

# ACADEMIC HONESTY POLICY

## I. Preamble, Definitions, and Examples

Scholarly work in every discipline involves the use of others' thoughts, work, and experimental results, published and unpublished. Academic honesty requires that such use be frankly and fully acknowledged. Failing to make such acknowledgment constitutes academic dishonesty.

All members of the Ohio Wesleyan community are obligated to maintain academic integrity and to foster it in others. Participating in, tolerating, or ignoring academic dishonesty must result from a radical misunderstanding of the nature of an academic community. Ignorance is no excuse for academic dishonesty. The Academic Honesty Policy is published in The Ohio Wesleyan Catalog which is available to each student throughout the year. Students will be held accountable for violations of the Academic Honesty Policy even if they claim they have not read it.

This policy is designed to make clear, in part by the penalties imposed, the seriousness of the university's commitment to academic honesty. It also is intended to promote thinking about the conventions of academic honesty, the process of learning those conventions, and the consequences of violating them. Its definitions and examples are not exhaustive.

### **Definitions:**

There are many forms of academic dishonesty, including:

**CHEATING**, the use of unauthorized, prohibited, or unacknowledged materials in any academic exercise;

**FABRICATING**, the falsification or invention of information, interpretation, or source materials;

**FACILITATING ACADEMIC DISHONESTY**, the conscious participation, in any manner, in another student's commission of any academically dishonest act;

**PLAGIARIZING**, the representation of words, ideas, figures, or materials from other sources (print, audio, visual or digital, including the internet) as one's own.

### **Elaboration and Examples:**

#### **CHEATING**

Unless told otherwise by their instructors, students should assume that examinations are to be completed without the use of books, notes, or conversation with others, either in person or electronically. Students who use or attempt to use unauthorized information in any academic exercise, including exams, are cheating.

## **FABRICATING**

Fabrication is the unauthorized falsification or invention of information in an academic exercise. For example, it is academically dishonest to “invent” information in a laboratory experiment.

Also, students who, without notifying their instructor, attempt to submit academic work that has already been submitted for another course—whether that work has been graded or not—have fabricated their assignment.

## **FACILITATING ACADEMIC DISHONESTY**

Students who make their work available for another student to submit as his or her own, whether exactly as is or in altered form, are facilitating academic dishonesty, as are students who allow others to copy their answers on examinations. Aiding and abetting other students’ dishonesty is a serious breach of the academic honesty policy and is itself punishable just as cheating, fabricating, and plagiarizing are.

## **PLAGIARIZING**

The *Random House Webster’s Dictionary of the English Language* defines *plagiarism* as “the unauthorized use of the language and thought of another author and the representation of them as one’s own.” Any failures to accurately and completely document all uses of source materials in an academic exercise constitute academic dishonesty. Source materials may include, but are not limited to, printed books, electronic media, oral reports, speeches, statistical information or analyses, anecdotal comments, visual media, musical performances, theatrical performances, or official and legal documents.

Plagiarism most commonly occurs in academic assignments when source materials are quoted, paraphrased, summarized, borrowed, or referenced **WITHOUT PROPER DOCUMENTATION PROVIDED**. The following are rules for citing source materials:

Provide a source for every direct quotation. . . .

Document all ideas, opinions, facts, and information in your paper that you acquire from sources and that cannot be considered common knowledge. . . .

Document all ideas, opinions, facts, and information in your paper that your readers might want to know more about or might question. . . .

Provide content notes as needed, but sparingly. . . .

Provide dates, identifications, and other information to assist the reader.

(Hairston and Ruskiewicz, *The Scott, Foresman Handbook for Writers*, 4<sup>th</sup> ed. [New York: HarperCollins 1996], 567-570.)

For examples and specific guidelines pertaining to documentation requirements, consult Parts VII and VIII of *The Scott, Foresman Handbook* (“Research and Writing”, “Documentation”). The handbook provides definitions, models, and examples of the conventions for citing sources and the standards for citation formats in different styles. Documentation formatting guidelines vary considerably among academic disciplines and courses; students should consult instructors in the appropriate discipline for information regarding citation formats and documentation standards. The responsibility for seeking this information and using it rests with each individual student.

## **II. Penalties for Violations of Academic Honesty Policy**

- a. The penalty for a first violation can range from a zero for the assignment to failing grade in the course. Students who commit only one act of academic dishonesty during their tenure at Ohio Wesleyan will have the record of that offense kept by the Associate Dean for Academic Performance expunged at the time of graduation.
- b. The penalty for a second offense is a failing grade in the course with a special notation on the student's official transcript denoting "failure for reasons of academic dishonesty" and suspension from the University for a period of not less than one semester. For students found guilty of a second offense, the notation of "failure for academic dishonesty" will remain on their official transcripts for one year following their graduation or separation from the University and will be automatically expunged by the Registrar at that time.
- c. The penalty for a third offense is expulsion. For students found guilty of a third offense, the notation of "failure for academic dishonesty" will remain on their official transcripts for three years following their expulsion and will be automatically expunged by the Registrar at that time.
- d. A student found guilty of a first act of academic dishonesty is required to receive instruction as to what constitutes academic dishonesty and must sign a statement verifying that instruction was given (see III. c. below). A student who fails to seek and receive such instruction within fifteen class days of notification by the Associate Dean will have his/her transcript amended to note that the student has been charged with academic dishonesty in the particular course in which he/she was charged. This notation shall remain on the student's transcript for three years after graduation or withdrawal from the university.

## **III. Procedures**

- a. When the instructor determines that academic dishonesty has occurred, he or she either assigns a penalty or refers the case to the Academic Conduct Review Board (ACRB). The instructor must also send a report to the Associate Dean for Academic Performance identifying the student and summarizing the case and the penalty assessed; the Associate Dean will send a copy of this report to the student.
- b. The Associate Dean is responsible for the following: (1) keeping records of all cases of academic dishonesty; (2) communicating to the student the report filed by the instructor in III. a. above; (3) ensuring that any student convicted of academic dishonesty receive instruction in the concepts of academic honesty and the procedures for its enforcement at Ohio Wesleyan, including the penalties for second and third violations; and (4) convening the ACRB as required and as necessary.
- c. Instruction in academic honesty may be given by the instructor of record or by a faculty member (normally the Associate Dean); in either case the student must sign a statement verifying that the instruction was given. This statement will be kept on file by the Associate Dean.

- d. When a penalty has been assigned by the instructor, the student may appeal the charge of academic dishonesty or the penalty within fifteen (15) class days of receiving a copy of the report sent to the Associate Dean. Appeals are to be presented by the student him/herself and heard by the ACRB. If the ACRB upholds the instructor's decision, the student may then appeal to the Provost. The appeal must be made to the Provost by the student. Once the Provost has ruled, no further appeal is permitted.
- e. If the ACRB hears a case referred to it by the instructor, the ACRB determines whether the student did or did not violate the Academic Honesty Policy. If it decides that the student violated the policy, the ACRB assigns a penalty and sends a full report to the Associate Dean, who distributes copies to the student and to the instructor of record. The student may appeal the ACRB's decision to the Provost. Once the Provost has ruled, no further appeal is permitted.
- f. The ACRB consists of three faculty chosen by faculty vote, two students chosen through WCSA, and the Associate Dean (who chairs the ACRB but has no vote). In instances involving a possible conflict of interest (e.g., the instructor of record is a member of ACRB), the faculty alternate, elected by the faculty, shall serve as a substitute with voting power. If the conflict of interest involves one of the two student members, the Associate Dean shall ask WCSA to select an alternate who shall serve as a substitute with voting power.
- g. In determining the penalty for a second offense, "one semester" is taken to mean a semester during the regular academic year. Thus a penalty of suspension of one semester, incurred during a summer session, would be enforced during the following fall semester.