determine whether to grant a hearing. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee.
- b. The Academic Honesty Committee shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of cases shall be conducted under procedures established by the Academic Honesty Committee.
- c. In any appeal, the appellant shall have the burden of proof, and the standard of proof is "more likely than not."
- d. The Academic Honesty Committee shall have the following powers:
 - i. Deny an appeal;
 - ii. Uphold the decision of the instructor or academic dean;
 - iii. Suspend a sanction in whole or part and impose other terms and conditions as a corollary; or
 - iv. Overturn a decision of the instructor or academic dean. In cases where the instructor has jurisdiction, direct the instructor to void the sanction. In cases where the academic dean has jurisdiction, direct the academic dean to void the sanction.
- e. The committee will be comprised of:
 - i. 18 faculty members, 12 of whom shall have graduate faculty appointments,
 - ii. Six undergraduate students, and
 - iii. Six graduate students.
- f. Committee appointments shall be made:
 - i. Each academic dean will nominate a minimum of two faculty members to serve on the committee.
 - ii. Three faculty members shall be elected.
 - iii. The Committee on Committees will appoint the remaining members of the committee from the list of faculty received from the academic deans.

- iv. The Vice President for Academic Affairs will appoint six undergraduate students and six graduate students.
- g. Committee coordinator:
 - i. The Vice President for Academic Affairs shall appoint an individual who shall serve as the coordinator of all administrative functions of the committee (e.g., maintaining case files, filing all paperwork, scheduling hearings).
 - ii. The coordinator will be responsible for the coordination of the training of all new members of the committee.
 - iii. The coordinator shall conduct the hearing but is not a voting member.
- h. Hearing board composition:
 - i. A quorum to conduct a hearing is five members: three faculty and two students.
 - ii. In cases involving graduate students, the hearing board must include only faculty with graduate appointments and only graduate students.
 - iii. If a quorum is not achieved, the Vice President for Academic Affairs shall have the power to appoint ad hoc members to and convene an academic honesty hearing board.

4. Vice President for Academic Affairs

- a. The Vice President for Academic Affairs (VPAA) shall be responsible for implementing and monitoring this policy, shall provide clerical support as necessary and shall serve as the central repository for records of violations of the policy.
- b. Final appeal jurisdiction in any case discovered before graduation rests with the VPAA.
- c. When acting on an appeal of the decision of the Academic Honesty Committee, the VPAA will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the VPAA. The VPAA may delegate to an individual or committee the responsibility for conducting conferences/hearings, determining whether or not a violation has occurred, and recommending a course of action to be taken.
- d. The VPAA shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the VPAA.
- e. In any appeal, the appellant shall have the burden of proof.
- f. The VPAA shall have the following powers:
 - i. deny an appeal;
 - ii. uphold the decision of the instructor or academic dean or Academic Honesty Committee;
 - iii. suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or
 - iv. overturn a decision of the instructor or academic dean or Academic Honesty Committee and direct the instructor or academic dean to apply or void the sanction.
 - v. For complete details, please refer to the full Academic Honesty Policy found in the Academic Charter. www.bgsu.edu/downloads/bgsu/file921.pdf

B. Procedures

1. Reporting a Case of Academic Dishonesty

Cases of academic dishonesty shall be reported to the academic dean by the instructor. If a student suspected of violating this policy (for example, facilitating academic dishonesty) is not in the course, the instructor shall report the matter to that student's academic dean, who shall assume original jurisdiction over that student.

2. Evidence

Whenever possible, the instructor shall retain as evidence the original assignment (not a photocopy).

3. Continuance of Coursework

A student accused of a violation of the Academic Honesty Policy shall be permitted to continue in the class pending final disposition of the case. If the final decision in the case results in a sanction of expulsion, dismissal, or suspension, any course work completed during the disposition of the case shall be void as described in the penalties section of this policy. If the final decision in the case results in a sanction of withdrawal from the course and assignment of a grade of "WF," work in the class completed during the disposition of the case shall be void.

4. Notification

All written communications in a case starting with the academic dean's first letter to the student shall be copied to the instructor, the instructor's chair or program director, the dean of the college in which the course is taught if different from the student's academic dean, the registrar and the Vice President for Academic Affairs (VPAA). In cases involving international students, the academic dean shall notify the director of the Center for International Programs. In cases involving athletes, the academic dean shall notify the Department of Intercollegiate Athletics. For graduate students, the dean of the Graduate College will notify these parties and also the program graduate coordinator and the college dean of the student's degree program. Communications from the Academic Honesty Committee shall be copied to these persons.

5. Cases with Instructor Jurisdiction

- a. The instructor shall make a good faith effort to meet and confer with the student prior to making a decision in the case and assessing a sanction within five days of detection of the incident.
- b. At the conference, the instructor shall discuss with the student the nature of the charge(s) against the student and the evidence in the case. This conference should provide the student the opportunity to examine and challenge the evidence.
- c. After the initial discussion, the student shall have two days to provide additional information, if desired.
- d. Within five days after the conference, the instructor shall make a determination in the case. If the instructor decides to impose a sanction, the instructor should keep a written record outlining the substance of the conference with the student and notify the academic dean in writing.
- e. If the instructor determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the instructor shall so notify the student.

- f. If the instructor determines that a violation of the Academic Honesty Policy has occurred, the instructor is required in all cases to inform the academic dean, in writing, of the facts (including whether or not a conference between the instructor and student took place) and the decision in the case.
 - i. If the sanction is partial or no credit, and the appeal deadline has passed with no appeal, or if the instructor's decision in the case has been upheld on final appeal, the instructor shall calculate the sanction into the course grade and report the grade on the class grade sheet. Otherwise, the instructor shall report an "NGR" (no grade).
 - ii. If the sanction is withdrawal from the course and assignment of a grade of "WF", and the appeal deadline has passed with no appeal, or if the instructor's decision in the case has been upheld on final appeal, the instructor shall report the sanction on the class grade sheet. Otherwise, the instructor shall report an "NGR" (no grade).
 - iii. The registrar shall not convert an "NGR" to a "WF" while an appeal is pending.
 - iv. Upon notification from the instructor, the academic dean shall check with the Vice President for Academic Affairs to determine if the student has a prior violation of this policy.
 - v. Within five days following receipt of the notice from the instructor, if a conference between the instructor and student has taken place, the academic dean shall notify the student, in writing, of the following:
 - (1) the decision in the case;
 - (2) the sanction imposed;
 - (3) the student's right to appeal to the Academic Honesty Committee; and
 - (4) that the student may confer with the academic dean concerning the case.
 - vi. Within five days following receipt of the notice from the instructor, if the instructor was unable to confer with the student, the academic dean shall notify the student, in writing of the following:
 - (1) the receipt of the complaint;
 - (2) the decision in the case;
 - (3) the sanction to be imposed;
 - (4) that the student should confer with the instructor;
 - (5) the student's right to appeal to the Academic Honesty Committee; and
 - (6) that the student may confer with the academic dean concerning the case.

6. Cases with Academic Dean Jurisdiction

a. Introduction

- i. Hearings conducted by the academic dean are informal inquiries that do not follow formalized courtroom procedures.
- ii. Due process rights apply to these hearings.
- iii. Only evidence introduced at the hearing can be considered.
- iv. A taped record shall be made of all hearings conducted by an academic dean.
- v. The academic dean shall invite the instructor to the hearing who shall have the right to make recommendations on the decision and on the sanction.

b. Hearing

- i. Upon receipt of written notice of an alleged violation of the Academic Honesty Policy, the academic dean within 15 days shall check with the VPAA to determine if the student has a prior charge pertaining to this policy and shall notify the student, in writing, of the charges made, the student's right to examine the evidence in the case, and the student's right to due process. The academic dean shall convene a hearing and shall notify the student of its time and place and make a decision.
- ii. If a student has been properly notified of a hearing under this section and fails to appear, the student may be temporarily suspended by the academic dean until the student requests and appears at a new hearing. If the student has not requested a new hearing within five additional days, the sanction takes effect and the academic dean shall direct the registrar to bar the student from registration for future semesters and to drop the student from registration for any courses.
- iii. If the academic dean determines that a violation of the Academic Honesty Policy has not occurred, no action will be taken against the student, and the academic dean shall so notify the student. If a grade of "NGR" has already been reported, the academic dean shall direct the instructor to report the grade without the calculation of the sanction.
- iv. If the academic dean determines that a violation of the Academic Honesty Policy has occurred, the academic dean shall:
 - (1) before imposing the sanction, notify the VPAA that the student has been charged with the offense, that the academic dean has determined that a violation of the Academic Honesty Policy has occurred, and request any relevant information regarding the sanction to be imposed in the case;
 - (2) within five days after the decision in the case, notify the student, in writing, of
 - a) the decision in the case;
 - b) the sanction imposed;
 - c) the student's right to appeal to the Academic Honesty Committee.
- v. In cases under the academic dean's jurisdiction, after an appeal deadline has passed with no appeal or after the decision in the case was upheld on appeal, the academic dean shall notify the registrar that the student has been withdrawn from the course, expelled, dismissed or suspended from the University as a sanction for a violation of the Academic Honesty Policy. The academic dean shall instruct the registrar to enter on the student's transcript the grade and/or other sanction resulting from the decision.

c. **Hearing by Teleconference**

Upon petition from either the student or the instructor not to hold a hearing in person due to personal hardship, the dean, after providing the other party the opportunity to comment, may grant that the hearing be held by teleconference.

C. Due Process Procedural Safeguards

The following due process procedural safeguards will be followed in all hearings.

1. The student shall be given written notice of the charges against him or her, the time and place of the hearing, and the student's right to examine the evidence in the case prior to the hearing.
2. The student has the right to question evidence presented against him or her and to present evidence on his or her own behalf.
3. The student has the right to be assisted by an advisor of his or her choice from among students, faculty or staff of the University. In cases where expulsion, dismissal or suspension may be the sanction, the student may be accompanied by an external advisor. The external advisor may advise the student during the hearing, but may not participate in the hearing.
4. The student has the right to receive notice of the decision in the case and notice of the right to appeal decisions to the Academic Honesty Committee.

D. Appeals to the Academic Honesty Committee

1. The student shall have seven days from the date on which he or she receives notice of the sanction to file an appeal.
2. The student shall send a written appeal to the coordinator of the Academic Honesty Committee in the Office of the VPAA and shall send a copy of the appeal to the academic dean. The student may request an oral presentation of the request before two faculty members of the committee.
3. An appeal shall be based on new evidence, procedural error, or error in interpretation of evidence. The appellants must describe the basis of the appeal. (Severity of the sanction is not considered grounds for appeal unless it exceeds the maximum, which would be a procedural error).
4. The coordinator of the Academic Honesty Committee shall inform the student in writing with a copy to the academic dean whether a hearing is being granted.
5. If the Academic Honesty Committee grants a hearing, the hearing process shall begin within 15 days of receipt of the student's written notice of appeal. A taped record shall be made of all appeal hearings conducted by the Academic Honesty Committee.
6. In the event of a hearing, the Academic Honesty Committee must furnish the instructor who imposed the original sanction and the academic dean with a copy of the student's written appeal along with any or all pieces of evidence introduced on the student's behalf. A decision and notification shall be made within two days.
7. If the decision of the instructor or academic dean is overturned by the Academic Honesty Committee and the deadline to appeal to the VPAA has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the coordinator shall notify the chair of the Academic Honesty Committee who shall notify the instructor or academic dean in writing to void the sanction. When a sanction is a grade or affects the grade, the instructor shall be obligated to compute the student's grade according to the decision of the Academic Honesty Committee regarding the sanction.

E. Appeals to the Vice President for Academic Affairs and Provost

1. The student, course instructor, or academic dean shall have seven days from the date on which he or she receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA.
2. The student, course instructor, or academic dean shall send a written appeal to the VPAA and shall send a copy of the appeal to the chair of the Academic Honesty Committee and to the academic dean.
3. An appeal shall be based on procedural error alone (severity of the sanction is not considered grounds for appeal unless it exceeds the maximum, which would be a procedural error).
4. If the VPAA grants a hearing, the hearing process shall begin within 15 days of receipt of the written notice of appeal. The VPAA shall invite the party bringing the appeal and a member of the hearing board.
5. Decisions and sanctions shall be stayed until the VPAA has issued a decision.
6. If an appeal deadline has passed with no appeal or if the decision and sanctions have been upheld on appeal, the decision of the initial hearing body shall be in effect. Sanctions shall be imposed and the Office of Registration and Records notified within three days of the decision by the VPAA.

F. Sanctions

1. **Definitions of sanctions:**

a. *Expulsion*

Administrative withdrawal from the University with no provision for readmission. The student shall be withdrawn from all courses. A grade of "WF" shall be assigned as a sanction for the course in which the offense occurred. Grades of "WP" or "WF" shall be assigned to all other courses in accordance with University policy governing such grades.

b. *Dismissal*

Administrative withdrawal from the University for a stated period of time not less than one year. The student shall be withdrawn from all courses. A grade of "WF" shall be assigned as a sanction for the course in which the offense occurred. Grades of "WP" or "WF" shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may apply for readmission on the same basis as any student entering from another school. The student is subject to all regulations dealing with his or her status at the time of dismissal, e.g. academic warning.

c. *Suspension*

Administrative withdrawal from the University for a stated period of time not more than one year. The student shall be

withdrawn from all courses. A grade of "WF" shall be assigned as a **sanction** for the course in which the offense occurred. Grades of "WP" or "WF" shall be assigned to all other courses in accordance with the University policy governing such grades. After the time has elapsed, the student may be readmitted. The student is subject to all regulations dealing with his or her academic status at the time of suspension, e.g. academic warning. Suspension under this policy is different from academic suspension.

d. *Suspended sanction*

Any of the three penalties stated above may be totally or partially suspended. In this case, a student who subsequently violates the Academic Honesty Policy is subject not only to the sanction prescribed for that subsequent offense, but also to the suspended portion of the previously imposed sanction.

e. *Withdrawal from the course*

The student shall be assigned a grade of "WF" as a sanction for the course in which the offense occurred.

f. *Partial or no credit on an examination or assignment*

Credit shall be determined in accordance with practices of the instructor.

2. Other Terms and Conditions of Sanctions

Terms and conditions may be attached to and made part of any sanctions imposed under the Academic Honesty Policy.

a. Mandatory terms and conditions of expulsion, suspension or dismissal.

- i. If the student is expelled, suspended or dismissed under the terms of the Academic Honesty Policy, the student shall be denied all privileges accorded a student and shall be required to leave the University premises.
- ii. The student may appeal to the VPAA for entrance to the University for specified purposes.

b. Other terms and conditions may be attached to sanctions of suspended sanction or warning by the Academic Honesty Committee and the academic dean.

c. Failure to observe the terms and conditions attached to and made part of a sanction may constitute cause for the extension of the time period during which the sanction is in effect.

d. The VPAA shall have the power to direct the registrar to print on the transcript the reason for a student's expulsion, dismissal or suspension as due to a violation of the Academic Honesty Policy in cases of repeated or egregious violations.

e. No refunds of tuition or fees shall be granted as a result of course work dropped in connection with this policy.

3. Effective Date of Sanction

If no appeal is submitted, the sanction shall take effect when the appeal deadline has passed. Otherwise, the sanction shall take effect when the decision of the initial hearing body is upheld on final appeal. If the decision of the initial hearing body is upheld on final appeal, the instructor/academic dean shall report the grade/sanction to the registrar.

4. Academic credit earned at another institution during a period of expulsion, suspension or dismissal for violation of the Academic Honesty Policy shall not be accepted at Bowling Green State University.

5. Grades assigned in connection with this policy shall not be changed. The effect on the grade point average of a "D," "F" or "WF" assigned in connection with a violation of the Academic Honesty Policy shall not be eliminated by the course retake policy or the academic forgiveness policy.

6. Sanctions for first academic honesty violations, when discovered before graduation, shall be in accordance with the table entitled "VIOLATIONS DISCOVERED BEFORE GRADUATION".

3. Violations Discovered After Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered after the student has graduated and that are within the statute of limitations.

A. Jurisdiction

1. *Academic Dean*

- a. In any case in which the alleged violation is discovered after the student has graduated, the academic dean of the college from which the student graduated shall have original jurisdiction. The academic dean shall inform the VPAA about the suspected violation of the Academic Honesty Policy and shall check with the VPAA to determine if the student has committed a prior violation of this policy.
- b. Hearings shall be conducted under procedures established by the academic dean.

2. *Academic Honesty Committee*

The Academic Honesty Committee shall have appellate jurisdiction in all cases of violation of the Academic Honesty Policy discovered after graduation. Appeal hearings shall be conducted under procedures established by the Academic Honesty Committee. The Academic Honesty Committee shall have the following powers:

- a. Uphold the decision of the academic dean; or
- b. Suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or
- c. Overturn a decision of the academic dean. In cases where the academic dean has jurisdiction, direct the academic dean to void the sanction.

3. *Vice President for Academic Affairs and Board of Trustees*

- a. Final appeal jurisdiction in any case discovered after graduation not involving withdrawal of a degree or revocation of a degree rests with the VPAA. Withdrawal of a degree or revocation of a degree must be approved by the Board of Trustees.
- b. When acting on an appeal, the VPAA will review the records of the case to determine if a hearing should be granted. The appeal shall be conducted under procedures established by the VPAA.
- c. The VPAA shall have the jurisdiction to initiate a full review of any case, including a consideration of the substance of the alleged offense. Review of the case shall be conducted under procedures established by the VPAA.
- d. The VPAA shall have the following powers:

- i. deny an appeal; or
- ii. uphold the decision of the academic dean or Academic Honesty Committee; or
- iii. suspend a sanction in whole or in part and impose other terms and conditions as a corollary; or
- iv. overturn a decision of the academic dean or Academic Honesty Committee and direct the academic dean to void the sanction.

B. Reporting a Case of Academic Dishonesty

Cases of suspected violations of the Academic Honesty Policy discovered after the student has graduated shall be reported to the academic dean.

C. Hearing Procedures

1. Pre-Hearing Procedures

- a. A college committee comprised of three faculty members shall be appointed by the academic dean. The academic dean shall delegate to the committee the responsibility for providing notices and arranging conferences and hearings, determining whether or not a violation has occurred and recommending a course of action to the academic dean.
- b. The academic dean shall notify the graduate, in writing, of the charges made, the evidence in the case, the intent to conduct a hearing in the matter, and the graduate's right of due process.

2. Hearing Procedures

a. Introduction

- ii. Hearings conducted by the college committee under the following procedures are informal inquiries that do not follow formalized courtroom procedures.
- iii. Due process rights apply to these hearings.
- iv. Only evidence introduced at the hearing can be considered.

b. Hearing

- i. Within 30 days following the date of the notice to the graduate, the academic dean shall notify the graduate and the college committee, in writing, of the time and place of the hearing.
- ii. Within 15 days following the date of the notice to the graduate and the college committee, the academic dean shall convene the hearing.
- iii. Within 10 days after the hearing, the college committee shall make a determination in the case and recommend a course of action, in writing, to the academic dean.
- iv. Within 30 days following the written notice from the college committee, the academic dean shall make a decision in the case.
- v. If the academic dean determines that a violation of the Academic Honesty Policy has not occurred, no action shall be taken against the graduate.
- vi. If the academic dean determines that a violation of the Academic Honesty Policy has occurred, the academic dean shall, before imposing the sanction, notify the VPAA that the graduate has been charged with the offense. The academic dean shall provide the VPAA with all relevant information and shall confer with the VPAA about the case.
- vii. Within 10 days following the decision in the case, the academic dean shall notify the graduate, in writing, of:
 - > the decision in the case;
 - > the sanction imposed; and
 - > the graduate's right to appeal to the Academic Honesty Committee.
- viii. The academic dean shall send written notice stating the nature of the case and the decision concerning it to the chair of the Academic Honesty Committee and the VPAA.
- ix. If the graduate has not appealed within 30 days, the academic dean shall notify the registrar of the sanction imposed.

3. Due Process Procedural Safeguards

The following due process procedural safeguards will be followed in all hearings.

- a. The graduate shall be given written notice of the charges against him or her and the time and place of the hearing, and the graduate's right to examine the evidence prior to the hearing.
- b. The graduate has the right to question evidence presented against him or her and to present evidence on his or her own behalf.
- c. The graduate has the right to be assisted by an external advisor who may not participate in the hearing.
- d. The graduate has the right to receive notice of the decision in the case and notice of the right to appeal decisions to the Academic Honesty Committee.

D. Appeals to the Academic Honesty Committee

- 1. The graduate shall have 30 days from the date on which he or she receives notice of the sanction to file an appeal.
- 2. The graduate shall send a written appeal to the chair of the Academic Honesty Committee and shall send a copy of the appeal to the academic dean.
- 3. An appeal shall be based on new evidence, procedural errors, or error in interpretation of evidence. (Severity of the sanction is not considered grounds for appeal unless it exceeds the maximum.) The appellant must describe the new evidence and/or the error that is the basis of the appeal.
- 4. All appeals shall be heard within 30 days of receipt of the graduate's written notice of appeal.
- 5. Decisions of the initial hearing body shall be stayed until the appellate body has given its decision.

6. The decision of the initial hearing body, if upheld on appeal, shall be in effect.
7. The chair of the Academic Honesty Committee shall notify the graduate, the VPAA, and the academic dean of all decisions arising from the appeal. If the decision of the initial hearing body is upheld on appeal and the appeal deadline has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the academic dean shall notify the registrar of the sanction imposed. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

Violations discovered before graduation

Offense	Minimum Sanction	Maximum Sanction	Original Jurisdiction
Cheating, fabrication or plagiarism on examinations or other assignments in a course by an undergraduate student	Partial or no credit on examination or assignment	Withdrawal from course and assignment of sanction grade "WF" in course	Instructor in course
Cheating, fabrication or plagiarism on examinations or other assignments in a course by a graduate student*	Partial or no credit on examination or assignment	Expulsion	*
Forgery, bribery, threats (related to academic activities)	Suspension	Expulsion	Academic Dean
Using a person or agency to prepare papers or other assignments in a course	Suspension	Dismissal (undergraduate student) Expulsion (graduate student)	Academic Dean
Substitution in an examination	Suspension for both enrollee & substitute	Dismissal for both enrollee & substitute (undergraduate student); expulsion for both enrollee & substitute (graduate student)	Academic Dean
Plagiarism, fabrication or other forms of dishonesty by a graduate student associated with nonformal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experience)	Suspension	Expulsion	Academic Dean
Stealing, duplicating or selling examinations or examination books to be given	Suspension	Expulsion	Academic Dean
Possession and/or use of stolen examinations, papers or other course assignments	Suspension	Expulsion	Academic Dean
Misrepresentation of academic credentials	Dismissal	Expulsion	Academic Dean
Other academic dishonesty	Partial or no credit on assignment*	Expulsion	Instructor/Academic Dean
Facilitating academic dishonesty	Suspension** (undergraduate student) Suspension (graduate student)	Expulsion** (undergraduate student) Suspension (graduate student)	Academic Dean* (undergraduate student) Graduate Dean (graduate student)

* If the sanction involves a course grade it is the instructor's jurisdiction; if the sanction involves suspension or higher, then the jurisdiction is with the academic dean.

** A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum sanction for the academic honesty violation that was facilitated. If the offense is cheating, fabrication or plagiarism on examinations or other assignments and the facilitator is not in the course, the range of sanctions shall be from suspension to expulsion.

For second and subsequent academic honesty violations, other than misrepresentation of academic credentials, the minimum sanction is suspension. The academic dean has original jurisdiction in cases involving second and subsequent violations. The maximum sanction for these violations is expulsion.

***In addition to the minimum/maximum sanction, other appropriate educational intervention is encouraged.

Violations discovered after graduation

Offense	Minimum Sanction	Maximum Sanction	Original Jurisdiction
Cheating, fabrication or plagiarism on examinations or other assignments in a course	Partial or no credit on examination or assignment	Withdrawal from course and assignment of sanction grade "WF" (undergraduate student); revocation of degree (graduate student)	Academic Dean
Using a person or agency to prepare papers or other assignments in a course	Withdrawal from course and assignment of sanction grade "WF" for both enrollee and substitute	Withdrawal of degree (undergraduate student); revocation of degree (graduate student)	Academic Dean
Substitution in an examination	Withdrawal from course and assignment of sanction grade "WF" for both enrollee and substitute	Withdrawal of degree for both enrollee and substitute (undergraduate student); revocation of degree for both enrollee and substitute (graduate student)	Academic Dean
Possession and/or use of stolen examinations, papers or other course assignments	Loss of credit	Revocation of degree	Academic Dean
Stealing, duplicating or selling examination books to be given	Loss of credit	Revocation of degree	Academic Dean
Plagiarism, fabrication or other forms of dishonesty by a graduate student associated with nonformal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experience)	Revocation of degree		Academic Dean
Misrepresentation of academic credentials	Revocation of degree		Academic Dean
Other academic dishonesty	Withdrawal from course and assignment of sanction grade "WF" in course	Withdrawal of degree	Academic Dean
Facilitating academic dishonesty*			

*A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum sanction for the academic honesty violation that was facilitated.

For second academic honesty violations, the maximum sanction is revocation of degree.

E. Appeals to the Vice President for Academic Affairs

1. The graduate or academic dean shall have 30 days from the date on which the graduate receives notice of the decision of the Academic Honesty Committee to file an appeal with the VPAA.
2. A written appeal shall be sent to the VPAA, and a copy of the appeal shall be sent to the chair of the Academic Honesty Committee.
3. An appeal shall be based on procedural error alone (severity of the sanction is not considered grounds for appeal unless it exceeds the maximum, which would be a procedural error).
4. All appeals shall be heard within thirty days of receiving the written notice of an appeal.
5. Decisions of the initial hearing body shall be stayed until the VPAA has given a decision.
6. If an appeal deadline has passed with no appeal, or if the decision has been upheld on appeal, the decision of the initial hearing body shall be in effect.
7. The VPAA, as appropriate, shall notify the graduate, the chair of the Academic Honesty Committee, and the academic dean of all decisions arising from the appeal. If the decision of the initial hearing body is upheld on appeal, the academic dean shall notify the registrar of the sanction imposed. The academic dean with the concurrence of the VPAA may instruct the registrar to print on the transcript that the reason for the sanction was a violation of the Academic Honesty Policy. If the sanction is revocation of degree, the reason shall always be printed on the transcript. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

F. Sanctions

1. Definition of Sanctions

a. *Revocation of Degree*

The degree awarded to the graduate shall be rescinded with no possibility for reinstatement. This action is subject to the approval of the Board of Trustees.

b. *Withdrawal of Degree*

The degree awarded to the graduate shall be rescinded with the possibility for reinstatement. This action is subject to the approval of the Board of Trustees.

c. *Withdrawal from Course*

The graduate shall be assigned a grade of "WF" as a sanction for the course in which the offense occurred. When withdrawal from the course and assignment of a grade of "WF" as a sanction results in the graduate not meeting requirements for graduation (e.g., course is required for graduation or GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

d. *Partial or No Credit on an Examination or Assignment*

Credit shall be determined in accordance with the practices of the instructor. When partial or no credit on an examination or assignment is given as a sanction and results in the graduate not meeting requirements for graduation (e.g., the final grade assigned as a direct result of the sanction does not meet credit requirements in a course required for graduation or the GPA falls below 2.0), the degree awarded to the graduate is withdrawn with provision for reinstatement of the degree. Reinstatement of the degree results when the graduate enrolls in the course in which the offense occurred and receives credit for the course in a way that the graduate then meets requirements for graduation.

2. Effective Date of Sanction

If no appeal is submitted, the sanction shall take effect when the appeal deadline has passed. Otherwise, the sanction shall take effect when the decision of the initial hearing body is upheld on final appeal.

Penalties for academic honesty violations discovered after graduation shall be in accordance with the table entitled "VIOLATIONS DISCOVERED AFTER GRADUATION."