

## Academic Honesty Policy

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Issued By: Faculty Senate  
Contact: Academic Affairs; 814-393-2223

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### Purpose:

To describe the University's academic honesty policy.

### Policy:

Students at Clarion University shall maintain a high standard of honesty in scholastic work. As members of the university community, students have a responsibility to be familiar with the conduct regulations found in the university catalogs, *Residence Hall Handbook*; *Student Rights, Regulations, and Procedures Online Handbook*, and other university documents. Among the conduct regulations addressed are acts of academic dishonesty, including plagiarism or cheating on assignments, examinations, or other academic work, or without prior approval of the instructor, submitting work already done for another course.

Students shall avoid all forms of academic dishonesty, including but not limited to:

1. **Plagiarism**- the use of another's words without attribution and without enclosing the words in quotation marks. Plagiarism may also be defined as the act of taking the ideas or expression of ideas of another person and representing them as one's own-even if the original paper has been paraphrased or otherwise modified. A close or extended paraphrase may also be considered plagiarism even if the source is named.
2. **Collusion**- when specifically prohibited in advance by the instructor, collaborating with another person in the preparation of notes, themes, reports, or other written work offered for credit.
3. **Cheating on an examination or quiz**- giving or receiving information or using prepared material on an examination or quiz.
4. **Falsification of data**- manufacturing data, falsification of information, including providing false or misleading information, or selective use of data to support a particular conclusion or to avoid conducting actual research.

Complaints of academic dishonesty may be brought against a student by any member of the academic community. Sanctions for academic dishonesty can range from a failing grade on a particular assignment or examination to dismissal from the university, based on the seriousness of the action and whether it is part of a pattern of academic dishonesty. Sanctions extending beyond a particular course, such as suspension or dismissal from an academic program or from the university can only be imposed as a result of complaints filed under the Disciplinary Procedures Code and addressed through a formal hearing before the Conduct Board.

Procedures:

1. Instructors imposing a lowered or failing grade on an assignment or course as a result of a charge of academic dishonesty must inform the student in writing of the charge.
2. Students have the right to appeal instructor decisions related to academic honesty either:
  - a. (1) through the Grade Appeal Process (see *Student Rights, Regulations, and Procedures Online* handbook) or
  - b. (2) directly to the university Conduct Board by contacting the Office of Judicial and Mediation Services.
3. A student may not appeal through both procedures. Should a student appeal through the second option, the board will schedule a hearing at which the faculty member will explain the charge and resultant academic action; the student shall then have an opportunity to address the allegation.
4. The decision of the Conduct Board shall be final.

Note: Rather than imposing a lowered or failing grade on an assignment or for a course, an instructor may choose to report an allegation of academic dishonesty directly to the Office of Judicial & Mediation Services. This process automatically results in a formal hearing before the university Conduct Board. Should the board find the student in violation of the academic honesty policy, the student may appeal the decision and/or penalty to the university president. The decision of the president shall be final.