

## Academic Misconduct Policy

Academic misconduct is an offense against the University. Acts of academic misconduct include, but are not limited to:

1. **Cheating.** Use or attempted use of any unauthorized assistance in taking an exam, test, quiz, or other assignment. (Please note: cheating on exams includes all required University, state, and/or national assessment exams.)
2. **Encouraging Academic Dishonesty.** Intentionally or knowingly helping or attempting to persuade and/or influence another to violate the University's rules, policies, and regulations governing academic integrity.
3. **Fabrication.** Deliberate falsification or design of any material or excerpt in an academic assignment or exercise.
4. **Plagiarism.** Appropriation or imitation of the language, ideas, and thoughts of another author and representation of them as one's original work. This includes (1) paraphrasing another's ideas or conclusions without acknowledgement; (2) lifting of entire paragraphs, chapters, etc. from another's work; and (3) submission as one's own work, any work prepared by another person or agency.

If the student's observed conduct or apparent behavior is such as to lead to suspicion of academic misconduct, the faculty member in whose course the alleged infraction occurred may adjust the grade downward (including F – failure) for the test, paper, or course, or other course-related activity in question. In such instances the faculty member shall notify the student, the Department/Unit Head, the dean of the appropriate College, and the Office of the Dean of Students of the reason for such action in writing. The student has the right to appeal the grade (see Grade Appeal Policy).

If the faculty member in whose course the alleged infraction occurred perceives the alleged act of academic misconduct as warranting additional or other action (beyond adjusting the grade downward for the test, paper, or course, or other course-related activity in question), she/he shall file a complaint with the University Examiner to initiate the Student Conduct Code procedure and notify the appropriate college dean.

NOTE: Should this procedure be used and should there be a formal hearing, the Judicial Hearing officer, Office of the Dean of Students, shall notify in writing the appropriate chair and dean of the outcome.