

# Academic Honesty Policy

## 1. Statement of Policy

In an academic institution, few offenses against the community are as serious as academic dishonesty. Such behavior is a direct attack upon the concept of learning and inquiry and casts doubts upon all measures of achievement. Beloit insists that only those who are committed to principles of honest scholarship may study at the college.

## 2. Acts of Academic Dishonesty

- a) **Cheating** is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered. For example, intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is considered cheating.
- b) **Fabrication** is the intentional use of invented information or the falsification of research or other findings with the intent to deceive.
- c) **Plagiarism** is the representation of someone else's words, ideas, or data as one's own work. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks as well. By placing his or her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.
- d) **Multiple submissions** is the submission of work in full, or in part, in more than one course without the consent of the current instructor(s).
- e) **Unauthorized audio or video** recording of classes is prohibited. A student seeking to record any class must receive permission from the instructor before the recording takes place. If permission is granted for recording, all students in the class must be informed that the class is being recorded. Any recording is for the personal academic use of the individual student only, though the faculty member or the college may require the student to share the recording.
- f) **Other acts** that will not be tolerated include the theft and/or mutilation of any library material; willfully providing college officials with false, misleading or incomplete information; and forgery or falsification of grades, college records, or documents. Collusion in any act of academic dishonesty will be treated as a commission of the act.

## 3. Action Taken by Instructors

- a) When an act of academic dishonesty appears to have occurred within the academic process, the individual instructor in whose class the violation took place shall discuss the apparent violation with the student as soon as possible and shall give the student an opportunity to explain his/her action.

- b) If the matter is not resolved after the instructor's discussion with the student, the instructor may consult with the dean of students. The instructor may refer the matter to the dean of students for further investigation and review, in which case the instructor shall state in writing the factual basis for his/her belief that a violation of the academic honesty policy has occurred.
- c) In cases where academic dishonesty is determined by the instructor of the course, the instructor may impose one or more of the following sanctions:
  - i. an oral reprimand;
  - ii. a written reprimand presented only to the student;
  - iii. an assignment to repeat the work, to be graded on its merits;
  - iv. a lower or failing grade on the test, project, or paper in question;
  - v. a lower grade in the course;
  - vi. a failing grade in the course.The instructor shall then report the incident and sanction to the dean of students. The decision of the instructor will be noted and filed in the Dean of Students Office.
- d) A student who has been sanctioned by an instructor for an act of academic dishonesty may appeal to an ad hoc appeals committee within one week of receiving the instructor's decision, as outlined in Section 5.
- e) Individual instructors always retain the right to evaluate the student's work in the course.

#### **4. Action Taken by the Dean of Students**

- a) The dean of students shall meet with every student accused of academic dishonesty. The dean may determine whether a sanction should be imposed beyond the sanction(s) imposed by the instructor after an investigation, review of any written or oral evidence, and discussion with the student, the faculty member, and any non-faculty complainant; or, the dean may refer the matter directly to an ad hoc appeals committee for a formal hearing as outlined in Section 5.
- b) The dean of students may impose any of the following sanctions:
  - i. a written reprimand presented only to the student; a written reprimand with a copy sent to the advisor and the instructor; or a written reprimand with a copy placed in the dean of students office file;
  - ii. placement on disciplinary probation;
  - iii. removal of the student from the course;
  - iv. suspension or dismissal from the college.
- c) The dean of students shall notify the complainant and the student of any decision to impose further sanction(s). A decision to impose sanctions made by the dean of students may be appealed by the student to an ad hoc appeals committee under Section 5.

## **5. Appeals**

- a)** Students wishing to appeal a decision made by the dean of students or by his or her designee or a sanction imposed by an instructor for a violation of the Academic Honesty Policy must notify the dean of students. Appeals shall be made in writing and within one week of receiving the decision of the dean of students, his or her designee, or the instructor.
- b)** An appeals committee shall be established, consisting of the three faculty members of the Academic Performance Committee, a student representative of the Judicial Board, and the Chair of the Faculty Status and Performance Committee, who will serve as chair of the hearings and voting member in case of a tie. If any faculty member has a conflict of interest, the chair of FS&P shall designate an alternative faculty member to serve in the member's stead.
- c)** The dean of students shall notify the faculty complainant of the student's intent to appeal.
- d)** The appeals committee may proceed independently to secure evidence for the hearing. All parties shall have access to any evidence secured by the committee or by any party at least three (3) days before the hearing.
- e)** The student charged with a violation of the Academic Honesty Policy may request, when needed, the aid of the appeals committee in obtaining the information necessary to answer the charges made against him/her or requesting the attendance of witnesses at the hearing. When a witness is unable to attend a scheduled hearing, the witness may make a written and signed statement that may be submitted to the appeals committee and shared with all parties at least three (3) days before the hearing.
- f)** Each party shall have the option of being accompanied by an advisor from the college's faculty, staff, or student body.
- g)** The parties, their representatives, and the appeals committee members shall have the right, within reasonable limits set by the chair, to question all witnesses who testify orally.
- h)** An audio recording of the proceedings shall be made and retained by the chairperson of the appeals committee until any appeal has been concluded and by the dean of students following the appeal. Ordinarily, no transcript shall be printed.
- i)** The appeals committee shall deliberate in closed session. The committee's decision shall be based solely on the hearing, the evidence, and the papers filed by the parties.
- j)** The appeals committee shall issue its decision in writing, which shall contain its findings of facts, conclusions, and actions, within two (2) weeks of the hearing. The decision shall be sent to the student, the complainant, the registrar, and the dean of students office. If the student is dismissed, the final transcript shall reflect the committee's decision. The decision of the committee is final.

## **6. Summer and Vacation Disciplinary Process**

The Dean of Students Office shall investigate and determine any sanction for all violations of the college's Academic Honesty Policy referred to it by an instructor during the last week of classes, exam periods, or vacation periods. A student may appeal the dean of students' decision to the provost. All appeals must be in writing within one week of being notified of the decision by the dean of students. The provost's decision is final.

## **7. Transcript Notation and Restriction on Issuance of Transcript**

When a student is dismissed for violation of the Academic Honesty Policy, a notation of "dismissal for violation of the college's academic honesty policy" shall be placed on the student's transcript. If a student chooses to pursue an appeal. No transcript shall be issued until the appeals process is completed.

Approved by Academic Senate May 2013  
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