

**AMENDMENT TO THE
SPECIAL REPORT
OF THE
ACADEMIC MATTERS AND GRADUATE COUNCILS**

concerning the

POLICY AND PROCEDURES CONCERNING ACADEMIC HONESTY
(This Senate Document replaces the Policy and Procedures concerning Academic Honesty which in turn replaced previously approved Sen. Doc. No. 00-015 on February 3, 2000 and Sen. Doc. No. 07-004A on May 17, 2007)

Presented at the
75th Regular Meeting of the Faculty Senate
March 10, 2016

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(Amendment approved April 20, 2016)

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(Amendment approved April 13, 2016)

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Questions: Contact Academic Honesty Office, 613 Goodell, Fax: 577-6300

I. STATEMENT OF POLICY

Since the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required of all students at the University of Massachusetts Amherst.

Academic dishonesty is prohibited in all programs of the University, including online courses. Academic dishonesty includes but is not limited to: cheating, fabrication, plagiarism, and facilitating dishonesty. [See Appendix B for detailed examples of behavior that constitutes academic dishonesty.] Appropriate sanctions may be imposed on any student who has committed an act of academic dishonesty.

Instructors should take reasonable steps to address academic misconduct. [See Appendix C for some suggested ways to deal with issues of academic integrity.] Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor upon discovery. Instances of academic dishonesty not related to a specific course should be brought to the attention of the appropriate department head or chair. The procedures outlined below are intended to provide an efficient and orderly process by which action may be taken if it appears that academic dishonesty has occurred and by which students may appeal such actions.

Since students are expected to be familiar with this policy and the commonly accepted standards of academic integrity, ignorance of such standards is not normally sufficient evidence of lack of intent.

II. STATEMENT OF PROCESS

These procedures apply to all students and instructors and other instructional staff participating in academic classes, programs, and research projects offered at the University of Massachusetts Amherst, i.e., all graduate, undergraduate, and Continuing and Professional Education programs including all online/distance learning courses. If a student is conducting paid or sponsored work under the auspices of a research project led by a Principal Investigator employed at UMass, then research that they conduct in that context falls under the UMass Board of Trustees Responsible Conduct of Research Policy and the UMass Amherst Research Misconduct Procedures should there be an accusation of misconduct.¹ If a student conducts research independently as part of class or degree work, then this activity falls under the Academic Honesty Policy.

¹ <https://www.umass.edu/research/compliance/research-ethics/misconduct>

With the exception of cases falling under the UMass Amherst Research Misconduct Procedures, the procedures outlined herein are the only official procedures for addressing charges of academic dishonesty. No school, college, department, instructor, or office on the Amherst campus may impose any penalty for suspected academic dishonesty, nor require a student to appeal, through any other procedure, except as otherwise noted in the previous sentence.

A. THE ACADEMIC HONESTY OFFICE

The Academic Honesty Office is responsible for maintaining records, advising all concerned parties about their rights and responsibilities under this procedure, and convening hearing panels. As process manager, the Office has the discretion to extend timelines; if warranted, the Office may contract timelines (with the agreement of the parties) during sessions outside the regular academic year.

The Academic Honesty Office shall maintain records of all allegations that come to its attention, and of all hearing panel proceedings in accordance with University record retention policies.

B. THE ACADEMIC HONESTY BOARD

There shall be an Academic Honesty Board comprised of a minimum of twelve members of the faculty, six undergraduate students, and six graduate students. Instructor appointments shall be made by the Faculty Senate and shall include at least one faculty member from each school or college. Student appointments shall be made by the respective governance bodies, with representation from diverse academic areas. Each appointment shall be for a term of three years. To ensure due process, if a sufficient number of timely appointments are not made by the respective governance bodies, such appointments may be made by the Academic Honesty Office (in consultation with the appropriate governance body where possible). Members of the Board will serve on hearing panels as described below.

C. PROCEDURES FOR INSTRUCTORS

An instructor who suspects that a student has committed an act of academic dishonesty may not impose a penalty on the student without notifying the student of the suspicion and of the instructor's intended penalty. Faculty are encouraged to consider the seriousness of each specific incident and to recommend an appropriate sanction. Students must be afforded the right of appeal, and the right to remain in the class until the issue is resolved. While a charge is pending (informal, formal, or appeal), a course grade may not be submitted. In place of a grade, the instructor should email the Registrar's office and request that an NR grade be added to the electronic grade roster. In pursuing allegations of academic dishonesty, instructors are required to respect the student's right to privacy as provided by the Family Educational Rights and Privacy Act (FERPA). [See also Section II:L.]

C-1 STUDENT CONFERENCE

- 1. An instructor suspecting academic dishonesty must offer the student a reasonable opportunity to discuss the situation prior to taking any action.** When an instructor suspects dishonesty, he/she must notify the student in writing within ten business days. If the notification is by email, it must be sent to the student's official University email address and may also be sent to any other email address provided by the student to the instructor. Notification should specify how long the student has to respond, which should be no fewer than five business days. If the student accepts the instructor's offer to meet, the instructor may include the department head or designee in the meeting; failure to do so does not invalidate the process.
- 2. The instructor may conclude that no academic dishonesty has occurred.** Following such discussion, if the instructor is satisfied that no academic dishonesty has occurred, the instructor will evaluate the student's work as though the suspicion of academic dishonesty had never been raised.
- 3. The student does not respond.** If the student does not respond, the instructor may decide to file a formal charge.

C-2 INFORMAL PROCESS

The instructor and the student may arrive at an agreement to resolve the matter informally. The instructor and student may agree that there was no intentional breach of the Academic Honesty Policy on the part of the student or that there were circumstances mitigating the seriousness of the offense. They may agree on an informal means of resolving the matter. Informal resolutions could include, for example, redoing an assignment, doing additional work, or a grade penalty (for either the assignment or the course, up to and including failure of the course). An instructor may not impose a university sanction through the informal resolution process. No student may be forced in any way to agree to a proposed informal resolution of an allegation of academic dishonesty. Informal resolutions of allegations of academic dishonesty may not be appealed. If a student wishes to contest an allegation of academic dishonesty rather than agree to an informal resolution, the instructor must issue a formal charge.

Informal resolutions are to be forwarded to the Academic Honesty Office only, which will maintain a confidential record of all such resolutions, except in the case(s) of student(s) participating in the University's ROTC program, in which case the appropriate ROTC unit will be informed of the informal resolution. Instructors shall use the form provided in Appendix D to report informal resolutions. A third (and any subsequent) informal resolution will establish a record of academic dishonesty [see Section II: L] and a University Sanction Hearing [see Section II:K: Multiple Offenses] will be held to determine whether sanctions should be imposed.

C-3 FORMAL PROCESS

If no informal agreement is reached and an instructor wishes to sanction the student, the instructor must file a formal charge and must notify the Academic Honesty Office of the intended sanction. *This begins the formal process.* The instructor may file a formal charge of academic dishonesty by notifying the Academic Honesty Office within fifteen business days of any of the following:

- a) the student admits to the alleged dishonesty, but the student and the instructor are unable to reach an informal resolution
- b) the student denies the allegation but the instructor continues to believe that the dishonesty has occurred
- c) the student does not respond to the allegation by the stipulated date
- d) the instructor wishes to impose a university sanction.

The instructor must send this written notification to the Academic Honesty Office and should retain a copy. Instructors must use the form provided in Appendix D to file formal charges. The instructor's notification to the Office must include a statement of the evidence that is the basis of the allegation and the intended sanction. An instructor may impose a grade sanction, including a failing grade for the course. The sanction may not be implemented except as outlined in II:E:5. If the instructor believes that the alleged dishonesty warrants an additional sanction, the instructor may also recommend to the Academic Honesty Office that a University sanction be imposed, including, but not limited to, a letter of reprimand, University probation, suspension or expulsion (in the case of probation or suspension, duration must be specified). A recommendation for a University sanction must include the rationale for imposing an additional sanction and requires that a hearing be held as outlined in Section II:E:4.

N.B. If an informal agreement is reached after a formal charge has been forwarded to the Academic Honesty Office, the instructor must immediately notify the Academic Honesty Office in writing that the charge is withdrawn.

D. NOTIFICATION OF CHARGE OF ACADEMIC DISHONESTY

The Academic Honesty Office notifies the student of the charge and the right to appeal.

Upon receipt of the formal charge from the instructor, the Academic Honesty Office will issue an official notification of the charge to the student including the right to appeal, and the timelines for doing so (See Section II:E:1). The Office will send this notice and a copy of the charge to the student within five business days of receiving the instructor's formal charge of academic dishonesty. Should the charge proceed to a hearing, the hearing panel cannot impose a more severe sanction than that specified by the instructor.

E. APPEALS OF CHARGES AND SANCTIONS

1. If the student does not appeal an instructor's allegation or intended sanction, the sanction will be implemented.

If a student does not file an appeal by the date specified in the Notification of Charge of Academic Dishonesty (see Section II:D), no hearing will be held, and the Academic Honesty Office will facilitate the implementation of the sanction by notifying the instructor, the Dean of Students Office and the appropriate registrar.

2. The student may appeal the instructor's decision and intended sanction. If the student denies the allegation of academic dishonesty or wishes to appeal the penalty imposed by the instructor, an appeal may be filed with the Academic Honesty Office. This appeal must be in writing and submitted to the Academic Honesty Office within ten business days of the Office's official notification to the student. The student's notice of appeal should describe in detail any relevant evidence and line of argument. [See Appendix D for a suggested format.] The Academic Honesty Office will notify the instructor of the student's appeal. A course grade may not be submitted until the appeal process has been completed. In place of a grade, the instructor should email the Registrar's office and request that an NR grade be added to the electronic grade roster.

3. A hearing of the appeal will be held within fifteen business days of the notice of appeal. If the notice of appeal is received by the Academic Honesty Office with fewer than fifteen business days remaining in the semester, the appeal process will begin with the opening of the following semester. The process may, however, go forward during intersession or the summer if the student so requests, the instructor can be present, and Academic Honesty Board members are available. Students' and instructors' rights and obligations in the hearing process are described in Section II:G.

4. In situations where more than one student is charged related to the same incident, appeals may be heard in a joint hearing, upon request of the students and with agreement of the faculty member. In a joint hearing, the panel will consider each appeal separately and may recommend different outcomes.

5. A hearing will be scheduled automatically upon recommendation of University sanction(s). An instructor may recommend to the Academic Honesty Office that a University sanction (such as a letter of reprimand, University probation, suspension or expulsion) be imposed in addition to a course sanction. In this case, a hearing panel must review the matter and make a recommendation to the Provost or designee [see Section II:K].

F. HEARING PANELS

When a student files an appeal, the Academic Honesty Office will convene a panel to hear the appeal. The Hearing Panel will evaluate all evidence and arguments presented to it by the student and the instructor, and will inform the Academic Honesty Office of its findings within five business days of the conclusion of the hearing. No evidence in addition to that submitted to the Academic Honesty Office [Section II:G:1] may be submitted at the hearing without the permission of the chair of the Hearing Panel. The Hearing Panel will keep in confidence all matters which come before it. Its members will not communicate with each other about the nature of the allegations or the appeal prior to the hearing.

A Hearing Panel will be composed of five disinterested members of the Academic Honesty Board. Three will be members of the faculty, and two will be students of the same status (i.e., graduate or undergraduate) as the student in the case. If the instructor is a graduate student, one of the instructor members on the Panel may be replaced by a graduate student who is or has been a teaching assistant or teaching associate on the Amherst campus. One of the faculty members on the Panel shall serve as chair. A hearing may proceed with fewer than five members, but only with the consent of the student and the instructor. For appeals which proceed during the sessions outside the regular academic year, a Hearing Panel may be composed of three members: two faculty members one of whom will serve as chair, and one student of the same graduate or undergraduate status as the student in the case.

G. CONDUCT OF THE HEARING

The Academic Honesty Office is responsible for the reasonable implementation of these rules.

1. Materials available to participants: At least seven business days prior to the hearing, the student and the instructor should submit to the Academic Honesty Office copies of any materials they wish the Hearing Panel to consider, so that the Office may distribute them to the other party and the Hearing Panel for review prior to the hearing. Any new materials submitted at the hearing will be accepted only at the discretion of the chair of the Hearing Panel.

2. Persons present at the hearing: In addition to the Hearing Panel, only the following persons may be present at the hearing:

- the student(s),

- the instructor(s),
- Academic Honesty Office staff who will serve as administrative support for the Hearing Panel,
- an advisor for the student and for the instructor (who may confer with and advise the student or instructor during the course of the hearing, but who may not directly address the Hearing Panel except with consent of the Hearing Panel; the advisor may not be an attorney or an employee of an attorney),
- witnesses (who may be present at the hearing only when they are presenting evidence),
- one non-participating observer for each party may be present at a hearing (who may be an attorney or an employee of an attorney),
- other persons, at the sole discretion of the Hearing Panel.

The Hearing Panel may proceed with the hearing and make its findings even in the absence of the student(s), the instructor(s), witness(es), or advisor(s) who fail to appear. However, the Hearing Panel may not base its findings on the fact that a person has failed to appear.

3. Evidence: The Hearing Panel shall base its findings on a preponderance of the evidence. The Hearing Panel need not follow the technical rules of evidence, but evidence shall be admitted only if it is the kind of evidence upon which reasonable persons would rely in the conduct of serious affairs. Such evidence might include, for example, documentary evidence such as written assignments, lecture or study notes, quizzes or examinations, and course syllabi, as well as the testimony of witnesses. The Hearing Panel may consider evidence presented by notarized affidavit, giving it such weight as it deems proper. All evidence shall be taken in the presence of all members of the panel and the student and instructor, except where either is absent by default or has waived the right to be present.

4. Presentation of the case: The representative of the Academic Honesty Office will make a recording of the hearing. These rules of hearing [Appendix E] will be provided to the parties prior to the hearing and no later than the materials noted in Section II:G:1.

H. THE DECISION OF THE HEARING PANEL

The Hearing Panel will arrive at its findings by simple majority. Findings are final and are binding on all parties unless appealed [see Section II:J]. If the Panel finds in favor of the student, the instructor must compute the student's grade as though the suspicion of academic dishonesty had never been raised. If the hearing occurs after the semester in which the allegation was raised, the course grade is to be submitted within fifteen business days. The

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Hearing Panel may not impose a sanction more severe than the instructor's intended sanction. Any decision by the Hearing Panel to modify the instructor's sanction will require the unanimous agreement of the Hearing Panel and the rationale for so doing shall be explained in the Panel's report.

The chair will issue the written findings of the Hearing Panel, addressed to the Academic Honesty Office, within five business days of the conclusion of the hearing. The report will state the Panel's findings, and, if it finds that the allegations against the student were substantiated, the sanction imposed. The Academic Honesty Office will send a written notification to the student, the instructor, and the appropriate administrative offices (See Section II:L.) within ten business days.

In instances where a University sanction is considered, the Hearing Panel may recommend suspension or expulsion only by agreement of 80% or more of the Hearing Panel. If such agreement is not obtained, a lesser sanction and/or a grade of "F" for the course in question will be recommended. If the Panel does recommend a university sanction, the final determination will be made by the Provost or designee, who will then inform the student and the Academic Honesty Office. The Academic Honesty Office will then notify the instructor and the appropriate administrative offices within ten business days."

I. ADMINISTRATION OF SANCTIONS

The Academic Honesty Office will notify the appropriate administrative offices of the sanction for academic dishonesty. Where a university sanction is recommended, the Provost or designee determines the appropriate sanction, taking into account the recommendation of the Hearing Panel, and authorizes its administration (e.g., by directing the registrar to carry out the suspension or expulsion, or directing the removal of a student from academic employment).

A student may repeat a course in which he/she has received a grade sanction for academic dishonesty. However, the grade substitution policy will not apply. The grade submitted as a course sanction will continue to be counted in the student's cumulative grade point average.

Stay of Sanctions – No sanction will be imposed on the student until all appeals have been concluded. All appeals should be resolved within six months of the filing of the original appeal.

J. APPEAL OPTIONS

The Hearing Panel's judgments are final, and may not be appealed except on the basis of a violation of the Rules of Hearing or on the basis of new evidence.

Violation of the Rules of Hearing: A violation is defined as a failure to comply with the Rules of Hearing, at the hearing, such that the failure reasonably may have affected the

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decision of the Hearing Panel to the harm of the student who has appealed. If either the student or the instructor believes that he or she was denied a reasonable opportunity to present his or her case by the Hearing Panel during the hearing, he or she may appeal in writing to the Provost or designee. This appeal must be made in writing within ten business days of the release of the Panel's decision and must describe the purported violation of due process. If the Provost or designee finds on behalf of the person making the appeal, the Provost or designee will ask the Academic Honesty Office to appoint a new panel to rehear the case. The decision of the Provost or designee will be based on her/his review of the official record of the hearing (official recording and exhibits). The Provost or designee will rule on the appeal within ten business days of its submission. This procedure shall be deemed to have been exhausted once the ruling of the Provost or designee has been rendered.

New Evidence: In the event that new and compelling evidence not available at the time of the hearing becomes available after the Hearing Panel has rendered its decision, the student may appeal to the Academic Honesty Office for a new hearing within 90 calendar days. The appeal shall be in writing and shall include a detailed description of the new evidence and an explanation as to why the new evidence should alter the initial decision of the Hearing Panel. The Office will respond to the request within ten business days of its submission. The decision of the Academic Honesty Office on this appeal is final.

K. MULTIPLE OFFENSES AND UNIVERSITY SANCTIONS

A student who is found to have committed more than two acts of academic dishonesty – either through admission, failure to appeal, or finding by a hearing panel – may be subject to additional sanctions, including, but not limited to, suspension or expulsion. This provision will also apply to students who have three or more informal resolutions as well as students who have two informal resolutions and one formal finding of academic dishonesty. The Academic Honesty Office will issue a University Sanction Notification and shall convene a hearing panel to make a recommendation on this matter. The student shall be allowed ten business days to prepare for a hearing on a sanction only. At such a hearing, the Dean of Students or the Dean of the Graduate School (or their designees) will place the matter before the Hearing Panel. Sufficient information about the incidents of academic dishonesty at issue shall be given to the Panel such that the Panel is able to make a reasonable determination as to the appropriateness and nature of additional sanctions, if any.

The Hearing Panel will submit its findings to the Provost or designee according to the provisions of Section II:H.

L. RECORDS OF ALLEGATIONS, APPEALS, AND SANCTIONS

Allegations and charges of academic dishonesty shall be kept confidential. No records shall be maintained by individual faculty or academic departments. The fact that a sanction has been imposed may not be used as the basis of any action relative to the student's record outside of this process.

Certain exceptions to confidentiality may apply if an act of dishonesty occurs in a classroom, practicum or internship where the student is explicitly bound by formal professional codes or standards. If the incident has been handled according to the Academic Honesty Policy and has resulted in an informal resolution or an uncontested or upheld formal charge, the incident may be reported to the regulating professional organization.

If a student is found to have committed an act of academic dishonesty, the appropriate registrar (graduate, undergraduate, or Continuing and Professional Education) and the Dean of Students Office shall be notified of the sanction by the Academic Honesty Office and shall maintain a confidential record of the sanction imposed. Records of academic dishonesty will be maintained and disposed of according to appropriate University record retention policies. These will include sanctions administered by an instructor without an appeal from the student and sanctions administered based on a finding of a Hearing Panel. Informal resolutions do not establish a discipline record except pursuant to Section II:K.

The ROTC units (both Army and Air Force) at the University of Massachusetts will be notified of any student involved in any integrity violation which includes Informal Resolutions as well as formal procedures.

University of Massachusetts students enrolled in a course through the Five College Interchange are subject to the standards and procedures in force on the campus where the course is taught. If the University is notified that a student was charged with academic dishonesty and found responsible under another campus' policy, the charge will be recorded by the University Academic Honesty Office as a formal charge and reported to the appropriate administrative offices as such. When a student from another campus enrolled in a course at the University participates in an informal resolution or is found responsible through a formal charge, the Academic Honesty Office will report this finding to the appropriate administrative office on that student's home campus.

APPENDIX A

DEFINITIONS

Terms used in this document have the following associated meanings:

Academic Honesty Office – The office or individual named by the Chancellor or designee to manage the procedures described herein.

Day – Days shall be understood to be business days within the semester unless otherwise specified.

Hearing Panel – A group of five members of the Academic Honesty Board empaneled to hear appeals of charges of academic dishonesty and requests for the imposition of University sanctions.

Instructor – The person who takes action against the student because of the suspicion of academic dishonesty. This is the faculty member and/or teaching assistant/associate responsible for the course in which the academic dishonesty allegedly occurred, and/or the faculty member supervising the independent academic work of a student.

Provost or designee – At the time of the implementation of this policy, the following were the usual designees: In cases where the student is a graduate student, the Dean of the Graduate School. In cases where the student is an undergraduate student, or is enrolled in a course through Continuing and Professional Education and is not a matriculated University student, the Vice Provost.” If the Provost or designee is a party to the case, the Provost shall appoint another person to act in that capacity.

Student – The student or students suspected of academic dishonesty.

University Sanction – Expulsion, suspension, deferred suspension, university probation, or university reprimand, as defined in the Student Code of Conduct.

Written notification – When notification in writing is required, a suitable record of email transmissions may be used, and should be sent to the recipient’s University email address. It is recommended that the word “confidential” be inserted in the subject line of the message. Hard copies of all email transmissions should be maintained by the sender. Written correspondence not conducted by email will be sent to instructors at their departmental address and to students at their current address as recorded at the University, unless otherwise requested. Formal charges and informal resolutions must be in writing and include original signatures when possible. When a physical signature cannot be obtained, an email acknowledgement of the informal resolution may be accepted in lieu of a signature. (Forms for submission of charges and resolutions are in Appendix D.)

APPENDIX B

EXAMPLES OF ACADEMIC DISHONESTY

Academic dishonesty is the attempt to secure unfair advantage for oneself or another in any academic exercise. The following is an extensive, though not exhaustive, list of actions which are considered to be academically dishonest. Students should check with their instructor(s) if they have any question as to what is or is not permitted in a specific course. Since students are expected to be familiar with the Academic Honesty Policy and the commonly accepted standards of academic integrity, ignorance of such standards by itself is not sufficient evidence of lack of intent.

CHEATING IS the use or attempted use of trickery, artifice, deception, fraud and/or misrepresentation of one's academic work. This includes:

- copying answers from another student
- using books, notes, conversations with others, calculators, cell phones and other electronic devices or any other type of external assistance during an examination or other academic exercise without the permission of the instructor
- collaborating with others on homework, lab reports, computer programs, or other academic assignments without the permission of the instructor
- obtaining the answers to or a copy of an examination prior to its administration

FABRICATION is the falsification or invention of any information or citation in any academic exercise. This includes:

- using "invented" information in any laboratory experiment or other academic exercise of research without permission of the instructor
- altering and resubmitting returned academic work without permission of the instructor
- misrepresenting the actual source from which information is cited (such as citing a quote from a book review as though it came from the original work)

PLAGIARISM is the representation of the words or ideas of another as one's own work in any academic exercise. This includes:

- failing to properly identify direct quotations by quotation marks or appropriate indentation and formal citation
- failing to acknowledge and properly cite paraphrasing or summarizing material from another source
- failing to acknowledge and properly cite information obtained from the Internet or other electronic media as well as other sources
- submitting term papers written by another, including those obtained from commercial term paper companies or the internet

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FACILITATING DISHONESTY is knowingly helping or attempting to help another commit any act of academic dishonesty. This includes:

- substituting for another person in an examination
- allowing another to copy one's work in an examination or other academic exercise

OTHER PROHIBITED ACTIONS:

- submitting all or substantial portions of the same work to fulfill the requirements for more than one course without the prior permission of the instructor(s), including self-plagiarism
- forging or otherwise altering grades, signatures, transcripts, course withdrawal forms, or other academic document
- illegally accessing a computer hard drive
- stealing or destroying the academic work of another, such as a computer disk, term paper, or notebook
- Unauthorized possession of, receipt of, or sale of any faculty notes or materials

Also refer to V. Regulations for Student Conduct and Scholarship in the *Code of Student Conduct*. (http://www.umass.edu/dean_students/code_conduct)

APPENDIX C

**SUGGESTIONS FOR INSTRUCTORS
ON PREVENTING ACADEMIC DISHONESTY**

- Spend time at the beginning of the semester discussing academic integrity, its importance and your particular standards.
- Always address the issue of academic integrity in your course syllabus as well. Cite the University Academic Honesty Policy and be specific about your particular expectations. For example, do you require a specific style for citations? Do you require a bibliography?
- Clarify what you consider to be acceptable collaboration, if any, among students.
- Use coded multiple versions of in-class exams.
- Arrange alternate seating for in-class exams. Ensure that the exam is well-proctored. If at all possible, be present throughout the exam.
- Consider requiring students to show photo identification when taking an in-class exam.
- Be clear about what is permitted during an examination, including notes, electronic aides, cellular telephones, etc.
- Either collect papers in-class or have students drop them in a secure place. Be specific as to where and with whom papers, exams, and other assignments should be left. Leaving open boxes or envelopes outside your office or other unattended places makes “borrowing” easy and is a violation of FERPA.
- Meet occasionally as a department to review common practices related to academic dishonesty.
- Be creative in your choice of assignments and change assignments/exams from year to year (or semester to semester) to minimize the possibility of students successfully utilizing material from previous classes or outside sources (such as “term paper mills”).
- Make previous quizzes, exams, etc. available in a central file or on library reserve both to help students study and to become familiar with your style of testing, thus increasing their confidence and ability to perform well.

These are just a few tips for preventing academic dishonesty. There are many sources of guidance available both in print and on-line. A search for “preventing academic dishonesty” will yield many excellent resources.

APPENDIX D

FORMS

[downloadable form follows]

**Form 1: Report of Academic Dishonesty
Informal Resolution**

**Form 2: Report of Academic Dishonesty
Formal Charge**

Form 3: Appeal of Academic Dishonesty Charge

REPORT OF ACADEMIC DISHONESTY

INFORMAL RESOLUTION

STUDENT NAME _____ ID _____

COURSE _____ SEMESTER/YEAR _____

INSTRUCTOR _____ DEPT _____

EMAIL _____ TELEPHONE # _____

DESCRIPTION OF INCIDENT: Attach additional pages if necessary

RESOLUTION:

Instructor's Signature _____ Date _____

I have agreed to this informal resolution of this Report of Academic Dishonesty. I have been informed of the Academic Honesty Policy and the right to appeal by requesting a charge. I understand that if I am explicitly bound by formal professional codes or standards, the appropriate unit or organization will be informed.

Student's Signature _____ Date _____

(When necessary, student agreement may be confirmed with the Academic Honesty Office via email)

Please forward this form to:
Academic Honesty Office
613 Goodell
Fax: 577-6300

This space for use by the Academic Honesty Office:

Received:

REPORT OF ACADEMIC DISHONESTY

FORMAL CHARGE

STUDENT NAME _____ ID _____

COURSE _____ SEMESTER/YEAR _____

INSTRUCTOR _____ DEPT _____

EMAIL _____ TELEPHONE # _____

DESCRIPTION OF INCIDENT: Attach additional pages if necessary

SANCTION: _____

(No sanction may be implemented nor a grade submitted until you have been notified by the Academic Honesty Office that the appeal process has been completed.)

Contacted student: YES ____ If so, date _____ NO ____

Student has been informed of the Academic Honesty Policy, including the right to appeal formal charges of academic dishonesty. YES ____ NO ____

Instructor's Signature _____ Date _____

Please forward this form to:
Academic Honesty Office
613 Goodell
Fax: 577-6300

This space for use by the Academic Honesty Office:

Charge received:

Notification Sent:

APPEAL OF ACADEMIC DISHONESTY CHARGE

NAME _____ ID # _____

LOCAL MAILING ADDRESS _____

EMAIL ADDRESS _____ MAJOR _____

TELEPHONE _____ CELL PHONE _____

COURSE TITLE/NUMBER _____

SEMESTER _____ INSTRUCTOR _____

BASIS OF APPEAL: Describe below the grounds on which the charge of academic dishonesty or the sanction imposed is being appealed. Use additional pages if necessary. State the type of evidence that will be presented and whether any witnesses will be called.

What days/times can you be available for a hearing? (Please note that hearings are not held in the evening or on weekends.)

Signature and Date

Please forward this form to:
Academic Honesty Office
613 Goodell
Fax: 577-6300

APPENDIX E
ACADEMIC HONESTY OFFICE
RULES OF HEARING
(Revised December 2015)

This appendix was created to summarize the hearing process. Revisions are marked to reflect changes that were made to the Academic Honesty Policy main document.

The Academic Honesty Board does not pass judgment on the integrity of either the instructor or student(s) appearing before it. Its task is to make a finding based on the facts presented. Therefore, it is important for instructor(s) and student(s) to submit, prior to the hearing, as much information as they can in support of their point of view. Any new materials submitted at the hearing will be accepted at the discretion of the Chair of the Hearing Panel.

Student(s) and instructor(s) may also bring to the hearing any witnesses with direct and pertinent information. Witnesses may be present at the hearing only when they are presenting evidence.

Instructor(s) and student(s) may also bring to the hearing an advisor with whom the instructor(s) or student(s) may confer during the hearing. The advisor may not participate directly in the hearing. For other persons allowed to attend the hearing, refer to Academic Honesty Policy, II:G:2.)

The hearing will be conducted in the following manner:

The student(s) and instructor (or dean/designee) will be present in the hearing room at the same time.

The instructor (or dean/designee) may speak for ten minutes. Any witnesses for the instructor (or dean-designee) may speak for five minutes each.

Members of the Hearing Panel will question the instructor (or dean/designee) and any witnesses.

The student may speak for ten minutes (each). Any witnesses for the student(s) may speak for five minutes each. Members of the Hearing Panel will question the student(s) and any witnesses.

At this point, the instructor (or dean/designee) and student(s) may address questions and/or responses to the other through the Chair of the Hearing Panel.

The instructor (or dean/designee) and student(s) will be given ten minutes each for closing statements.

The student(s) and instructor (or dean/designee) will leave and the Hearing Panel will discuss the evidence and testimony and render a decision.

Within five business days of the conclusion of the hearing, the chair will issue the written decision of the Hearing Panel, addressed to the Academic Honesty Office which will then notify the parties within ten business days. If a student belongs to an ROTC unit, the Academic Honesty Office will inform the appropriate ROTC unit.

The chair of the Hearing Panel has the authority to modify procedures during the course of the hearing to accommodate unforeseen circumstances or needs of the parties or the Hearing Panel.

A recording will be made of the hearing.

MOTION: That the Faculty Senate approve the Policy and Procedures concerning 15-16 Academic Honesty, as presented in Sen. Doc. No. 16-038A.