Academic Dishonesty (2004-2005 Student Handbook and Planner, pp. 29-30)

Interpretations of academic dishonesty are left to the University. Violations include but are not limited to:

- Plagiarism, submitting the work or ideas of others and claiming ownership (i.e., paraphrasing or copying without proper citations, copying exams, etc.)
- Use of unauthorized examination aids
- Unauthorized alteration of graded work followed by resubmission for regrading
- Stealing examination or course materials
- Unauthorized submission of work prepared for one course to fulfill the requirements of another
- Falsifying data
- Taking an exam for another student

Dealing with Academic Dishonesty
An instructor who believes that a student performed an act of academic dishonesty should present the charge and all evidence to the student in private. The charge must be presented within one month of the submission date of the work. When presented, the student may accept or deny the charge. If the instructor and student can resolve the situation, a letter documenting both complaint and resolution shall be sent to the Vice President for Academic Affairs and filed in that office. If a resolution is not reached, the dispute will be referred to the Vice President for Academic Affairs. A student who believes that another student has committed an act of academic dishonesty should inform the instructor and the Vice President for Academic Affairs.

Reporting Academic Dishonesty
Individuals who want to report academic dishonesty should prepare a written statement for the Vice President for Academic Affairs that includes:

- the name of the individual alleged to have committed the act
- the date, time, and place of the act
- the nature of the charge and any substantiating information
- the name of the individual making the charge and the date of submission.

Possible Disciplinary Action
The following disciplinary actions may be imposed by the instructor:

- a failing grade for the assignment
- a failing grade for the course

Confidentiality
Proceedings involving academic dishonesty are to be carried forward in a confidential manner. Each case shall be considered individually and care shall be taken to preserve the dignity of all persons at all times.