

SECTION H: ACADEMIC HONESTY POLICY

This document incorporates by reference the Academic Honesty Policy as stated in the Student Code. All references found in this document refer to other portions of the Academic Honesty Policy.

1. Introduction

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 central purposes 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) Definitions of Academic Honesty Violations

(These categories are based on definitions given in Gehring, Nuss, Pavela, *Issues and Perspectives on Academic Integrity*, published in 1986 by the National Association of Student Personnel Administrators, Inc.)

- (1) Cheating
Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (2) Fabrication
Falsification or invention of any information or citation in an academic exercise.
- (3) Facilitating Academic Dishonesty
Helping or attempting to help another to commit an act of academic dishonesty.
- (4) Plagiarism
Representing the words or ideas of another as one's own in any academic exercise.

c) Suggestions for Limiting Academic Dishonesty

- (1) Both students and faculty should initiate discussion which will lead to the elevation of University mores on cheating and plagiarism.
- (2) Academic units may develop for their faculty and students a statement of the application of the Academic Honesty Policy in their courses.
- (3) Each faculty member is encouraged to include in the introduction to a course:
 - (a) A statement of the application of the Academic Honesty Policy within the particular course.
 - (b) The statement that every instance of dishonesty will be reported.
- (4) Faculty are encouraged to remove temptation to potential violations insofar as possible. Specific suggestions include:

- (a) Only new tests should be used.
 - (b) When test items are similar to those used in the past, strict security should be observed so that copies of such items are not taken from the test area.
 - (c) Testing of large groups should be held in places other than rooms with high-density seating.
 - (d) There should be provision of sufficient proctors for the group being tested. Assistance should be provided by instructors, and, where necessary, by student assistants.
- (5) Faculty members should exemplify the highest levels of academic honesty at all times.
- d) Statute of Limitations
- (1) There is no statute of limitations on graduate theses or dissertations. 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.
 - (2) 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.
- e) Definition of Terms
- (1) Academic Dean is the academic Dean of the college in which the student is enrolled; for graduate students, this would be the Dean of the Graduate College.
 - (2) A day is one class day.
 - (3) A semester is one of the University's three academic terms: Fall, 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 penalty.
- f) Interpretations of the Policy
- Questions regarding interpretations of this Academic Honesty Policy should be directed to the Chair of the Academic Honesty Committee.
- g) 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.
- h) Time Limits
- 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 President of the University, or the Board of Trustees of the University for cases within their respective jurisdictions.

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.

2. Violations Discovered Before Graduation

This section shall apply to violations of the Academic Honesty Policy that are discovered before the student has graduated and that are within the statute of limitations. *B-II.H.1.d)*

a) Jurisdiction

(1) Instructor

- (a) In any case in which the penalty 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 penalty. *B-II.H.2.b)(4)*
- (b) If necessary, the instructor may delegate responsibility for conducting a conference and determining and imposing the penalty, in writing, to the Chair of the department in which the course is taught.

- (2) Academic Dean
 - (a) In any case in which the penalty 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 penalty. *B-II.H.2.b)(5)*
 - (b) The academic Dean may delegate to a designated staff member or committee the responsibility for providing notices, arranging and conducting conferences and hearings, determining whether or not a violation has occurred, and recommending a course of action to the academic Dean. *B-II.H.2.b)(5)*
 - (c) Conferences and 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. 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-II.H.2.d)*
 - (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) The Academic Honesty Committee shall have jurisdiction to conduct an investigation and hearing of a case *de novo*. Investigation and hearing of a case *de novo* shall be conducted under procedures established by the Academic Honesty Committee.
 - (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 penalty 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. In cases where instructor has jurisdiction, direct the instructor to void the penalty. In cases where the academic Dean has jurisdiction, direct the academic Dean to void the penalty.
- (4) President
 - (a) Final appeal jurisdiction in any case discovered before graduation rests with the President of the University.

- (b) When acting on an appeal, the President 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 President. *B-II.H.2.e)*
- (c) The President 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 President.
- (d) The President shall have jurisdiction to conduct an investigation and hearing of a case *de novo*. Investigation and hearing of a case *de novo* shall be conducted under procedures established by the President.
- (e) The President 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 penalty 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 void the penalty.

b) Procedures

(1) Reporting a Case of Academic Dishonesty

Cases of academic dishonesty shall be reported to the academic Dean by the instructor.

(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 penalty of expulsion, dismissal, suspension or 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) 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 penalty.
- (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 to challenge the evidence presented against him or her and to present evidence in his or her own behalf.

- (c) Within ten days after the conference, the instructor shall make a determination in the case. If the instructor decides to impose a penalty, the instructor should keep a written record outlining the substance of the conference with the student.
- (d) 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.
- (e) If the instructor determines that a violation of the Academic Honesty Policy has occurred, the instructor shall 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 penalty 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 penalty into the course grade and report the grade on the class grade sheet. Otherwise, the instructor shall report an NG (no grade).
- ii) If the penalty 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 penalty on the class grade sheet. Otherwise the instructor shall report an NG (no grade).
- iii) 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:
- the decision in the case;
 - the penalty imposed ;
 - the student's right to appeal to the Academic Honesty Committee; *B-II.H.2.d)*
 - that the student may confer with the academic Dean concerning the case.
- iv) 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:
- the receipt of the complaint;
 - the penalty to be imposed;
 - that the student should confer with the instructor;
 - the student's right to appeal to the Academic Honesty Committee; *B-II.H.2.d)*
 - that the student may confer with the academic Dean concerning the case.
- v) 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 Dean of the college in which the course is taught

- (5) Cases with Academic Dean or Graduate College 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 under *B-II.H.2.c)* 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.
- (b) Hearing
- i) Upon receipt of written notice of an alleged violation of the Academic Honesty Policy, the academic Dean 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. *B-II.H.2.c)*. Copies of the notice shall be sent to the instructor in the course, the Chair of the Academic Honesty Committee, the Dean of the college in which the course is taught, and the chief student affairs officer.
 - ii) Within fifteen days following the date of the academic Dean's notice to the student, the academic Dean shall convene a hearing and shall notify the student of its time and place.
 - iii) 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 fifteen days, the suspension penalty goes into effect.
 - iv) Within ten days after the hearing, 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 will be taken against the student, and the academic Dean shall so notify the student. Copies of the notice shall be sent to the instructor in the course, the Chair of the Academic Honesty Committee, the Dean of the college in which the course is taught, and the chief student affairs officer.
 - vi) If the academic Dean determines that a violation of the Academic Honesty Policy has occurred, the academic Dean shall:
 - before imposing the penalty, notify the chief student affairs officer 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 penalty to be imposed in the case;

- within five days after the decision in the case notify the student, in writing, of
 - the decision in the case;
 - the penalty imposed;
 - the student's right to appeal to the Academic Honesty Committee under *B-II.H.2.d*);
 - send written notice stating the nature of the case and the decision concerning it to the instructor in the course, the Chair of the Academic Honesty Committee, the Dean of the college in which the course is taught, and the chief student affairs officer.

vii) 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 penalty 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 penalty resulting from the decision.

c) Due Process Procedural Safeguards

The following due process procedural safeguards will be followed in all hearings conducted under *B-II.H.2.b*(5):

- (1) The student shall be given written notice of the charges against him/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/her and to present evidence in his or her own behalf.
- (3) The student has the right to be assisted by an advisor of his/her choice from among students, faculty, or staff of the University. In cases where expulsion or dismissal or suspension may be the penalty, the student may be accompanied by an attorney. The attorney 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 under *B-II.H.2.d*).

d) Appeals to the Academic Honesty Committee

- (1) The student shall have ten days from the date on which he/she receives notice of the penalty to file an appeal.
- (2) The student 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 error, or error in interpretation of evidence. The appellants must describe the basis of the appeal. (Severity of the penalty is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)

- (4) If the Academic Honesty Committee grants a hearing, the hearing process shall begin within fifteen 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.
 - (5) In the event of a hearing, the Academic Honesty Committee shall furnish the instructor who imposed the original penalty with a copy of the student's written appeal along with any or all pieces of evidence introduced in the student's behalf.
 - (6) If the decision of the hearing body is overturned by the Academic Honesty Committee and the appeal deadline has passed with no appeal, or if the decision of the Academic Honesty Committee is upheld on final appeal, the Chair of the Academic Honesty Committee shall direct the instructor to void the penalty. When a penalty 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 penalty.
- e) Appeals to the President
- (1) The student, course instructor, or academic Dean shall have ten days from the date on which the person receives notice of the decision of the Academic Honesty Committee to file an appeal with the President.
 - (2) The student, course instructor, or academic Dean shall send a written appeal to the President of the University 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 penalty is not considered a ground for appeal unless it exceeds the maximum, which would be a procedural error.)***
 - (4) If the President grants a hearing, the hearing process shall begin within fifteen days of receipt of the written notice of appeal.
 - (5) Decisions of the initial hearing body shall be stayed until the President has issued a decision.
 - (6) If an appeal deadline has passed with no appeal or if the decision of the initial hearing body has been upheld on appeal, the decision of the initial hearing body shall be in effect as provided for under *B-II.H.2.f)(3)*.
- f) Penalties
- (1) Penalties for offenses are defined as follows:
 - (a) **Expulsion**
Forced 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 penalty 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**
Forced 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 penalty 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**
Forced 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 penalty 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 the student's status at the time of suspension, e.g. academic warning.
- (d) **Suspended penalty**
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 penalty prescribed for that subsequent offense, but also to the suspended portion of the previously imposed penalty.
- (e) **Withdrawal from the course.**
The student shall be assigned a grade of "WF" as a penalty for the course in which the offense occurred.
- (f) **Partial or no credit on an assignment.**
Credit shall be determined in accordance with practices of the instructor.

- (g) **Warning**
A written statement by the academic Dean to a student that the student's conduct is in violation of the Academic Honesty Policy. A copy of such a warning shall be maintained in the office of the academic Dean.

(2) **Other Terms and Conditions of Penalties**

Terms and conditions may be attached to and made part of any penalties 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 chief student affairs officer for entrance to the University for specified purposes.
- (b) Other terms and conditions may be attached to sanctions of suspended penalty 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 penalty may constitute cause for the extension of the time period during which the sanction is in effect.

(3) **Effective Date of Penalty**

If no appeal is submitted, the penalty shall take effect when the appeal deadline has passed. Otherwise, the penalty 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/penalty 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 BGSU.
- (5) Penalties for first academic honesty violations when discovered before graduation shall be in accordance with the following table:

VIOLATIONS DISCOVERED BEFORE GRADUATION

| Offense | Minimum Penalty | Maximum Penalty | 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 penalty 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 | |
| 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 experiences) | 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 cheating | Warning (Undergraduate student) Suspension (Graduate student) | Suspension (Undergraduate student) Suspension (Graduate student) | Academic Dean |

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|------------------------------------|--|---|---------------|
| Facilitating academic dishonesty** | Warning (Undergraduate student) Suspension (Graduate student) | Suspension (Undergraduate student) Suspension (Graduate student) | Academic Dean |
|------------------------------------|--|---|---------------|

*If the instructor's recommendation is suspension or higher, then the jurisdiction is with the Graduate College Dean.

**A student charged with facilitating academic dishonesty shall be subject to the minimum/maximum penalty 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 facilitator is given a warning which constitutes a first offense.

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

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 defined in *B-II.H.1.d*.

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 confer with the chief academic officer about the reported case of suspected violation of the Academic Honesty 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 penalty 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 academic Dean has jurisdiction, direct the academic Dean to void the penalty.

(3) President 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

President of the University. Withdrawal of a degree or revocation of a degree shall be approved by the Board of Trustees.

- (b) When acting on an appeal, the President 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 President.
- (c) The President 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 President.
- (d) The President shall have jurisdiction to conduct an investigation and hearing of a case *de novo*. Investigation and hearing of a case *de novo* shall be conducted under procedures established by the President.
- (e) The President shall have the following powers:
 - i) deny an appeal;
 - ii) uphold the decision of the academic Dean or Academic Honesty Committee;
 - iii) suspend a penalty 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 penalty.

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 composed 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 under *B-II.H.3.c)(3)*.

(2) Hearing Procedures

- (a) Introduction
 - i) Hearings conducted by the college committee under the following procedures 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.
- (b) Hearing
- i) Within thirty days following the date of the notice to the graduate under *B-II.H.3.c)(1)*, the academic Dean shall notify the graduate and the college committee, in writing, of the time and place of the hearing.
 - ii) Within fifteen days following the date of the notice to the graduate and the college committee, the academic Dean shall convene the hearing.
 - iii) Within ten 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 thirty 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 penalty, notify the chief academic officer that the graduate has been charged with the offense. The academic Dean shall provide the chief academic officer with all relevant information and shall confer with the chief academic officer about the case.
 - vii) Within ten days following the decision in the case, the academic Dean shall notify the graduate, in writing, of:
 - the decision in the case
 - the penalty imposed
 - the graduate's right to appeal to the Academic Honesty Committee under *B-II.H.3.d)*.
 - 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 chief academic affairs officer.
 - ix) If the graduate has not appealed within thirty days as provided for in *B-II.H.3.e)*, the academic Dean shall notify the registrar of the penalty imposed.
- (3) Due Process Procedural Safeguards

The following due process procedural safeguards shall be followed in all hearings conducted under *B-II.H.3.c)(2)*:

- (a) The graduate shall be given written notice of the charges against him/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/her and to present evidence in his/her own behalf.
- (c) The graduate has the right to be assisted by an advisor of his/her choice. In cases where the advisor is an attorney, the attorney may advise the graduate during the hearing, but 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 under *B-II.H.3.d*).

d) Appeals to the Academic Honesty Committee

- (1) The graduate shall have thirty days from the date on which he/she receives notice of the penalty 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 error, or error in interpretation of evidence. (Severity of the penalty is not considered a ground of appeal unless it exceeds the maximum.) The appellant shall describe the new evidence and/or the error that is the basis of the appeal.
- (4) All appeals shall be heard within thirty 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 as provided for under *B-II.H.3.f)(2)*.
- (7) The Chair of the Academic Honesty Committee shall notify the graduate, the chief academic officer, 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 penalty imposed. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

e) Appeals to the President

- (1) The graduate or academic Dean shall have thirty days from the date on which the graduate receives notice of the decision of the Academic Honesty Committee to file an appeal with the President.
- (2) A written appeal shall be sent to the President, 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 penalty is not considered a ground 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 appeal.

- (5) Decisions of the initial hearing body shall be stayed until the President 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 as provided for under *B-II.H.3.f)(2)*.
- (7) The President, as appropriate, shall notify the graduate, the Chair of the Academic Honesty Committee, the chief academic officer 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 penalty imposed. If the decision of the initial hearing body is overturned on appeal, no action will be taken against the graduate.

f) Penalties

(1) Definition of Penalties

- (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 penalty for the course in which the offense occurred.

When withdrawal from course and assignment of a grade of "WF" as a penalty 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 penalty and results in the graduate not meeting requirements for graduation (e.g., the final grade assigned as a direct result of the penalty 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 Penalty

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

(3) Penalties for academic honesty violations discovered after graduation shall be in accordance with the following table:

VIOLATIONS DISCOVERED AFTER GRADUATION

| Offense | Minimum Penalty | Maximum Penalty | 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 penalty grade "WF" in course (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 penalty 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 penalty 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 examinations or 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 non-formal course material (e.g. thesis, dissertation, preliminary or comprehensive examination, field experiences) | Revocation of degree | | Academic Dean |
| Misrepresentation of academic credentials | Revocation of degree | | Academic Dean |
| Other cheating | Withdrawal from course and assignment of penalty 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 penalty for the violation that was facilitated.