

Actions that Violate the Academic Honesty Policy

The examples are for illustration only. They should not be construed as a restrictive or exhaustive enumeration of the various forms of conduct that constitute violations of the academic honesty policy.

Plagiarism

Plagiarism is the inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through quotation marks or other accepted citation practices. By placing his/her name on a scholarly product, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Plagiarism would thus include representing as one's own any academic exercise (e.g. written work, computer program, sculpture, etc.) prepared totally or in part by another. An individual will avoid being charged with plagiarism if there is an acknowledgment of indebtedness whenever one:

1. Quotes another person's actual words.
2. Uses another person's ideas, opinions, or theories, even if they are completely paraphrased in one's own words.
3. Borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

These guidelines should be followed for all source types, including books, newspapers, journal articles, websites and other online resources.

Fabrication

Fabrication is the falsification of research or other findings. Examples:

1. Citation of information not taken from the source indicated.
2. Listing in a bibliography sources not actually consulted.
3. Inventing data or other information for research or other academic projects.

Cheating

Cheating is the act or attempted act of deception by which an individual tries to misrepresent that he/she has mastered subject matter in an academic project or the

attempt to gain an advantage, usually academic, by the use of illegal or illegitimate means. Examples:

1. Copying from another student's test paper.
2. Allowing another student to copy from one's test paper.
3. Using the course textbook, or other material such as a notebook, brought to class meetings but unauthorized for use during a test.
4. Collaborating during a test with another person by receiving or providing information without the permission of the instructor.
5. Using or possessing specifically prepared materials during a test (e.g. notes, formula lists, formulas programmed into calculators, notes written on the student's clothing or person, etc.) that are unauthorized.

Academic Misconduct

Academic misconduct is the violation of University policies by tampering with grades or participating in the distribution of any part of a test before its administration. Examples:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test, including answers to an unadministered test.
3. Bribing, or attempting to bribe, any other person to obtain an unadministered test or any information about the test.
4. Buying, or otherwise acquiring, another's course paper and submitting it as one's own work, whether altered or not.
5. Entering a building, office, or computer for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
6. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test, on a "Change of Grade" form, or other official academic University record which relates to grades.
7. Entering a building, office, or computer for the purpose of obtaining an unadministered test.
8. Continuing to work on an examination or project after the specified allotted time has elapsed.
9. Taking a test or course for someone else or permitting someone else to take a test or course in one's place.
10. Giving or taking unauthorized aid in a take home exam or paper.
11. Submitting work for a class that was already submitted for another class, when unauthorized, or allowing another student to submit or copy from your previously submitted class work.

What Can Students Do To Protect Themselves from Being Charged with Violations of the Academic Honesty Policy?

1. Prepare thoroughly for examinations and assignments; this also implies attending class on a regular basis.
2. Take the initiative to prevent other students from copying your exams or assignments (e.g. shield your answer sheet during examinations; don't lend assignments to other students for them to copy and turn in).
3. Check your instructor's course syllabus for a section dealing with academic honesty for that course and information on what style sheets or standards manuals to use, etc. If you can't find such a section, ask the instructor about expectations in this area. Instructors should issue clear guidelines at the beginning of a course as to what constitutes dishonesty; ultimately, however, it is the students' responsibility to clear any uncertainties ahead of time.
4. Don't look in the direction of other students' papers during examinations.
5. Use a recognized handbook for instruction on citing source materials in papers. Consult with individual instructors or academic departments when in doubt.
6. Make use of tutorial services, or other services that may be available, to assist in preparing papers and completing other course assignments properly.
7. Discourage dishonesty among other students.
8. Refuse to assist students who cheat.

Actions Which May Be Taken for Violation of the Academic Honesty Policy

When a faculty member suspects that an act of academic dishonesty has occurred, he/she will meet with the student to:

- a) discuss the alleged act;
- b) hear any defense the student may have;
- c) discuss any proposed academic sanctions;
- d) inform the student of his/her right to appeal faculty imposed sanctions to the department chair and/or dean of the school;

Minor academic sanctions that may be imposed by the faculty member include:

- a) a verbal reprimand;
- b) a written reprimand;
- c) requiring the student to redo/resubmit the assignment, test, or project;
- d) lowering the grade for the assignment, test, or project.

Major academic sanctions that require a formal charge be filed with the Associate Provost include:

- a) any sanction in excess of lowering the grade for an assignment, test, or project;
- b) failing the student for the course;
- c) recommending temporary or permanent suspension from the academic major or University.

Faculty members are encouraged to submit a report for each violation of the Academic Honesty Policy to the Associate Provost for Academic Administration regardless of the academic sanction imposed or requested. If more than one (1) such report is filed for a student, even in the case of sanctions imposed only by the faculty member, then the Associate Provost will meet with the student to discuss these occurrences and possibly impose additional sanctions.

The above list is for illustration only. It should not be construed as restrictive or exhaustive enumeration of the various sanctions that may be imposed by instructors for violations of the academic honesty policy.

The primary document is found on the Millersville University website under Governance and Policies and in the Student Handbook, under the topic of the University's Academic Honesty Policy. Amendments to this brochure may be made by Meet and Discuss, a joint committee of the University administration and faculty.

Confidentiality

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, any information relating to an alleged violation of the University's Student Code of Conduct or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty.

Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities—Mrs. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Ms. Patricia Hopson-Shelton, Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Patrick C. Weidinger, Director of Safety and Environmental Health, Dilworth Building, 717-872-3017.

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Millersville University

ACADEMIC HONESTY AND DISHONESTY AT MILLERSVILLE UNIVERSITY



All members of the University's academic community are expected to be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced.