

## Academic Honesty Policy – CST addendum

### Graduate Academic Honesty Procedures and Penalties

Advancement of human knowledge relies on the ability of scholars to trust their colleagues. Hence, ethical behavior includes but is not limited to faithful and honest acquisition and representation of data, and faithful communication of scholastic work, particularly with regard to sources of ideas and information. Credit of coworkers is faithfully acknowledged and all authors accept responsibility for the contents of any communicated work.<sup>1</sup>

Graduate students within the College of Sciences and Technology (CST) should be familiar with the University's Academic Honesty Policy (PS 03.A.19). In addition, graduate students within this college will be held to a higher level of integrity; hence, students will face more severe penalties, ranging from failure of a course to expulsion from the graduate program. Graduate students are responsible for doing their own work and are expected to avoid all forms of academic dishonesty. In this addendum to PS 03.A.19 students will find a description of violations and appeal procedures for infractions of the Academic Honesty Policy – CST addendum. The dean's office will be the repository for all recorded infractions of the Academic Honesty Policy and violations described in the Academic Honesty Policy - CST Addendum.

Graduate programs in the College of Sciences & Technology recognize severity in academic honesty in two forms<sup>2</sup> in what is referred to here as minor and major violations.

**Minor Violations:** Minor violations largely focus on plagiarism; however, any form of plagiarism is significant as it is a form of intellectual theft. Herein, we regard minor forms of plagiarism by the extent work in a document contains plagiarized text. Plagiarism is the use of ideas from other sources without proper attribution and/or permissions. Additional minor infractions may include use of research data from teamwork without appropriate citations and permissions. All other forms of inappropriate use of research data are major violations of academic honesty. Academic honesty is expected in all work.

Examples of minor violations include but are not limited to:

- Copying phrases/excerpts verbatim without proper citation of the original source
- Insufficient citation of ideas from other sources, this includes paraphrasing other sources, singly or in combination
- Rearranging words/phases instead of paraphrasing into one's own words
- Using data from team work without proper attribution of members who produced the data

If a faculty member finds that a student has engaged in a minor violation, the following procedures will be followed:

- Faculty member issues a failing grade on the assignment as the initial penalty. However, this penalty can be changed to a harsher penalty upon review by the dean's office.
- Faculty member sends an Academic Honesty Report to the dean's office; the dean (or the dean's designate) determines if this is a first, second, or third minor violation. Guidelines for penalties for minor violations are describe in Table 1.
- The dean's office reports within 15 business days of receiving the Academic Honesty Report its findings and imposed penalty to the student and instructor who turned in the Academic Honest Report.
- Students may appeal the decision as described below.

<b>Table 1: Guidelines for Penalties for Minor Violations</b>	
First minor violation	The student receives a failing grade on the assignment in a course
Second minor violation	The student receives a failing grade in the specific course.
Third minor violation	The student is recommended for suspension from the graduate program. The Dean of the college will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

**Major Violations:** These violations include all forms of extensive plagiarism and research misconduct by graduate students. Examples include but are not limited to the following:

- Fabricating data
- Falsifying data
- Unauthorized use of data, including not giving credit for co-workers
- Purposeful misrepresentation of data, including cherry-picking data
- Using verbatim paragraphs or passages of text without proper citation
- Copying most or all of a paper, article, or any other document
- Submitting a paper found online including purchasing a paper and any other content and submitting as one's own work
- Reusing one's own writing paper from another course or any other related act of self-plagiarism without prior permission of the instructor
- Allowing, directly or indirectly, your work to be copied by another student, in whole or in part
- Use of notes, mobile devices, "crib sheets," or other outside help during examinations without consent of faculty member
- Stealing exams/answers

If a faculty member finds that a student has engaged in a major violation, the following procedures will be followed.

- Faculty member issues a failing grade in the specific course in which the infraction occurred as the initial penalty. However, this penalty may be changed to a harsher penalty upon review by the dean's office depending on whether it is a first or second major violation.
- Faculty member sends an Academic Honesty Report to the dean's office; the dean or her/his designate determines if this is a first or second major violation. Guidelines for penalties for minor violations are describe in Table 2.
- The dean's office reports within 15 business days of receiving the Academic Honesty Report its findings and imposed penalty to the student and instructor who turned in the Academic Honest Report.
- Students may appeal the decision as described below.

<b>Table 2: Guideline for Penalties for Major Violations</b>	
First major violation	The student receives a failing grade for the course and is suspended by the graduate program for one semester
Second major violation	The student receives a failing grade for the course and is recommended for dismissal. The dean convenes an ad hoc committee of at least three (3) faculty members to determine the expulsion or other course of action.

## **Appeal Procedures:**

The student may appeal a failing grade on an assignment or a failing grade in a course by following the procedures in PS 03.A.19 which begins with communication with the faculty. Once this process is complete, a student may appeal suspension or dismissal. The Graduate student is encouraged to meet with the Assistant Director of Graduate Studies for CST before appealing to the Graduate Council Committee. The student should make an appointment with the Assistant Director within 2 days of receiving the Dean's decision from the completed grade appeal. The Assistant Director is available to assist the student in discussing the suspension or dismissal appeal process as well as helping the student fully understand how the penalty will affect their graduation plan. The Assistant Director will have no influence over the decision rendered by the committee.

To appeal suspension or dismissal student must do so within 10 business day from a final decision on a related grade appeal or 10 business days from the day the Academic Honesty Report was submitted to the student (in the event the student chooses not to appeal the grade.) The student must submit a written appeal to the dean's office but addressed to the Graduate Discipline Committee of the College of Science and Technology together with all appropriate documents. The dean will schedule a meeting with the Graduate Discipline Committee within 15 days from the date the written appeal was received. The student will plead his or her case at this meeting to the Graduate Discipline Committee. The Graduate Discipline Committee will then render a decision to the student within 1 week. The committee will either render one of two decisions:

- The imposed recommended penalty is upheld
- The imposed recommended penalty is overturned

In any event that the grade appeal process is not completed by the start of the subsequent term/semester, the student will be allowed to register for the upcoming semester or remain enrolled if already registered for the upcoming semester. Once the Graduate Council Committee renders a decision and in the event it is deemed that the student will be suspended or dismissed, the student will be dropped from all registered courses for the next term.

Graduate students should also be mindful that if violations of the Academic Honest Policy are discovered after course credit is earned or degree is awarded, the college can impose penalties retroactively. These penalties can include changing the course grade, withholding a degree, or rescinding a degree. In such cases, the CST Dean's office will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

1. Office of Research Integrity [at NIH]: <https://ori.hhs.gov/>.
2. <https://gps.nichols.edu/catalog/general-information/academic-honesty-policy>