

Holy Names University

Procedure on Academic Dishonesty

Academic dishonesty defrauds all those who depend upon the integrity of the University, its courses, and its degrees and certificates. In a broader sense society is defrauded if faculty knowingly or unwittingly allow dishonest acts to be rewarded academically. Faculty should make every reasonable effort to foster honest academic conduct. Specifically, examinations should be appropriately proctored or monitored to prevent students from copying or exchanging information. Examinations and answers to examination questions should be secured in such a way that students cannot have prior access to them. If the faculty member believes that there is evidence of academic dishonesty on the part of a student, it is the faculty member's responsibility to take appropriate action in accordance with this policy and submit the Holy Names University Academic Dishonesty Reporting Form. Students at Holy Names University have the right to know what constitutes academic dishonesty in each course in which they are enrolled. Faculty members should apprise their classes of the ethical standards required in their courses and the permissible procedures in class work and examinations. If feasible, this information should be presented in the course syllabus and/or on examination questionnaires. If not feasible to include this information on the course syllabus, the policy should be referenced on course handouts. Students should be informed of the consequences of violation of these standards, their rights of appeal, and the procedures to be followed in the appeal.

Academic Conduct: Policy and Expectations

The University considers honesty vital to its academic life. Therefore, it requires that students learn and abide by the standards of honesty expected in an academic community. In general, academic honesty requires that students: (1) submit work that is clearly and unmistakably their own; (2) properly represent information and give adequate acknowledgment to all sources that were used in the preparation of an assignment; (3) neither seek, accept, nor provide any assistance on tests, quizzes, and/or assignments unless explicitly permitted to do so by the instructor.

I. Definitions of Academic Dishonesty

Specific violations of academic honesty include plagiarism, computer assistant plagiarism, misrepresentation of sources, distortion of information, use of written work prepared by others ("ghost writers"), and multiple submission of papers without the permission of instructors. To give students practical guidance in adhering to these requirements, below are noted the following specific violations of academic honesty and the ways in which they can be avoided.

Plagiarism Plagiarism (which comes from the Latin word, *plagiare*, to kidnap) is using the distinctive words or ideas of another as if they were your own. This includes all categories of expression: literary, artistic, scientific, mechanical, etc. All forms of plagiarism are violations of academic honesty.

In scholarship, another person's distinctive words and/or ideas are regarded as his/her intellectual "property". Respect for this "property" is as essential as respect for any property, and this respect is ensured when a student properly acknowledges the contributions of others to his/her work.

Awareness of debt to another person's work is essential in avoiding plagiarism, but it is not enough. Students must also be careful scholars. Therefore, to avoid plagiarism, students should:

- Take accurate notes when reading. Quote accurately and paraphrase correctly. Carefully write down the author, book or periodical title, and page numbers of quotes and paraphrases.
- When using quotes or paraphrases in a paper, acknowledge specific sources by internal references or footnotes.
- Carefully cite author, title, publication data, and page numbers (where appropriate) of all sources consulted.

In all subjects, some facts and ideas are considered general knowledge and need not be cited. Instructors can answer questions about whether or not information falls into this category.

Remember: when doubt exists, cite the source. Note: Careful scholarship applies to oral as well as written reports. In giving an oral report, students should also be aware of debts to sources. They should write down references in notes, acknowledge these references where appropriate throughout the report, and cite all sources upon request at the end of the presentation.

Computer Assisted Plagiarism Students are reminded that computer-assisted plagiarism—i.e., representing another person's work as their own—is still plagiarism. Student abuse of computer-assisted plagiarism is subject to the penalties stated in the Academic Honesty policy. The following are examples of computer assisted plagiarism:

- If a student copies a computer file that contains another student's assignment and submits it as his/her own work.
- If a student copies a computer file that contains another student's assignment and uses it as a model for his/her own assignment.
- If students work together on an assignment, sharing the computer files or programs involved, and then submit individual copies of the assignment as their own individual work.
- If a student knowingly allows another student to copy or use one of his/her computer files and then to submit that file, or a modification thereof, as his/her individual work. (Policy for Responsible Computing, CSU, Monterey Bay University).

Misrepresentation of Sources and Distortion of Information

All misrepresentations of sources and distortion of facts and/or ideas constitute a violation of academic honesty. This includes:

- All misleading or inaccurate references to authors, titles, publishing data, or page numbers in footnotes, internal references, and bibliographies; and
- Any alteration of facts or ideas which misrepresents the meaning or intent of the original source (i.e., taking words out of context or misrepresentations of data in graphs, statistics, lab reports, etc.).

In order to avoid unintentional misrepresentations of information, students should take careful notes and transfer them accurately to their papers or reports. Before submitting work, students must proofread to verify the accuracy of statements and citations.

Use of Written Work Prepared by “Ghost Writers” or Others Submission of written essays, research papers, science reports, laboratory results, computer programs, or homework assignments, etc. prepared by a person other than the student submitting the assignment as his/her own work constitutes a misrepresentation of academic work and is a violation of academic honesty.

Discussion of essay topics, problems, or lab projects with teachers or friends helps to generate and clarify ideas and is not only permitted but also encouraged (unless the faculty member states that the work is to be done independently). However, the written assignment or report that is the product of these discussions must be the work of the student, a written expression of his/her final reflections on the subject.

Multiple Submission The same paper or report may not be submitted to two different classes in the same term, nor be resubmitted to another class in another term without the explicit permission of the instructors involved. To do so is a violation of academic honesty.

If, rather than write two separate papers, a student wishes to write a longer, more comprehensive paper or report that would incorporate the work being done in two related courses, the student must explain his/her academic goals for the project and secure the permission of the instructor in each class before starting work on the paper.

Specific Comments on Test-taking

Any assistance on in-class tests and quizzes is considered a violation of academic honesty. This includes verbal assistance from another student, sharing notes, sharing pre-coded computers, and the use of any books or notes not explicitly permitted by the instructor. (These rules also apply to take-home tests, unless the instructor gives explicit directions to the contrary.)

In order to avoid any possible misunderstanding:

- Students should not bring books and notes into the classroom on a testing day unless otherwise advised by the instructor.

- Students should avoid any interaction with other students during a test unless they have the explicit permission of the instructor.

II. Student Evaluation and Reporting

Because they undermine the whole nature of academic life, all forms of cheating, plagiarism, and misrepresenting academic records are considered serious offenses in the academic community. In the event of violations, penalties will be imposed based on the degree of the offense. The individual instructor has the right and responsibility to make the course grade reflect a student's academic dishonesty.

At the instructor's discretion, the student may receive a reduced or failing grade for a single piece of work or for the entire course in which there was academic dishonesty. In cases of suspected academic dishonesty, the instructor initiates a 'Confidential Suspected Violation of Academic Honesty Report', making every effort to reach the student by phone, email, and other modes of communication in order to discuss the circumstances. After 15 working days, the instructor completes the report—with or without an accompanying discussion with the student—sending a copy to the student and the original to the Academic Affairs Office, together with supporting documentation. These documents remain confidentially in the Academic Affairs Office, unless a copy to the student's permanent academic file is indicated by the instructor.

The Associate Dean of Academic Affairs shall endeavor to determine the extent of possible academic misconduct. If evidence of prior academic dishonesty is on record with the Academic Affairs Office, the student may be subject to suspension or dismissal from the University. All penalties may be appealed by the student according to the procedures outlined in the [appeal process](#). In all cases the confidentiality of the students and or the faculty members shall be upheld.

When a faculty member responsible for a course has reason to believe, and has evidence to substantiate, that the behavior of a student or students falls within one or both the above sets of definitions, it is a faculty's responsibility to take the following steps:

1. Arrange a face-to-face meeting with the student; or if a face-to-face meeting is not an option, schedule a phone conversation or make other arrangements to handle the matter. At that time of the meeting advise the student of the allegations, and make him or her aware of the supporting evidence and the probable consequences/sanctions. Any classroom confrontation should be as discreet as possible. If, as a result of this meeting, the instructor believes that academic dishonesty occurred, the instructor will inform the student of the sanctions to be assessed or recommended in accordance with Section III and complete with the student the Academic Dishonesty Reporting Form available on Holy Names University's website at [XXXXXX](#)
2. The Academic Dishonesty Reporting Form is to be submitted to the Associate Academic Dean.

3. All notes and discussions between the student and the faculty member will be kept confidential except as may be relevant in subsequent disciplinary proceedings or any subsequent actions. Faculty members should not discuss specific charges of cheating, plagiarism, or any other violations involving specific individuals in the classroom before other members of the class.
4. When a student fails to attend a scheduled conference to discuss the alleged dishonesty, or when the apparent dishonesty is detected only near the end of the semester and the instructor makes a good-faith effort to contact the student but is unable to do so, the instructor may impose the recommended penalty and complete the Academic Dishonesty Reporting Form without a conference. The student's right to appeal is preserved.

III. Sanctions

There shall be two major classifications of sanctions that may be imposed for violations of this policy: Academic and Administrative. Academic sanctions will be defined as those actions related to the course work and grades that are the province of the instructor. Administrative sanctions are concerned with a student's status on campus and are acted on by the Vice President, Academic Affairs. The imposition of one variety of sanction will not preclude the additional imposition of the other.

A. Academic Sanctions

Faculty members are responsible for determining the type of academic sanction to be applied to students involved in incidents of cheating or plagiarism. Usually a form of "grade modification" will be employed. Before sanctions can be employed, the faculty member must have verified the instances of academic dishonesty by personal observation and/or documentation. In all cases the violation should be reported to the Associate Academic Dean. Sanctions that may be imposed by the faculty member include but are not limited to those listed below.

A student may be:

1. Reprimanded orally. A student may be referred for counseling but cannot be required to seek counseling.
2. Lowered grade on assignment, exam, paper, or project involved.
3. Failed in the evaluation instrument (assignment, exam, paper, or project).
4. Reduced in course grade, including possible failure of course. NOTE: A grade of "F" earned in the course as a result of sanctions for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" earned as a result of academic dishonesty.
5. Retake or resubmit assignment, exam, paper, or project involved.
6. Complete additional assignment, exam, paper, project, or course work.

7. Referred for administrative sanctions. A faculty member may choose to refer a student to the Vice President, Academic Affairs for disciplinary action in addition to the academic action the faculty member has taken or in lieu of any academic sanction.
8. Faculty Discretion Cases involving the careless or inept handling of quoted material but which fall short of the definitions of the acts of cheating and/or plagiarism as defined above for this policy may be dealt with at the discretion of the faculty member concerned.

B. **Administrative Sanctions** as stipulated in the Holy Names University catalog and the on-line Student Handbook for cheating or plagiarism in connection with an academic program at a campus may warrant probation/suspension or expulsion or a lesser sanction. Administrative action involving academic dishonesty at Holy Names University is the responsibility of the Vice President, Academic Affairs according to the Student Handbook Academic Policies and Expectations and the University Catalog.

The Associate Dean of Academic Affairs will respond to:

1. Referrals from the faculty;
2. Flagrant violations of academic standards; and
3. Repeat violations as brought to attention by the faculty or through the centralized reports filed with the office of the Associate Academic Dean.

Repeat violators of the academic dishonesty policy will face the following sanctions:

- Students found to have violated the academic dishonesty policy in two separate incidents will be placed on academic probation, and potentially suspended or expelled from the College;
- The University will initiate expulsion proceedings for students found to have violated the academic dishonesty policy in three or more separate incidents.

Faculty members will be notified by the Vice President, Academic Affairs when action has been taken.

IV. Protection of Rights: Academic Conduct: Student Appeal Process

Step 1. Within fifteen (15) working days of receiving notification of the penalty by the instructor, the student may initiate a formal appeal process with the Chairperson of the Division or Department. In order to initiate this process, the student will direct a written appeal to the Chairperson. The Chairperson will investigate the matter, meeting—at his/her discretion—with those involved. Within fifteen (15) working days of the receipt of the written appeal, the Chairperson will report in writing to the student his/her findings and decision. A copy of this report will be sent to the Academic Affairs Office and placed in the student's file.

Step 2. The student may, within fifteen (15) working days following receipt of the Chairperson's decision, direct a written appeal, including supporting evidence, to

the Vice President for Academic Affairs. The Vice President will investigate the matter, meeting—at his/her discretion— with those involved. Within fifteen (15) working days of receipt of the student’s appeal, the Vice President will report in writing to the student his/her findings and decision. A copy of this report will be placed in the student’s file. The decision of the Vice President is final even if a decision against the student will mean that the penalty will result in academic disqualification or dismissal. There is no further University appeal.

V. Dissemination of Information

This policy is published in the University Catalog as well as on-line in the Student Handbook.