

Academic Policies & Procedures

ACADEMIC DISHONESTY

I. INTRODUCTION

Intellectual honesty is a cornerstone of all academic and scholarly work. Therefore, the University, including the School of Health Technology and Management, views any form of academic dishonesty as a serious matter. The University Senate Academic Judiciary Committee is responsible for the establishment of general guidelines for dealing with academic dishonesty. The academic judiciary committee or the committee on academic standing of the school in which the student is enrolled has the responsibility for handling individual cases of academic dishonesty. In the School of Health Technology and Management, this is the academic standing committee.

Academic dishonesty includes any act which is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition which is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

II. EXAMPLES OF ACADEMIC DISHONESTY

Typical examples of academic dishonesty include but are not limited to:

A. Classroom Dishonesty

1. Cheating on course or proficiency examinations by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
2. Submission of similar papers or projects in more than one course without permission of the instructor(s).
3. Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
4. Use of substitutes: Sitting in for another student at an examination, or permitting someone else to sit in for oneself.
5. Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
6. Falsifying documents or records related to credit, grades, change of status forms (e.g.,

Academic Policies & Procedures

adds and drops), and other academic matters.

7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
8. Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, or other electronic devices).
9. Circulation and/or use of unauthorized “old exams”.
10. Unauthorized possession of an exam, even if inadvertent or un-premeditated.
11. Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material; i.e., posted exams, library materials, laboratory supplies, computer programs and outputs.
12. Preventing relevant material from being subjected to academic evaluation.

B. Clinical Dishonesty

The principles of academic dishonesty shall also apply to those courses taken during the clinical phases of a program of instruction. In clinical programs academic dishonesty shall be defined further to include, but not be limited to:

1. Falsification of client or institutional records.
2. Concealing information or activities that affect the safety and well-being of clients.
3. Inappropriate violation of client confidentiality.
4. Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, school, or professional associations.
5. Misrepresenting one's role as a student to an institution, client, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
6. Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
7. Performance of procedures without supervision, for which the student has not been

Academic Policies & Procedures

prepared.

8. Failure to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

III. POLICY

- A. Under the principle of academic freedom, each faculty member reserves the authority, and with it the responsibility, to clearly define the bounds of acceptable conduct and to carry on his/her duties in a fashion conducive to academic honesty. The faculty member retains the right to take immediate and appropriate actions to prevent and/or deal with any act of unacceptable conduct on the part of a student. Students may bring forth charges of academic dishonesty as well. The faculty member and/or student shall formally refer the matter to the program director to resolve acts of academic dishonesty within the program from which the student originates.
- B. Students who are accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam; in this way students who appeal the accusation will have a completed exam on which their final grade will be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam it is at the discretion of the instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession), the student should be prohibited from taking that exam; if the instructor suspects that other students may have been exposed to the exam, the instructor may void that exam, at his/her discretion, and re-test. The course instructor may recommend a penalty prior to a formal finding of academic dishonesty; the student may either admit to academic dishonesty and accept the penalty, or appeal the finding or the penalty to the academic standing committee. See IV A.
- C. Students who are accused of academic dishonesty while on clinical rotation should be allowed to continue during the appeal process, unless the department or clinical institution believes that this would not be in the client's best interest.
- D. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty on the basis of preponderance of evidence. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example:
 1. In cases of suspected plagiarism, a dramatic change in writing style may contribute toward a finding of guilty; identification of source material strengthens the accusation.

Academic Policies & Procedures

2. Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed using the crib sheet.
3. Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam paper of where collusion may have taken place.
4. Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other work even though there were no witnesses to communication between the accused students.

IV. PROCEDURE

A. ALLEGATIONS

Any member of the academic community may bring forth a complaint of academic dishonesty concerning a SHTM student. Such complaints are normally submitted to the director of the program from which the student originates. The program director shall review the nature of the complaint. The program director has two options: 1) *If the allegation is uncontested by the student*, the program director may decide to resolve the allegation within the program. In this instance, the program director shall inform the student of the nature of the allegation, review the evidence, consult with the accuser, the accused, and relevant (involved) faculty as appropriate, and render a penalty. This penalty must be acceptable to both the accused and the accuser in order for resolution at the departmental level to be accomplished. The program director shall also inform the student of their right to appeal to the academic standing committee. If the student chooses to appeal the penalty rendered by the program director, the program director shall inform the dean's office and the chair of the academic standing committee in writing within five business days of the decision and forward all relevant documentation to both parties. 2) *If the allegation is contested by the student*, the case shall be referred directly to the academic standing committee. In the latter instance the complaint should be addressed to the dean with copies to the chairperson of the academic standing committee.

Upon completion of resolution at the programmatic level, the program director shall submit a typewritten report and the Program Resolution Form (PRF: see Appendix A) to both the assistant dean for academic and student affairs and the chair of the academic standing committee, with full particulars, within five (5) working days of the resolution.

The chair of the academic standing committee shall oversee the program resolution process in order to ensure that appropriate policy and procedure is adhered to and in order to monitor equality of penalties across SHTM programs. The chair of the academic standing committee

Academic Policies & Procedures

shall refer the charge directly to the academic standing committee if there was a prior finding of academic dishonesty, or if the penalty sought by the program appears disproportionate to the alleged offense.

The assistant dean for academic and student affairs shall maintain PRFs in a separate file from the student's record. The PRFs shall be accessible to only the dean. The chair of the academic standing committee shall also maintain PRFs in a file accessible only to the chair. The PRF can not be used against the student in any subsequent *allegation* of academic dishonesty. The PRF can only be used in a *finding* of academic dishonesty, and then only in the *penalty* (closed session) phase of the hearing.

Role of the assistant dean for academic and student affairs: The assistant dean may offer advisement concerning policies and procedures to the accused student once charges of academic dishonesty have been brought forth. The assistant dean shall limit advisement to the accused student and their advisors and family, as appropriate, to process, policy and procedure governing academic dishonesty.

Role of the associate dean of the SHTM: The associate dean may offer advisement concerning policies and procedures to the faculty or student accuser and/or program director once charges of academic dishonesty have been brought forth. The associate dean shall limit advisement to the accuser/program director to process, policy and procedure governing academic dishonesty.

B. INFORMING STUDENT

Upon receipt of an accusation the chairperson of the committee will immediately inform the student of the charge and the mechanism of appeal. Upon written request, accused students have right of access to copies of relevant documentation concerning the charges, which may include the letter of accusation from the person bringing forth the charges and statement(s) of witness(es), if any. The chairperson of the academic standing committee shall provide such documentation as soon as it is reasonably possible.

C. INVESTIGATION

The academic standing committee will investigate charges of academic dishonesty, determine whether the charges are substantiated by a preponderance of evidence, and define extenuating circumstances, if any.

D. PENALTIES FOR ACADEMIC DISHONESTY

The course instructor may render a penalty for any suspected act of academic dishonesty. If the accused student appeals the finding or penalty to the academic standing committee, the ASC may

Academic Policies & Procedures

either support the course instructor's penalty, or render its own penalty. The penalty for any substantiated act of academic dishonesty may be expulsion from the school unless the dean and the program director in which program the accused is a student concur with an academic standing committee recommendation for a modified penalty.

1. In Course Work: Penalty may be dismissal from the University and/or may be a specific course grade. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a P or NC.
2. In Clinical Work: An allegation of academic dishonesty in clinical work reviewed and accepted by the committee in accordance with the academic standing policies may lead to an immediate suspension of the student. Students found guilty of such an allegation may be dismissed from the University.
3. Other Situations: In cases of academic dishonesty not related to a course (e.g., stealing a library book) a suitable notation may be entered on the student's permanent academic record, as determined by the committee. All such cases are to be reported to the school's academic standing committee.

E. MULTIPLE OFFENSES

If a student is found to have committed two or more acts of academic dishonesty, the committee in consultation with the dean or his designee shall consider a further penalty, in addition to those already established for the separate offenses. This action must be taken 1) in the semester in which the multiple offenses were discovered or 2) within two months of the discovery, whichever is longer. Normally the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent educational record.

F. APPEAL

Policy

If a student wishes to appeal a recommendation made by the program director to the dean, the student must direct a letter stating the reason(s) for the appeal to the dean, who may refer this to the academic standing committee for review and recommendation. If the student wishes to challenge the final decision made by the dean, a further appeal may be directed to the Vice President, Health Sciences Center within ten business days of receipt of the written notice of change in academic standing.

Academic Policies & Procedures

Procedure

1. If the student chooses to appeal, he/she must inform the dean in writing of the intent, and reason(s) for the appeal, within ten business days after the accused receives written notice of the charge. A reason for the appeal may include the student's intent to contest either the charge or the penalty.
2. If the student submits a written request, he/she may be present for the hearing. The student may also bring witnesses and an advisor to the hearing. If such is the intent, the student must inform the chair of the academic standing committee in writing no later than five business days before the hearing, identifying the witnesses and advisor by name and title.
3. The chair of the academic standing committee will create a hearing board. Hearing boards are made up of individuals on the academic standing committee. A hearing board shall consist of a minimum of five voting members and a hearing officer. Normally the chair of the academic standing committee serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such case, the chair of the academic standing committee will notify the elected alternate hearing officer. In all hearings there will be at least one student and four faculty present as voting members plus the hearing officer. Neither the course instructor nor any faculty member of the program from which the charge originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the dean.
4. The committee chair will ask the accuser to prepare a statement describing the student's behavior that triggers the charge of academic dishonesty and to produce all pertinent documentation and list witnesses, if any.
5. The associate dean for SHTM shall be available to explain process, policy and procedures to any faculty or student accuser once a formal charge has been brought forth. The assistant dean for academic and student affairs shall be available to explain process, policy and procedures to the accused student.
6. The hearing officer will set a time for the hearing at the earliest possible date to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five business days, and no later than ten business days after receipt of the student's written notice of intent to appeal.
7. The board shall attempt to reach a decision on the basis of the evidence before it,

Academic Policies & Procedures

- regardless of the presence or absence of the persons concerned, their witnesses, or their advisers. In cases where reasonable notice of absence has been given (at least 24 hours), the hearing will be postponed to be rescheduled as soon as possible.
8. The hearing officer will open the hearing by presenting the accuser's written recommendation. The role of the hearing officer shall be to oversee the hearing process, ensure that the policies and procedures of the SHTM governing the process are followed, and ensure that the hearing moves in an orderly manner. As a member of the academic standing committee, the hearing officer may ask questions of principles and witnesses. The hearing officer will participate in the proceedings but cast no vote except to break a tie vote.
 9. The accused student's written statement will explain the grounds of appeal and include any documentation supporting the reason for the appeal.
 10. When two or more students are accused of collusion in an academic dishonesty accusation, each shall have the opportunity to meet with the board independently of the other(s) and the others' advisers and witnesses.
 11. The advisor may counsel their advisee during the hearing but does not have privilege of the floor.
 12. The accuser and the student may call witnesses to the appeal hearing if the testimony would prove relevant to the final decision.
 13. After reviewing all of the evidence and interviewing any witnesses, the hearing board will meet in executive session to review all information presented during the hearing and come to a decision. All decisions of the board shall be by majority of the voting members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
 14. The chair will inform the dean of the hearing board's recommendation to uphold or deny the student's appeal.
 15. Complete records of the hearing shall be kept in the strictest confidence by the chair of the academic standing committee. Indeed, all case-specific activities, correspondence and communication related to the case shall be held in strict confidence by all members of the academic standing committee at all times both during and after the appeal.

Academic Policies & Procedures

G. APPEAL DECISION

1. The dean of the School of Health Technology and Management may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten business days. The dean shall notify the student, the instructor, and the program director of the decision. The dean shall also notify the student that any further appeal must be made within five (5) business days of receipt of the dean's decision.

2. Appeal Upheld:

If an appeal results in reversal/reinstatement the student shall be notified by the dean, in writing, within ten business days.

3. Appeal Denied:

- a. If an appeal from academic dishonesty is denied, the student shall again be subject to the imposed penalty. If the student wishes to pursue further appeal, the accused may appeal the committee's findings directly to the dean. Appeals must be based on new evidence and/or errors in procedure or conduct on the part of the board. This new appeal to the dean must be presented in writing within five business days of the notification of the student of the original hearing board decision.
- b. To hear the new appeal, the dean shall either rule on the merits of the letter from the accused defining the basis of the appeal, or appoint a special *ad hoc* committee composed of faculty and students from the School of Health Technology and Management who have not previously been involved in the case. This new hearing shall follow the above procedures and shall hear all witness statements and any new evidence presented by either side.
- c. Any subsequent appeals shall follow the above procedures and should be addressed to the Vice President, Health Sciences Center.

H. CONFIDENTIALITY

Unless the school's academic standing committee specifically decides otherwise as provided above, all records of findings of academic dishonesty are confidential and are accessible only to the student, the committee, the dean, and to the Vice President, Health Sciences Center or his/her designee. The hearing board may recommend releasing findings of academic dishonesty to pre-professional committees who request such information. In order for other individuals or agencies to be granted access to findings they must be specifically granted such access in writing

Academic Policies & Procedures

by the student named in the case. In situations where more than one student is involved, the information given out will only pertain to the individual student and only upon written permission from that student. The hearing board may request that a statement of the board's finding be entered in the student's permanent education record.