Academic Honesty Statement

Students are expected to do their own work, unless otherwise directed by the faculty, and to maintain the University’s standards of academic honesty.

Academic dishonesty includes, but is not limited to:

- **Plagiarism** - Plagiarism is the act of passing off some other person’s ideas, words or works as one’s own. Plagiarism is literary and intellectual theft.

  Recently, the Internet has complicated the picture. Getting something from the Internet and presenting it as one’s own is still plagiarism. Copying another student’s paper or a portion of the paper is usually called “copying”. Neither plagiarism nor copying will be tolerated. Should a faculty member discover that a student has committed plagiarism; the student may receive a grade of “F” in that course and the matter will be referred to the Provost/Chief Academic Officer for possible disciplinary action.

- **Cheating** - Cheating is an act of deception in which a student misrepresents that he/she has mastered information related to academic exercise. Examples include:

  1. Copying, without the professor’s authorization, from another student’s test, lab report, computer file, data listing, logs, or any other type of report or academic exercise.
  2. Using unauthorized materials during a test.
  3. Using, buying, selling, stealing, transporting, soliciting, copying or possessing (in whole or part), the contest of:
     a) an un-administered test
     b) a required assignment
     c) a past test which has, by the professor, not been allowed to be kept by their students.
  4. Taking a test for someone or permitting someone to take a test for you. This also includes attending class for someone else or allowing someone to attend class for you other than short term situations such as illness and where the professor has been notified by the student of record of said short-term substitution.

- **Collusion** - collusion is unauthorized collaboration with another person or persons during a test or in the preparation of any type of written work in an academic exercise/setting.

If a faculty member suspects a student has committed a breech of academic integrity, that faculty member will:
1. Make a good faith effort to communicate with that student (in person, phone, and e-mail or by letter) about their suspicion and allow the student the opportunity to respond.

2. If after this discussion the faculty member still believes that a breach of academic dishonesty has occurred, that faculty member will prepare a written report to the Dean or Program Director which will detail the circumstances and include a complete set of copies of the questionable test/paper/assignment. The report may or may not include a recommended sanction.

3. If, after review of the report, the Dean/Program Director agrees with the faculty member, this is forwarded to the Provost/Chief Academic Officer for possible disciplinary sanctions. A student may not drop a class in which there is an unresolved question of academic dishonesty.

*Revised 12-21-2015*