

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-12

ACADEMIC DISHONESTY

1 General Information.

- 1.1 Scope: Academic policy regarding student academic dishonesty.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: December 19, 2019
- 1.4 Effective Date: January 28, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History: (FS-02-03-(37)67 BAPC, February 27, 2003) As described in the Marshall University Creed, Marshall University is an "Ethical Community reflecting honesty, integrity and fairness in both academic and extracurricular activities." Therefore, academic dishonesty is something that will not be tolerated. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by Marshall University accepts the academic requirements and criteria of the institution. It is the student's responsibility to be aware of policies regulating academic conduct, including the definitions of academic dishonesty, the possible sanctions, and the appeal process. This policy was updated and approved by the Marshall University Board of Governors on December 19, 2019.

2 Academic Exercises

- 2.1 An academic exercise is defined as any assignment, whether graded or ungraded, that is given in an academic course or must be completed toward the completion of degree or certification requirements. This includes, but is not limited to: Exams, quizzes, papers, oral presentations, lab reports, data gathering and analysis, practica and creative work of any kind.

3 Definitions of Academic Dishonesty

- 3.1 Below are definitions of some common types of academic dishonesty. Each instructor may modify the general definition of academic dishonesty to fit the immediate academic needs within that particular course of study, provided the instructor defines, in writing and preferably in the course syllabus, the details of any departure from the general definition.
 - 3.1.1 Cheating: Any action which if known to the instructor in the course of study would be prohibited. This includes:
 - 3.1.1.1 The unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise.
 - 3.1.1.2 The unauthorized assistance of a person other than the course instructor during an academic exercise.
 - 3.1.1.3 The unauthorized viewing of another person's work during an academic exercise.
 - 3.1.1.4 The unauthorized securing of all or any part of assignments or examinations, in advance of distribution by the instructor.

- 3.1.2 Fabrication/Falsification: The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence or a university record.
- 3.1.3 Plagiarism: Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes:
 - 3.1.3.1 Oral, written and graphical material.
 - 3.1.3.2 Both published and unpublished work
 - 3.1.3.3 It is the student's responsibility to clearly distinguish their own work from that created by others. This includes the proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.
- 3.1.4 Bribes/Favors/Threats: Attempting to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.
- 3.1.5 Complicity: Helping or attempting to help someone commit an act of academic dishonesty.

4 Sanctions

- 4.1 Sanctions for academic dishonesty may be imposed by the instructor of the course, the department chairperson, or the academic dean. Sanctions for academic dishonesty may be imposed even if a student withdraws from an individual course or from the university entirely. The instructor may impose the following sanctions:
 - 4.1.1 A lower or failing project/paper/test grade,
 - 4.1.2 A lower final grade
 - 4.1.3 Failure of the course
 - 4.1.4 Exclusion from further participation in the class (including laboratories or clinical experiences)
- 4.2 The following sanctions may be recommended by the instructor but will need to be imposed by the department chair, academic dean or the Office of Academic Affairs:
 - 4.2.1 Exclusion from an academic program
 - 4.2.2 Academic probation for up to 1 year
 - 4.2.3 Academic suspension for up to 1 year
 - 4.2.4 Dismissal from the university.
- 4.3 In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Student Conduct.
- 4.4 A student will be informed in writing by the instructor or responsible office, of any charges and subsequent sanctions imposed for academic dishonesty (See "Reporting" below). Written notification of academic dishonesty charges (and the inclusion of confirmed charges/sanctions in a

student's records) is designed to inform a student of the potential repercussions of repeat offenses and his/her rights of appeal.

- 4.5 If a student believes that charges of academic dishonesty have been erroneously levied, he/she should appeal such charges in accordance with the process outlined below.
- 4.6 Sanctions for repeated academic dishonesty offenses will be imposed by the Office of Academic Affairs after consultation with the appropriate department chairs and deans.
- 4.7 A student's record of academic dishonesty offenses will be maintained throughout their enrollment at Marshall University, and the period of time between offenses may have no impact on sanctions for repeated offenses.
- 4.8 A student with a second academic dishonesty offense during his/her enrollment at Marshall University will be academically suspended for a period of time not to exceed one academic year (to include summer terms).
- 4.9 A student with a third academic dishonesty offense during his/her enrollment at Marshall University will be dismissed from the university.

5 Reporting

- 5.1 Any time an accusation of academic dishonesty is made, and a sanction imposed (or a sanction will be imposed with the submission of final grades), a notice should be sent to the Office of Academic Affairs within ten (10) days of the accusation.
- 5.2 Notice of an act of academic dishonesty will be reported to the Office of Academic Affairs through the completion of an "Academic Dishonesty Report Form" (described below). The "Academic Dishonesty Report Form" will include:
 - 5.2.1 Instructor's Name
 - 5.2.2 Course Information (Term, Number, Section)
 - 5.2.3 Student's Name
 - 5.2.4 Student's University Identification Number
 - 5.2.5 Brief Description of the Charge
 - 5.2.6 Date of Accusation
 - 5.2.7 Brief Description of the Sanction
- 5.3 Instructors are encouraged to give a copy of the "Academic Dishonesty Report Form" to a student accused of an offense. However, within ten (10) days of receipt of the "Academic Dishonesty Report Form" the Office of Academic Affairs will inform the student and the student's dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and his/her rights of appeal. A copy of the report will go into the student's college file.
- 5.4 Any subsequent actions taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the results of appeals, etc.) should be reported to the Office of Academic Affairs within ten (10) days of the action.

6 Recording

- 6.1 The Office of Academic Affairs will maintain a file of academic dishonesty incidents. These will be reported in summary form (no student or faculty names will be included) to the Academic Deans

and the Faculty Senate at the end of each academic year.

7 Undergraduate Appeals Process

- 7.1 In cases where the instructor imposes sanctions and does not refer the matter to the department chairperson for additional sanctions, the student may appeal the sanction in accordance with the procedures described for grade appeal (see listing under “Grade Appeal” described in the Undergraduate Catalog). This includes lowered grades, exclusion from class activities and failure of the course.
- 7.2 If allegations of academic dishonesty are referred to the department chairperson for additional sanctions, it must be within thirty (30) days from the date of the alleged offense. This process starts with the dean if there is no department chairperson.
 - 7.2.1 The department chairperson shall bring together the student involved, and the faculty member, and/or other complainant within ten (10) days from the date of referral.
 - 7.2.2 If the student denies guilt or disagrees with the sanction imposed, or if the faculty member, other complainant, or chairperson feels that the penalties are insufficient for the act complained of, the case shall be forwarded in writing by the chairperson to the student's Academic Dean within ten (10) days from the date of the meeting. The Academic Dean shall bring together the student, faculty member or other complainant, and the department chairperson to review the charges within ten (10) days from the date of referral. The Academic Dean may impose any sanction permitted by this policy.
 - 7.2.3 Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Dean, the case may be appealed in writing within ten (10) days of the Dean's written decision to the Budget and Academic Policy Committee, who shall refer the case to the University Academic Appeals Board for resolution.
 - 7.2.4 Should the student, faculty member, or other complainant be dissatisfied with the determination of the Academic Appeals Board, then he/she may file an appeal with the Chief Academic Officer (CAO) within thirty (30) days from the receipt of the written decision of the Board. The decision of the CAO shall be final.
 - 7.2.5 Only individual allegations of academic dishonesty may be appealed. If a previous offense was not appealed within the time limit, or was appealed unsuccessfully, then subsequent offenses will be counted as repeat offenses and additional sanctions will be levied by the Office of Academic Affairs as described under the section on “Sanctions.”

8 Graduate Student Appeal Process

- 8.1 Sanctions resulting from an Academic Disciplinary Action as defined in Section 3 of these rules, shall take effect immediately, regardless of whether the student appeals the sanction. Provided that; in exceptional circumstances, the Graduate Dean or the CAO may suspend the imposition of sanctions pending the resolution of an appeal.
- 8.2 The burden of proof will be with the appealing graduate student.
- 8.3 The Graduate College has adopted Administrative Procedure, PERFORMANCE APPEAL that outlines the appeal process.
- 8.4 The director/coordinator of the graduate program, department/unit head, or Graduate Dean will notify a graduate student in writing of the academic action.

- 8.4.1 The academic action may be prescribed by those departments that publish a student handbook that includes sanctions its faculty may impose for academic dishonesty or other actions in violation of the ethical guidelines of the discipline.
- 8.5 Before initiating a formal appeal, the graduate student must first seek informal resolution from the person who imposed the sanction.
- 8.6 If there is no informal resolution, the graduate must submit an appeal to the Dean of the Graduate College within 10 day of attempting the informal resolution.
- 8.7 Within 10 days of receiving the appeal, the Dean of the Graduate will issue a written decision and provide copies of the decision to the student and person who imposed the sanction.
- 8.8 If the graduate student is not satisfied with the decision of the Graduate Dean, within ten (10) days of receiving the decision, the graduate student may request a hearing of an ad hoc committee of the Graduate Council by contacting the Chair of the Graduate Council.
- 8.9 Upon receipt of the request for a hearing, the Graduate Dean will forward the decision and all attachments to the Chair of the Graduate Council.
- 8.10 The Chair the Graduate Council will convene an ad hoc committee and will schedule a hearing and give all parties 10 days written notice of the hearing.
- 8.11 The ad hoc committee will review the appeal with all attachments and provide the graduate student and the individual who imposed the sanction the opportunity to review and respond to all evidence. The participants may bring an advisor or legal counsel to the hearing who may not participate in the proceedings but may advise the student.
- 8.12 The ad hoc committee will operate with due respect to the rights of graduate students, faculty, and administrators including the conduct of interviews, the right of all parties to review and address allegations, and the right to a fair hearing.
- 8.13 Within 10 days of the hearing, the ad hoc committee will render a written decision and forward it to the graduate student, individual imposing the sanction, the Dean of the Graduate College, and the CAO.
- 8.14 If the graduate student is not satisfied with the ad hoc committee's decision, within 10 days of receipt of the decision the graduate student may submit an appeal to the CAO.
- 8.15 The CAO's review shall be limited to substantive or procedural issues regarding the hearing. The decision of the CAO is final.