

Academic Dishonesty

Types of Academic Dishonesty

Plagiarism: the inclusion of someone else's words, ideas, or data as one's own work. When an individual submits work that includes words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and through quotation marks or other accepted citation if verbatim statements are included.

By placing his/her name on a scholarly product, the individual certifies the originality of all work not otherwise identified by appropriate acknowledgements. Thus, plagiarism would include representing as one's own any academic exercise (e.g. written work, computer program, sculpture, etc.) prepared totally or in part by another.

Fabrication: the falsification of research or other findings.

Cheating: the act or attempted act of deception by which an individual seeks to misrepresent that he or she has mastered subject matter in an academic project or the attempt to gain an advantage, usually academic, by use of illegal or illegitimate means.

Academic Misconduct: the violation of University policies by tampering with grades or taking part in obtaining or distributing any part of a test prior to its administration.

Reporting Academic Dishonesty

When a faculty member suspects that a student has committed an act of academic dishonesty, the faculty member should follow the procedures outlined in the brochure, *Academic Honesty and Dishonesty at Millersville University* (faculty version). In brief, the academic sanctions which may be imposed by the faculty member can be categorized as minor or major sanctions. Minor sanctions include oral or written reprimands, requiring the student to redo/resubmit an exam/assignment/project, or lowering the grade for an exam/assignment/project. If the faculty member believes that stronger (major) sanctions are warranted, then a formal charge must be filed with the Associate Provost for Academic Programs and Services (APAPS). The APAPS will conduct an administrative hearing as outlined in the *Student Code of Conduct*.

For all cases of academic dishonesty, a one-page report summarizing the academic sanction imposed or recommended by the faculty should be completed and filed with the APAPS. More than one (1) occurrence of academic dishonesty in the student's file will trigger a review of the student's record by the APAPS who will recommend appropriate corrective action. This file will be destroyed three years following the student's graduation.

The student has the right to appeal any faculty decision on minor sanctions to the Department Chair or Dean of the School. Any student who believes that he/she has been treated unfairly may also request a new (de novo) hearing before the University Judicial Board.

Further explanations and/or examples of academic dishonesty can be found in the brochure titled *Academic Honesty and Dishonesty at Millersville University* (faculty version).

Date: _____

Student Name: _____ Student ID Number: _____

Local Street Address: _____ City, State Zip: _____

Indicate type of academic dishonesty (explanations provided on reverse side)

- | | |
|---|-----------------------------------|
| <input type="radio"/> Academic Misconduct | <input type="radio"/> Fabrication |
| <input type="radio"/> Cheating | <input type="radio"/> Plagiarism |

Please provide a description of academic dishonesty including the date, time, location, and course. Attach any appropriate documentation and additional comments.

Having met with the student named above on _____ and having discussed the academic dishonesty described above:

- I have issued a minor sanction
 I am recommending a major sanction be issued

Minor

- Oral Reprimand
- Written Reprimand
- Redo/Resubmit Assignment/Project
- Lower Grade on Assignment/Project

Major

- Lowering of Course Grade
- Failing Course
- Suspension
- Other (please explain above)

Faculty Name	Faculty Signature	Department	Date
Student Name	Student Signature *		Date
Department Chair Name	Department Chair Signature *		Date

***By signing this document you are indicating that it has been read in full.**

Send original to the Associate Provost for Academic Programs and Services. Copies will be made by the Associate Provost and distributed to the above mentioned faculty member, student and department chair.