

I. INTRODUCTION

- A. Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

Academic honesty is a cornerstone of all academic and scholarly work. Therefore, the University, including the *Graduate Program in Public Health*, views any form of academic dishonesty as a serious matter. The University Senate's Academic Judiciary Committee is responsible for establishing general guidelines for dealing with academic dishonesty. The Academic Judiciary Committee or the committee on academic standing of the school in which the student is enrolled is responsible for handling individual cases of academic dishonesty. In the *Graduate Program in Public Health*, the Program Director and the Academic Standing and Appeals Committee are responsible.

II. EXAMPLES OF ACADEMIC DISHONESTY

- A. Classroom Dishonesty include but are not limited to:
1. Cheating on course or proficiency examinations by use of books, notes, or other aids when these are not permitted, or copying from another student.
 2. Submitting similar papers or projects in more than one course without permission of the instructor(s).
 3. Colluding, that is, when two or more students help each other on an examination or assignment, unless specifically permitted by the instructor.
 4. Using substitutes, that is, sitting in for another student at an examination, or permitting someone else to sit in for oneself.
 5. Plagiarizing, defined as stealing and passing off the ideas or words of another as one's own; using another's ideas or words without crediting the source; presenting as new and original an idea derived from an existing source. Two common examples of plagiarism include copying verbatim or paraphrasing without providing citations.
 6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
 7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
 8. Using unauthorized materials for an exam or project (e.g., using calculators on an exam where they have been prohibited, beepers, or other electronic devices).
 9. Circulating or using unauthorized "old exams."
 10. Possessing an unauthorized exam, even if inadvertent or un-premeditated.
 11. Stealing, concealing, destroying, or inappropriately modifying classroom or other instructional materials (e.g., posted exams, library materials, laboratory supplies, computer programs and outputs).
 12. Preventing relevant material from being subjected to academic evaluation.

- B. Experiential Learning Dishonesty - The principles of academic dishonesty also apply to those courses taken for experiential learning such as an Independent Study, Practicum, and/or Internship. In these courses academic dishonesty will also include, but not be limited to:
1. Falsifying client or institutional records.
 2. Concealing information or activities that affect the safety and well-being of clients.
 3. Inappropriately violating client confidentiality.
 4. Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, school, or professional associations.
 5. Misrepresenting one's role as a student to an institution, client, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
 6. Failing to seek supervision for activities or neglecting to obtain required clearance for such activities.
 7. Performing procedures without supervision, for which the student has not been prepared.
 8. Failing to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

III. ACADEMIC DISHONESTY POLICY

- A. Any act of academic dishonesty must be reported to the Program Director.
1. Students accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam. In this way, students who appeal the accusation will have a completed exam on which their final grade can be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam, it is at the discretion of the Instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession of an exam), the student should be prohibited from taking that exam. If the instructor suspects that other students may have viewed the exam, the instructor may void that exam, at his/her discretion, and re-test the students.
 2. Students accused of academic dishonesty during an experiential learning course should be allowed to continue during the appeal process, unless the Course Instructor or the Preceptor believes that this is not in best interests of the project and/or organization.
- B. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty on the basis of preponderance of evidence. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example: *(1) In cases of suspected plagiarism, a dramatic change in writing style may contribute to a finding of guilty; identification of source material strengthens the accusation. (2) Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed*

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using the crib sheet. (3) Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam that collusion took place. (4) Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other work even though there are no witnesses to communication between the accused students.

IV. ACADEMIC DISHONESTY PROCEDURES

A. Allegations & Appeals

1. Any member of the academic community may bring forth a complaint of academic dishonesty concerning a Graduate Program in Public Health student. Such complaints must be submitted in writing by completing the *Academic Integrity Report* and presented to the Program Director within two weeks of the incident and include a copy of all supporting materials.
2. Within two weeks of receiving the *Academic Integrity Report*, the Program Director will review the case and send a *Notification of Charges* to the student, which will contain a summary of the complaint and a request to meet with the student. Normally, the Program Director will consult with the Course Instructor and the student about the allegation(s).
3. If the Program Director believes the charge of academic dishonesty is substantiated, he/she will compose a formal letter to the student within 10 days of the meeting requested in the *Notification of Charges*. The letter will contain both a summary of charges and sanctions. In addition, the letter will contain an *Academic Integrity Hearing Waiver*, which the student must sign if he/she is willing to accept the sanction(s) and take responsibility for the charge(s). The letter will also contain the procedure for requesting an *Academic Integrity Hearing*. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered. If mailed, the letter will be sent to the student's mailing address indicated in SOLAR.
4. All appeals must follow the procedure outlined by the Graduate Program in Public Health's *Academic Standing & Dishonesty Appeals Policy*.

B. Penalties for Academic Dishonesty

1. Course Instructors may render a penalty for any suspected act of academic dishonesty within the context of their course. However, the GPPH may impose additional penalties for a substantiated act(s) of academic dishonesty. These may include:
 - a. Dismissal from the GPPH and University.
 - b. Course Grade Reduction or Course Failure. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a pass/no credit.

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- c. “Q” Course. The GPPH may require a student found guilty of academic dishonesty to take the “Q” course, which will be noted on the student’s transcript until fulfilled.
 - d. Notation on Permanent Academic Record. In cases of academic dishonesty not related to a course (e.g., stealing a library book), a suitable notation may be entered on the student’s permanent academic record.
- C. Multiple Offenses
1. If a student is found to have committed two or more acts of academic dishonesty, the Program Director, in consultation with the GPPH Executive Committee will consider a further penalty, in addition to those already established for the separate offenses. This action must be taken: (1) in the semester in which the multiple offenses were discovered; or (2) within two months of the discovery, whichever is longer. Normally, the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent academic record.