

## **Undergraduate Policy on Academic Honesty**

Baldwin Wallace University is committed to the growth and learning of our 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 University supports the policy that any form of academic dishonesty is a serious breach of ethics and shall be dealt with appropriately.

### **Community Responsibility for Promoting Academic Honesty**

#### Administrative responsibility

All department heads, supervisors, and deans are expected to make sure that the employees under their supervision understand and carry out their responsibilities for developing, supporting, and maintaining academic honesty in the Baldwin Wallace University community.

#### Instructor's Responsibility

It is the responsibility of all instructors to remind their students about the University's Academic Honesty policy and to help their students develop documentation and cooperative learning skills appropriate to the instructors' disciplines and subject matter. In this effort, all instructors should 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. They should also 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.

#### Staff Responsibility

All staff persons are responsible for supporting the instructors' teaching and assessment of academic honesty in student work. Staff should help to explain to students why academic honesty is important in academic life and in the workplace, and should refer students back to their professors, to the Learning Center, or to the Writing Center for any additional instruction that the students need.

#### Student's Responsibility

It is the student's responsibility to pay attention to the instruction in class, to learn the principles and mechanics of academic honesty, and to apply that knowledge in all of their work across the curriculum and outside of the classroom. Students are expected to understand and comply with the limits of collaboration imposed by each instructor, and to know how and when to document appropriately in standard styles. Students who are unclear about the rules and mechanics of documentation are expected to seek clarification from their professors, from the Writing Lab, or from the Learning Center.

## Academic Honesty Violations

Behaviors that manifest academic dishonesty can be classified in three ways.

1. The first is claiming someone else's work as your own, 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 work without using quotation marks to show that the material is a direct quotation and citing and documenting the source;
- Plagiarism, a specific form of false claim, is defined as using someone else's words or ideas, images, or other intellectual property, written, recorded, or spoken without citing and documenting the source from which they come;
- Using someone else's sentence structure written, recorded, or spoken without citing and documenting the source from which it comes;
- Using the structure of someone else's argument, written, recorded, or spoken without citing and documenting the source from which it comes;
- Paraphrasing or rewording another's words or ideas, written, recorded or spoken, without citing and documenting the source from which they come;
- Violating the copyright of images or music taken from written, recorded, spoken, or internet sources;
- Copying or reproducing source code without written permission from the original creator; or
- Missing or inadequate attribution of direct quotations.

2. The second 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 another student 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 work and representing it as one's own;
- Selling or giving one's work to another student so that he/she/they may copy it and represent it as his/her/their own; or
- Acquiring a copy of an examination without the permission of the instructor.

3. The third 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, scientific data, or other materials or sources for a project; or

- Creating, participating in, or using the services of any group or organization that promotes or contributes to academic dishonesty on the Baldwin Wallace University campus or in the global academic community.

## **Sanctions for Proven Violations of Academic Honesty**

The following are the minimum sanctions that students who violate academic honesty shall incur:

### First Offense

- Reduction in grade, if determined as appropriate by the instructor. Such reductions may include failure or grade of zero on the test, paper, or project in question. This failure or zero may result in failure for the course.
- Notification of the student's academic advisor and the Provost's office.

### Second Offense

- Failure of the course in which the academic dishonesty took place.
- Notification of the student's academic advisor and the Provost's office.

Alternative sanctions may include:

- Academic Probation.
- Academic Suspension.
- Academic Expulsion.

### Third Offense

- Academic Suspension or Expulsion from Baldwin Wallace University.

## **Procedures to Follow if Academic Honesty is Violated**

### Accusations against an Instructor

Instructors, staff, or students making an accusation of academic dishonesty against an instructor should contact the Grievance Review Committee.

### Accusations against Staff or Administrators

Instructors or staff making an accusation of academic dishonesty against a staff member or administrator should contact the staff member's or administrator's supervisor.

Students making an accusation of academic dishonesty against a staff member or administrator should contact the Provost's office for instructions about how to proceed.

### Accusations against Students

Staff or students making an accusation of academic dishonesty against a student should contact the Provost's office. Instructors should follow the procedure outlined below.

1. This Academic Honesty Policy is considered to be a part of every syllabus. Instructors may make additional policies in their syllabi; for example, they may specify when collaboration is permitted, the sanctions that will be applied to specific violations, or opportunities for revision that will be afforded when source documentation is inadequate.
2. When an instructor believes a student has violated the academic honesty policy, the instructor shall handle the case according to this policy and his/her/their syllabus. The instructor is also required to report the incident to the Provost via a brief online form that includes: the date; the student's name and identification number; the course name, semester, and year; a brief summary of the incident; and the sanction that was applied.
3. Instructors may choose to consult the Department Chair or Associate Dean if they do not wish to handle the case on their own, and the Chair/Associate Dean will handle the case. However, cases of academic dishonesty must be kept confidential from everyone except the Chair/Associate Dean. The instructor is still responsible for reporting the incident to the Provost via the online form.
4. Upon receiving this information, the Provost will determine whether the student has previous violations. If so, the Provost will apply additional sanctions according to the policy.
5. At the same time, the Provost will send a letter to the student, copied to the instructor; the student's academic advisor; and the Department Chair, Associate Dean, and Dean of the Department, School, and College where the incident took place. This letter will notify the student that a violation has been reported and inform the student of his/her/their right to appeal.
6. To appeal, the student must notify the Provost of his/her/their intent to appeal within one week of receiving the Provost's letter. The student's appeal will then be heard by a Committee consisting of three to five faculty members from the Grievance Review Committee and at least two student representatives selected by the Grievance Review Committee from Student Government, honor societies, or the student body at large.
7. To hear the student's appeal, the faculty/student Committee shall conduct a hearing following the "Recusal" and "Procedures for Resolution Hearings" of the Faculty Handbook. The Committee determines whether the student violated the Policy on Academic Honesty and reports its finding to the Provost. The Provost determines any appropriate sanctions.