

Date: _____

Student Name: _____ Student ID Number: _____

Local Street Address: _____ City, State Zip: _____

Email Address: _____

Indicate type of academic dishonesty - circle appropriate designation

Plagiarism Cheating Fabrication Academic Misconduct Other (specify) _____

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 violation of the Academic Honesty Policy described above, *(please mark all that are appropriate)*

I have issued a minor sanction:

Oral Reprimand

Written Reprimand

Redo/Resubmit Assignment/Project

Lower Grade on Assignment/Project

This action may result in the student failing the course, but is still considered a minor sanction- do not select "Failing Course" under major sanctions if this is the case.

I am recommending a major sanction be issued:

Lowering of Course Grade

only select if the recommendation is for the student's final course grade will be lowered, i.e. from a B to a C, because of the infraction, not due to lowering of a grade on an assignment/project

Failing Course

only select if the recommendation is for the student to fail the course because of the infraction, not due to lowering of a grade on an assignment/project caused a course failure.

Suspension from the major program of study

Other (please explain on attached page)

Faculty Name

Faculty Signature

Department

Date

Student Name

Student Signature *

Course

Date

Department Chair Name

Department Chair Signature *

Date

***By signing this document you are indicating that it has been read in full. Your signature does not imply agreement with the charges as stated.**

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

Academic Honesty at Millersville University

Additional information available via the Academic Honesty Policy

<https://www.millersville.edu/about/administration/policies/pdf/academics/academic-policy-academic-honesty-and-dishonesty.pdf>

Academic Honesty Policy- Students of the University 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.

Actions that Violate the Academic Honesty Policy- *The below lists are for illustration only. They should not be construed as restrictive or exhaustive enumerations of the various forms of conduct that constitute violations of the Academic Honesty Policy.*

Plagiarism: 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.

Fabrication: 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: 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, unauthorized materials during a test (e.g., notes, formula lists, formulas programmed into calculators, notes written on the student's clothing or person) that are unauthorized.

Academic Misconduct: 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 coursework 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, paper, or other assignment.
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.

For all violations of the Academic Honesty Policy, a one-page report summarizing the academic sanction imposed (minor sanctions) or recommended (major sanctions) by the faculty should be completed and filed with the Associate Provost. Recommendations of major sanctions require an administrative hearing before the Associate Provost. More than one (1) occurrence of a violation of the Academic Honesty Policy in the student's file will trigger a review of the student's record by the Associate Provost who will recommend appropriate corrective action.

The student has the right to appeal any faculty decision on minor sanctions to the Department Chair or Dean of the School. Further explanations and details about violations of the Academic Honesty Policy and how to avoid them, as well as information concerning the imposition of sanctions, can be found in the brochure titled *Academic Honesty at Millersville University*.

Instructions for completing the Report of Violation of the Academic Honesty Policy

The report of violation can be found at: <https://www.millersville.edu/provost/files/academic-honesty-violation-form.pdf>

- Please complete the form in its entirety. If you need more space than is available in the explanation area you may put “see attached” and attach a document with the description of the violation. You may also attach other documentation (Turnitin report, copies of text/tests, etc.) that applies to the violation.
- Meet with the student to go over the infraction and sanction, and have them sign the form (they are only signing that they have read the form, not that they agree). **See below if you are unable to meet with the student face-to-face.**
- Forward the form to your department chair.
- The department chair will sign and forward to the office of the Associate Provost.

If you are invoking a major sanction an academic hearing will be arranged. The Associate Provost’s office will make the arrangements for the hearing.

**The recommendation is that you meet with the student in person, but if you are unable to meet as the course is in an online course, or the semester has concluded and the student is not in the area, please follow these steps: Attach the completed violation report to an email to the student, requesting that they acknowledge receipt of the form via return email. Upon email confirmation from the student forward the violation form, any attachments, and the student’s email confirmation response to your department chair for review and signature, following the steps above. If the student does not respond to multiple emails, you may forward the form without their response, but attach the emails that you sent the student as evidence that you reached out but they did not respond.

If you have any questions regarding the above, please contact the
Associate Provost office x7462.