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.)
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
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
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: 19
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
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 Academic Honesty, as presented in Sen. Doc. No. 16-038A.