

## Academic Honesty (revised and approved 6 April 2004) <sup>1</sup>

Baldwin-Wallace is committed to the growth and learning of its students and believes strongly that such growth and learning prospers best within a community of trust. We believe that academic honesty—the fair and straightforward representation of what one has learned, researched and/or written—is the foundation of a healthy environment for learning. Instructors, administrators, staff, and students alike are responsible for upholding high ethical standards of academic honesty in all academic endeavors, and the academic community of Baldwin-Wallace supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately.

To show our commitment to academic honesty, members of the Baldwin-Wallace community must speak a common language in explaining the value of academic honesty and our expectations about honesty in our courses. This process means providing for each assignment appropriate guidance regarding what is and is not acceptable. We cannot assume that students have had such expectations spelled out for them before they came to College, nor can we assume that they share our values, particularly if they do not know what our values are.

We can further show our support by creating a climate at the College that encourages academic honesty and discourages academic dishonesty.

Finally, if academic dishonesty does occur, we should deal with it, not ignore it, by taking the violators through the appropriate College judicial procedures.

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<sup>1</sup> The Academic Dean formed an *ad hoc* committee in early 1982 to prepare a statement about the Baldwin-Wallace College policy concerning academic dishonesty. The committee prepared the original version of this statement and submitted it to the General Faculty. The Faculty approved the report of the Committee in the fall of 1982. While working on the 2002-2003 Writing Assessment Portfolio Project, instructors noted an alarming number of cases of plagiarism; at the same time, several incidents of plagiarism triggered additional concerns. In response, the General Faculty commissioned a task force to review the College's written policies about academic dishonesty and to make further recommendations to the Faculty.

The following guidelines for how to address the problem of academic dishonesty, prepared by the Dean's Task Force on Academic Dishonesty and revised by subsequent faculty actions, are meant to provide the common language and commitment that we need if Baldwin-Wallace College is to uphold the value of academic honesty.

### Community Actions to Promote Academic Honesty

#### Students

##### A. Unintentional Plagiarism

We recognize that much plagiarism in student writing and some "cheating" on assignments results from confusion over proper documentation methods and appropriate use of cooperative learning. We also realize that this confusion results in part from the justifiably different demands of different disciplines that can be difficult for our students to understand. To minimize this confusion, all instructors should take the following steps.

1. Tell students when it is appropriate for them to collaborate on an assignment and when it is not, explaining carefully the reasons for the distinctions and the penalties for inappropriate cooperation.
2. Provide the students with models for documentation that are based upon the newest revision of the chosen style guide and are consistent with current usage within the discipline. To this end, Baldwin-Wallace has adopted a standard text that includes updated style guides for the MLA, APA, Chicago, AIP, and CBE styles of documentation. Instructors should acquire a copy of that book and require students to use it in their classes as the standard style guide for documenting any assignments for which documentation is appropriate. Instructors who wish to teach a method of documentation not covered in the manual should provide the students with lucid instructions about how to document according to that style and devote class time to explaining the documentation style and its advantages.
3. When a student has made an attempt to cite his or her sources but has done so incorrectly or in other cases where the instructor feels strongly that the student is not

deliberately committing acts of academic dishonesty, instructors are at liberty to determine the consequences, but we urge all instructors to be sure that there are some concrete consequences for such errors.

Possible consequences might include requiring the student to revise the assignment, possibly with the help of The Writing Lab, and/or reducing the grade on the assignment. Alternatively, the instructor might comment upon and correct the documentation in the assignment to demonstrate to the student how it should be done. The maximum sanction that an instructor may impose for incorrect citations is a zero for that assignment. It is permissible for the penalties exacted on the assignment to result in an overall failing grade for the course.

In any case, all instructors should check their students' use and documentation of sources and hold them accountable for proper documentation.

In order to ensure due process, at the beginning of the semester, every instructor must state in the course syllabus what penalties will be imposed for incorrect citations, and throughout the semester, the professor must be consistent in applying those penalties.

4. Design assignments that promote critical and creative use of sources rather than just reporting or duplicating research material.
5. Attend workshops sponsored by the College about academic honesty.

## B. Deliberate Academic Dishonesty

### Characteristics of Academic Dishonesty

There are three prevalent forms of academic dishonesty. The first is claiming someone else's work as your own. Such dishonesty takes many forms, including but not limited to the following examples:

- using answers that someone else has given on a test
- turning in a paper for which someone else did the original research and writing
- quoting from another person without acknowledging that you are quoting and without giving the source of the quotation.

Plagiarism, one such form of academic dishonesty, is defined as

- using someone else's words or ideas, images, or other intellectual property, written, recorded, or spoken without identifying the source from which they come
- using someone else's sentence structure, written, recorded, or spoken without identifying the source from which it comes
- using the structure of someone else's argument, written, recorded, or spoken without identifying the source from which it comes
- paraphrasing or rewording another's words or ideas, written, recorded or spoken, without identifying the source from which they come
- Missing or inadequate attribution of direct quotations.

The second form of academic dishonesty is seeking an unfair advantage over other students in taking a test or fulfilling an assignment. Some examples of such behavior may include but are not limited to the following:

- copying from another student's paper, or otherwise communicating with him/her during an examination
- allowing another student to copy from one's exam paper
- unauthorized use of notes or electronic devices during an exam
- copying another student's homework or allowing another student to copy one's homework, or
- acquiring a copy of an examination without the permission of the instructor.

The third form of academic dishonesty is fraud. Examples include but are not limited to the following:

- signing the name of an academic advisor or any instructor, staff member, or administrator to an official form or document
- writing a paper or taking an exam for someone else
- fabricating research material, interviews, or other sources for a project
- creating, participating in, or using the services of any group or organization that

promotes or contributes to academic dishonesty on the Baldwin-Wallace College campus or in the global academic community.

### Procedures to Follow if Academic Dishonesty Occurs

If deliberate academic dishonesty occurs, there must be significant consequences to ensure that students, instructors, staff, and administrators recognize that academic dishonesty subverts the essential work of the academy.

Accordingly, in order to ensure 1) consistency of sanctions imposed upon students committing academic dishonesty, 2) due process, 3) protection of the complainant from possible legal liability, and 4) to be able to track repetitive incidents, instructors, students, staff, or administrators who suspect deliberate academic dishonesty on the part of a student must consult with the Judicial Coordinator to determine the appropriate action to be taken in accordance with the Student Code of Conduct (see current Student Handbook).

An instructor who decides that he or she is facing an incident of deliberate academic dishonesty must take the following steps. During this process, the complainant must maintain strict confidentiality concerning the offense. Public accusations or discussions of the student's offense could lead to a defamation of character case against the complainant. Also, it is imprudent to declare to the student, "I caught you cheating" before due process has shown that indeed to be the case. It is better to say "I suspect that you cheated" or "I am filing an incident report" than to directly accuse the student of academic dishonesty.

1. Notify the student that the instructor is filing an incident report with the Judicial Coordinator
2. Contact the Judicial Coordinator who shall work with the instructor to determine the desired course of action. The Judicial Coordinator and the instructor shall be guided by the description of sanctions for academic dishonesty described below.
3. The Judicial Coordinator shall then meet with the student and confront him or her with the instructor's accusation and evidence. If the student admits his/her responsibility, the Judicial Coordinator shall impose sanctions as appropriate, taking into consideration the instructor's recommendations. The Judicial Coordinator shall then notify the complainant about how the incident has been

- resolved. Since the Judicial Coordinator has information about the student that is not available to the instructor, the sanctions imposed may differ somewhat from the instructor's recommendations. For example, mitigating circumstances such as mental health issues could result in lighter sanctions than those recommended by the instructor, while aggravating circumstances such as a series of previous disciplinary infractions or previous incidents of academic dishonesty might result in more severe sanctions than those recommended by the faculty member.
4. If the student does not accept responsibility for the incident or the sanctions imposed by the Judicial Coordinator, then the Dean of Student Affairs in consultation with the Judicial Coordinator shall appoint an Administrative Board to hear the case formally. For incidents of Academic Dishonesty, that Board shall consist of 3 faculty members, 1 student, and 1 Student Affairs staff person. The members of this board shall be chosen from among a pool of faculty, students, and staff who have completed an orientation process about academic honesty and the judicial process. All parties involved shall have an opportunity to review the membership of the board and request substitution of any member whom he or she feels might be prejudiced or biased. Board members shall ask to be replaced if they have any prior experience with the complainant or the accused that could bias their judgment. This Administrative Board shall conduct a hearing according to the rules described in the Student Code of Conduct. Judgments shall be made by majority vote.
  5. Within 5 college business days after the hearing, the Administrative Board shall advise the accused in writing of its determination and the sanctions imposed, if any. Students or instructors have 5 college business days after the date of that written notification to appeal the decision to the Vice President for Academic Affairs or, in cases of necessity, to the Vice President of Student Affairs. Appeals must be based upon a) lack of procedural due process, b) inappropriateness of sanctions, and/or c) new information relevant to the case. Appeals can be made to the President of the College only in cases of suspension or expulsion from the College.

Any information and records relating to an action under Baldwin-Wallace's Academic Honesty Policy and related disciplinary actions under the Student Judicial Code shall be maintained and disclosed by the College in compliance with the Family Educational Rights and Privacy Act ("FERPA") and the College's *Policy on Confidentiality of Student Records*.

Sanctions or changes to the sanctions for cases of proven academic dishonesty

shall be approved by the General Faculty before being incorporated into the Faculty Handbook and the Student Code of Conduct.

### Sanctions for Proven Cases of Deliberate Academic Dishonesty

Baldwin-Wallace College considers academic dishonesty a serious matter. The College reserves the right to revoke part or all of a student's Baldwin-Wallace College scholarship based on violation of the college's academic honesty policy. Baldwin-Wallace College also reserves the right to remove anyone who disrupts the living and learning community through residence hall or institutional suspension or expulsion.

The following are the minimum sanctions that students violating the College's Academic Honesty policy shall incur:

First Offense—minimally, all of the following and/or any other sanctions deemed appropriate

- \$100 fine (see below)
- Failure or grade of zero on the test, paper, or project in question. This failure or zero may result in failure for the course.
- Educational project (see below)
- Notification of the student's faculty advisor

Second Offense—minimally, all of the following and/or any other sanctions deemed appropriate

- \$200 fine (see below)
- Failure of the course in which the academic dishonesty took place
- Academic Probation (see below)
- Educational Project (see below)
- Notification of the student's faculty advisor

Third Offense

- Expulsion from Baldwin-Wallace College (see below)

### Definitions of sanctions:

Fines: Previously established and published fines may be imposed. In addition, the judicial body may recommend that the College refuse (1) to grant academic credits or degrees or (2) to issue grades or transcripts to the student offender(s) or student member(s) of an offending organization until such fine is paid. The method of payment shall be specified by the judicial body imposing the fine. All fines collected under this Code shall be deposited in *The Baldwin-Wallace College Scholarship Fund*.

Educational Projects: Completion of an educational or developmental project, such as but not limited to the following: attending a specific workshop or program, making an oral presentation to a campus group, participating in specified counseling, work assignments, and/or service to the College or the broader community. The nature of the educational project shall be determined by the Judicial Coordinator and/or the Administrative Board that hears the case, taking into account the recommendations of the complainant.

Academic Probation: Those whose progress is slowed because of poor grades or inadequate planning in meeting College requirements or who have been found to be responsible for violations of academic honesty are placed on academic probation. See the College Catalog.

Disciplinary Probation: A student whose behavior on or off campus is in violation of established College policies, rules, and/or regulations may be placed on disciplinary probation. This sanction shall be imposed for not less than one semester nor more than three semesters. The judicial body determines the beginning and ending dates. Students on disciplinary probation may incur additional sanctions for any subsequent violation of College policies, rules, and/or regulations whether or not this violation is related to the original violation for which disciplinary probation was imposed.

Suspension from Baldwin-Wallace College: Separation of the student from campus, classes and all privileges for a definite period of time after which the student is eligible to return. The offender may not be on campus at any time except to come to the Administration Building for matters directly related to the suspension. In cases where suspension prevents course work, the student shall receive a grade of “W,” “WP,” or “WX.” There shall be no refund of tuition or fees. Any conditions for readmission will be stated in the order of suspension.

Expulsion from Baldwin-Wallace College: Permanent separation of the student from the College. There shall be no refund of tuition or fees.

Interim Suspension: In certain circumstances of academic dishonesty, the Judicial Coordinator or a designee may impose a College or residence hall suspension prior to the hearing before a judicial body. Interim suspension may be imposed only

1. to ensure the safety and well-being of any member of the College Community or preservation of College property.
2. to ensure the student’s own physical or emotional safety and well-being
3. to ensure that the student shall not disrupt or interfere with the normal operations of the College.

During the interim suspension, accused student(s) shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Judicial Coordinator may determine to be appropriate.

Other than College suspension or expulsion, disciplinary sanctions related to academic dishonesty shall not be made part of the student's permanent record, but shall become part of the student's confidential record.

Upon graduation and following application to the Judicial Coordinator, the student's confidential record may be expunged of most academic dishonesty sanctions. However, College suspension or College expulsion may not be expunged from the confidential record.

### Instructors, Staff, and Administrators

Incidents of academic dishonesty on the part of instructors, staff, or administrators at Baldwin-Wallace College will be treated seriously. Cases of suspected academic dishonesty on the part of instructors shall be heard by the Faculty Concerns Council or the Student-Faculty Problems Council.

Instructors or staff wishing to make an accusation of academic dishonesty against an instructor should contact the Faculty Concerns Council.

Cases involving staff or administrators shall be handled by the staff member's or administrator's supervisor. Instructors or staff wishing to make an accusation of academic dishonesty against a staff member or administrator should contact the staff member's or administrator's supervisor.

Students wishing to make a complaint of suspected academic dishonesty against an instructor, staff member, or administrator should contact the Academic Dean's office for instructions about how to proceed.