

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-1

ACADEMIC DISHONESTY

1. Academic Dishonesty

- 1.1. Scope: Academic policy regarding student academic dishonesty. This policy covers undergraduate and graduate students in all programs other than the M.D. Doctor of Medicine program. Students in the M.D. program should consult the most recent edition of the Joan C. Edwards School of Medicine *Academic Bulletin* for academic appeal policies.
- 1.2. Authority: WW Code § 18B-1-6
- 1.3. Passage Date: TBD
- 1.4. Effective Date: TBD
- 1.5. Controlling over: Marshall University
- 1.6. History: (FS-02-03-(37)37 BAPC, February 27, 2003). Recommended changes in this document were passed by Faculty Senate (SR-19-20- 27 BAPC, February 27, 2020), by the Graduate Council on March 25, 2022, by the Faculty Senate (SR-21-22-44 BAPC) on April 21, 2022, and by the Faculty Senate (SR-22-23-54 FS) on April 20, 2023. This policy was updated and approved by the Marshall University Board of Governors on December 19, 2019, September 13, 2022, and June 21, 2023. Revised on TBD to reflect the newly created Academic Appeal Policy UPAA-33.

2. Introduction

- 2.1. As described in the Marshall University Creed, Marshall University is an “Ethical Community reflecting honesty, integrity, and fairness in both academic and extracurricular activities.”
- 2.2. Academic dishonesty is fundamentally opposed to the goal of “assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance,” as described in Marshall University’s Statement of Philosophy. As such, acts of academic dishonesty will not be tolerated.
- 2.3. 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.
- 2.4. For the purposes of this policy, 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, 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.
 - 3.1.1.1. The unauthorized use of any materials, notes, electronic devices, 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 of academic dishonesty may be imposed by the instructor of the course, the department chairperson, the academic dean, or the associate provost.
- 4.2. Students may not withdraw from the course until all appeals are complete. The student should continue to attend class and complete all assignments during the appeals process.
- 4.3. The appropriate sanction(s) for an act of misconduct must be decided on a case-by-case basis as appropriate by academic discipline, teaching method, course level, and degree of misconduct. When possible, the sanction should be selected with the aim of aiding the student in understanding the seriousness of their behavior and the consequences of ethical misconduct. The faculty member may issue any of the sanctions listed below. The instructor may impose at their discretion the following sanctions should the student choose not to appeal or loses an appeal of an academic dishonesty charge:
 - 4.4. Undergraduate Student Sanctions
 - 4.4.1. Warning letter
 - 4.4.2. Retake/Replace Assignment: An appropriate sanction for minor violations in which the student admits culpability for a minor violation, generally poor citations, or other plagiarism without intent to defraud, is allowing a student to retake an assignment or to make-up an assignment with different work. These assignments should have a maximum score less than that of the initial assignment.

- 4.4.3. No Credit (“0”) for the Assignment: This is the recommended sanction for most minor academic dishonesty. This sanction is appropriate for collaborating on homework and/or minor plagiarism in a writing assignment.
 - 4.4.4. Exclusion from class activities: When an individual student’s conduct may negatively impact another student’s academic performance, such as in labs or group work, the instructor may assign the identified student to work independently on any required assignments/labs. This action may be taken immediately, prior to the conclusion of the appeal.
 - 4.4.5. Reduction of Final Course Grade/Failure of the Course: These sanctions are recommended for most major violations of academic integrity. Such violations include cheating on a midterm or final exam, plagiarizing a term paper, or other misconduct on a major cumulative experience.
 - 4.4.6. Temporary Prohibition from Retaking the Class: A student who is appealing a charge of academic dishonesty may not retake the same course in which the charge was made, with the instructor who made the charge, until the appeal is complete, unless such a prohibition would necessarily delay the student’s graduation.
- 4.5. Graduate Student Sanctions
- 4.5.1. No credit (“0”) for the Assignment: This is the recommended sanction for most minor academic dishonesty. This sanction is appropriate for collaborating on homework and/or minor plagiarism in a writing assignment.
 - 4.5.2. Exclusion from class activities: When an individual student’s conduct may negatively impact another student’s academic performance, such as in labs or group work, the instructor may assign the identified student to work independently on any required assignments/labs. This action may be taken immediately, prior to the conclusion of the appeal.
 - 4.5.3. Reduction of the Final Course Grade/Failure of the Course: These sanctions are recommended for major violations of academic integrity. Such violations include cheating on a midterm or final exam, plagiarizing a term paper, or other misconduct on a major cumulative experience.
 - 4.5.4. Temporary Prohibition from Retaking the Class: A student who is appealing a charge of academic dishonesty may not retake the same course in which the charge was made, with the instructor who made the charge, until the appeal is complete, unless such a prohibition would necessarily delay the student’s graduation.
- 4.6. 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.
- 4.7. The instructor or responsible office must notify any student accused of an offense within five (5) instructional days of the discovery of the incident, in writing, and outline any charges and subsequent sanctions imposed for academic dishonesty. Written notification of academic dishonesty charges (and inclusion of confirmed charges/sanctions in the student’s records) is designed to inform a student of the potential repercussions of repeat offenses and their rights of appeal.
- 4.8. 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 five (5) instructional days of the accusation.

- 4.9. In addition, the Office of Academic Affairs will inform the student and the student's academic dean of the accusations made, the sanctions prescribed, the repercussions of repeat offenses, and their right of appeal. A copy of the report will go into the student's college file. Any subsequent action taken (additional sanctions imposed, the lessening of sanctions, the withdrawal of accusations, the result of appeals, etc.) must be reported to the Office of Academic Affairs within ten (10) instructional days of the action.
- 4.10. 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.

5. Repeat Offenses

- 5.1. The Office of Academic Affairs will impose sanctions for repeated academic dishonesty charges after consultation with the appropriate department chairs and deans.
- 5.2. A student's record of academic dishonesty charges will be maintained throughout their enrollment at Marshall University.
- 5.3. Undergraduate Student Repeat Offenses
 - 5.3.1. As a result of the first offense, a student can choose to be enrolled in an Academic Integrity Seminar within thirty (30) instructional days of the sanction. The first offense will be expunged from the student's record upon successful completion of the Academic integrity seminar, but a record of this offense will remain with Academic Affairs. Students who appeal the academic dishonesty charge can enroll in the seminar if the appeal is unsuccessful. Again, the student must enroll within thirty (30) instructional days of the end of the appeal. Specific information regarding the Academic Integrity Seminar can be obtained in the Office of Student Advocacy, Memorial Student Center, Room 2W40.
 - 5.3.2. A student who has successfully completed the Academic Integrity Seminar, and is charged with a second offense, may not retake the seminar. This student will be placed on academic probation for a period of one calendar year. If this student is charged with a third offense, they will be suspended for a period of one academic year. If this student is charged with a fourth offense, they will be expelled from the university.
 - 5.3.3. If a student elects not to complete the Academic Integrity Seminar, they will be suspended after their second offense and expelled after their third offense.
 - 5.3.4. A suspension issued due to academic dishonesty must be served prior to any degree being awarded to the student.
- 5.4. Graduate Student Repeat Offenses
 - 5.4.1. The Office of Academic Affairs will impose a sanction of expulsion for confirmed second offenses of academic dishonesty charges after consultation with the appropriate department chairs and academic deans.
 - 5.4.2. A student's record of academic dishonesty charges will be maintained throughout their enrollment in graduate school at Marshall University. A graduate student may receive any available sanction for the first offense of academic dishonesty. The second confirmed offense will result in an automatic expulsion from Marshall University.

6. Reporting

- 6.1. 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 five (5) instructional days of the accusation.

6.2. 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:

6.2.1. Instructor’s Name

6.2.2. Student’s Name

6.2.3. Course Information (Term, Number, Section)

6.2.4. Student’s University Identification Number

6.2.5. Brief Description of the Charge

6.2.6. Date of Accusation

6.2.7. Brief Description of the Sanction

6.3. However, with ten (10) instructional 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 their rights of appeal. A copy of the report will go into the student’s college file.

7. Appeal Process

The appeal process is described in UPAA-33 Academic Appeal Policy.