



Policy Name: Academic Honesty

Marian University Academic Honesty

Originated Date: 05/01/2003

Review Date:

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Policy Statement:

Purpose

A policy of academic honesty speaks to the Mission Statement of Marian University by ensuring academic integrity and thereby furthering the personal, moral, and intellectual development of the learning community.

The intent of this policy is to establish consistency and to heighten the moral responsibility of the entire university community (faculty, staff, and students) by identifying areas that would violate the concept of academic honesty.

Little distinction is made between the student who is actually guilty of academic dishonesty and anyone who aids the student (i.e. by providing a copy of a stolen exam, or by writing a paper for another student). An instructor and the University can change a student's grade at any time, even after a course has been completed, if the student has violated the Academic Honesty Policy.

The University has identified three major violations of academic honesty, including plagiarism, cheating, and intentional misrepresentation of the truth. All rules and standards of academic honesty apply equally to all electronic media, particularly all intranet and internet activities.

Plagiarism

Plagiarism is presenting another person's work as one's own. Plagiarism also includes paraphrasing or summarizing the works of another person without acknowledgement, or taking any work, in whole or in part, including the Internet or other computer-based resource without properly referencing the source.

- A. Third degree plagiarism is the occasional use of words or ideas from outside sources without documenting those sources. This includes failure to cite properly an Internet source. Consequences are at the discretion of the instructor and may range from an "F" on the paper or referral to the Writing Center.
- B. Second degree plagiarism is extensive copying of words or ideas from outside sources without documentation. This includes submitting as one's own part of a paper obtained from



an Internet source. Possible penalties range from receiving an "F" on the assignment to receiving a grade of "F" for the course.

- C. First degree plagiarism is purchasing work done by another, having another person do the work, or submitting, as one's own a paper obtained from an Internet source. Possible penalties: The student may be suspended from the University for one semester or may be asked to leave Marian University permanently.

Cheating

Cheating is the attempt, whether successful or not, to give or receive aid and/or information by illicit means in meeting any academic requirements.

- A. Third degree cheating is occasional copying from another's paper during an exam. A possible penalty would be receiving an "F" on the exam.
- B. Second degree cheating is using "crib" notes or extensively copying from another's exam. Unless approved by the instructor, this includes, during an examination, using electronics equipment, such as cell phones and PDAs, consulting with others, or using other unauthorized materials. Possible penalties range from the student receiving an "F" on the exam or receiving a "WF" or "F" for the entire course.
- C. First degree cheating is using a stolen exam or having another person take the exam. Possible penalties: The student may be suspended from the University for one semester or may be asked to leave Marian University permanently.

Intentional Misrepresentation of the Truth

- A. Forgery or falsification of academic documents or records.
- B. Engaging in conduct aimed at making false representation of a student's academic performance, history, and/or achievements. Possible penalties: The student may be suspended from the University for one semester or may be asked to leave Marian University permanently.

Procedure for addressing Misrepresentation of the Truth

The following process will be used to investigate violations of this policy and to implement the suggested penalties.

- A. An investigation may be initiated by the instructor or a student or parties who have reason to believe that an offense has taken place. Students or others need only notify the instructor, the chairperson or dean of the school, either verbally or in writing that they think a violation has taken place. The names of those supplying information will be held in strictest confidence by the University.



B. The instructor may pursue the matter either informally or formally. The Chief Academic Officer or designee needs to be informed and will keep a record of all violations of academic honesty. The Chief Academic Officer or designee will notify the student's advisor, department chair of the course and dean of the school in which the infraction took place of all violations of academic honesty. After discussing the matter with the Chief Academic Officer or designee, the instructor may confront the student with the charge informally and suggest a penalty that the instructor feels is appropriate. The student may either accept the penalty or may request a hearing before the Academic Misconduct Committee.

C. Formal: The instructor may pursue the investigation formally through the Chief Academic Officer or designee. The Chief Academic Officer or designee will initiate an Academic Misconduct Committee, which consists of three faculty as appointed by the Chief Academic Officer or designee, and chaired by the Chief Academic Officer or designee, ex officio without vote. This method is suggested for those charged with first-degree cheating, first degree plagiarism, and all misrepresentation of the truth.

1. The Chief Academic Officer or Designee will give notice to the individual(s) involved and convene the committee.
2. The committee will determine guilt or innocence in each case. In those cases where the student is guilty, the committee will apply a penalty taken from these guidelines, taking into consideration the recommendation of the instructor. If the committee determines that a third incident of academic dishonesty has occurred, the student will be dismissed from the University; her/his readmission is unlikely.
3. The student may appeal the ruling of the Academic Misconduct Committee to the Academic Appeals Committee within 12 weeks of notification. For cases of academic dishonesty at the undergraduate or the graduate level, the committee will be convened by the Chief Academic Officer or designee.
4. After reviewing the student's request and any evidence, the committee forwards its recommendation to the Chief Academic Officer, who notifies the student and the instructor of the committee findings within seven days of the completion of the written report
5. The student may appeal the decision of the Academic Appeals Committee to the Chief Academic Officer within one week of notification. This request must provide specific grounds for a subsequent appeal, which are the following: a) Due process was not followed; and/or b) Policy was incorrectly applied; and/or c) Important evidence was missing.
6. Decisions of the Chief Academic Officer are final.

D. The Chief Academic Officer will have the responsibility of referring students who have multiple violations of academic honesty to the Academic Misconduct Committee.