Woodbury University
Academic Honesty Policy

Academic Honesty
Because the integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research, academic honesty is required at Woodbury University. Academic integrity is important for two reasons. First, independent and original scholarship ensures that students and scholars derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of a community of scholars and depreciates the achievements of the entire university community. Accordingly, Woodbury University views academic dishonesty as one of the most serious offenses that a member of our community can commit. Adherence to the Academic Honesty Policy reflects the commitment of our community to the ideals of learning, research, and scholarship.

Definitions of Academic Dishonesty
Cheating
Cheating is the act or attempted act of deception by which an individual seeks to misrepresent that he/she has mastered information on an exercise that he/she has not mastered.

Examples include but are not limited to:
1. Using books, notes, calculators, conversations with others (including text messages), etc. to complete a test or other assignment when such use is prohibited.
2. Having other people conduct research or work for the student without advance authorization from the instructor. This includes the services of term paper companies (e.g. downloading a paper in whole or in part from the Internet).
3. Reusing previously submitted work in whole or in part for credit or honors without authorization from the instructor.
4. Copying from another student’s test paper.
5. Allowing another student to copy from a test paper.
6. Using or possessing specifically prepared materials during a test (e.g., notes, formula lists, notes written on the student’s clothing etc.) when such materials have not been authorized.

Fabrication
Fabrication is the use of invented information or the falsification of research or other findings in an academic exercise.

Examples include but are not limited to:
1. Altering and resubmitting returned academic work without notice to the instructor.
2. Citing information not taken from the source indicated.
3. Listing sources in a bibliography not used in the academic exercise.
4. Submitting in a paper, thesis, lab report or other academic exercise falsified,

Approved September 11, 2008 at the WUFA meeting.
invented, or fictitious data or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.

Facilitating Academic Dishonesty
Facilitating academic dishonesty is intentionally or knowingly helping or attempting to help another commit an act of academic dishonesty.

Plagiarism
Plagiarism is the submission of another's work as one's own, without adequate attribution. When an individual submits work that includes the words, ideas or data of others, the source of the information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through quotation marks or indentation as appropriate.

By placing his/her name on work submitted, the author certifies the originality of all work not otherwise identified by appropriate acknowledgements. Plagiarism covers unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

1. Quoting another person's actual words, complete sentences or paragraphs, or entire piece of written work without acknowledgement of the original source.
2. Using another person's idea, opinion or theory even if it is completely paraphrased in one's own words without acknowledgement of the source.
3. Borrowing facts, statistics, or other illustrative materials that are not clearly common knowledge without acknowledgement of the source.
4. Submitting as your own any academic exercises (e.g., written work, printing, sculpture, design, etc.) prepared totally or in part by another.
5. Copying, or allowing another to copy, a computer file that contains another individual’s assignment, and submitting it, in part or in its entirety, as one's own.
6. When working with others on an assignment, submitting individual copies of the assignment as one's own individual work.

Note: For design work, it is understood that design strategies are frequently based upon previously published material or other sources of inspiration. However, work claiming to be original but which has any part taken unaltered from media, the internet, or other individuals will not be accepted and will be treated as plagiarism.

Inadequate Citation
Material borrowed from any source, including the Internet, must be acknowledged. Students are urged to consult faculty or recognized published guidelines in their field for appropriate formatting of the following:

Direct quotation. Every direct quotation must be identified by quotation marks or appropriate indentation and must be promptly cited using appropriate referencing protocols as specified by the instructor or the discipline of the course.

Paraphrase. Prompt acknowledgment is required when material from another source is paraphrased or summarized, in whole or part.

Approved September 11, 2008 at the WUFA meeting.
"Borrowed" facts or information. Information obtained in one’s reading or research that is not common knowledge among students in the course must be acknowledged as specified by the instructor or the discipline of the course.

**Academic Misconduct**

Academic misconduct includes other academically dishonest acts such as tampering with grades or taking part in obtaining or distributing any part of an unadministered test.

Examples include but are not limited to:

1. Stealing, buying, or otherwise obtaining all or part of an unadministered test.
2. Selling or giving away all or part of an unadministered test including answers to an unadministered test.
3. Bribing any other person to obtain an unadministered test or any information about the test.
4. Entering a building or office for the purpose of obtaining an unadministered test.
5. Continuing to work on an examination or project after the specified time has elapsed.
6. Entering a building or office for the purpose of changing a grade in a grade book, on a test, or on other work for which a grade is given.
7. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test, a "change of grade" form, or other official academic records of the University that relate to grades.
8. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without prior consent of the instructors.

**Action Taken by Instructors**

*Note: Academic honesty is expected in all aspects of curricular and co-curricular life. The term “instructor” is used to refer to anyone serving in the role of teacher, facilitator, advisor or supervisor.*

- When a violation of the academic honesty policy appears to have occurred within the academic process, the individual instructor discusses the apparent violation with the student as soon as possible and gives the student an opportunity to explain. Instructors are also encouraged to seek the counsel of department chairs, deans, directors and librarians in gaining perspective concerning the severity of an offense.

- If the instructor chooses to continue the complaint, the instructor may impose one or more of the following grade-related sanctions:
  1. An assignment to repeat the work, to be graded on its merits;
  2. A lowered/failing grade on the assignment;
  3. A lowered grade in the course;
  4. A failing grade in the course.

The instructor notifies the student of the charge and the penalty to be imposed. The instructor then completes the Academic Honesty Violation Report Form. The student signs the form as indication of receipt. The student also has the

Approved September 11, 2008 at the WUFA meeting.
opportunity to comment on the alleged violation as indicated on the form. A student's refusal to sign the form does not negate the charge of academic dishonesty. The instructor gives the student a copy of the form.

- The instructor sends the completed Academic Honesty Violation Report Form to the Chief Conduct Officer for placement in the student's file so that infractions may be monitored in the context of the student's entire disciplinary record. Sanctions above and beyond instructor sanctions may be issued by the Chief Conduct Officer when the student has previously been reported for an Academic Honesty infraction.
- A student may appeal an instructor's decision to impose grade-related and/or course-related sanctions as outlined in the Appeal Process.

**Action taken by the Chief Conduct Officer**

- The Chief Conduct Officer meets with students accused of academic dishonesty in cases of repeated violations, in cases where an alleged violation is reported by an individual other than the instructor, or at the request of the student.
- The Chief Conduct Officer will impose one or more of the following sanctions dependent on the severity and nature of the offense:
  1. Disciplinary warning;
  2. Taking or repeating CO 105, Information Theory.
  3. Other educational sanctions. A hold is placed on the student's registration and transcripts until the sanction is satisfactorily completed;
  4. Placement on disciplinary probation;
  5. Suspension;
- Cases in which the sanctions of suspension or expulsion may be levied may be referred to the University Committee on Student Behavior.
- Decisions made by the Chief Conduct Officer or the University Committee on Student Behavior may be appealed by the student to the Chief Student Affairs Officer as outlined in the Appeal Process.

**Appeal Process**

- To appeal the decision of an instructor:
  1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Faculty Academic Policy Appeals Committee via the Registrar's Office. The letter must state the grounds for the appeal.
  2. Grounds for appeal are:
     a. A violation of due process.
     b. The sanction(s) does/do not relate to the violation.
     c. New evidence has been discovered.
  3. If the Faculty Academic Policy Appeals Committee determines that there are grounds for an appeal, then the committee will hear the student's case. The decision of the Faculty Academic Policy Appeals Committee replaces that of the instructor.
- To appeal the decision of the Chief Conduct Officer:

Approved September 11, 2008 at the WUFA meeting.
1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Chief Student Affairs Officer. The letter must state the grounds for the appeal.

2. Grounds for appeal are:
   a. A violation of due process.
   b. The sanction(s) does/do not relate to the violation.
   c. New evidence has been discovered.

3. If the Chief Student Affairs Officer determines that there are grounds for an appeal, then he or she will rehear the student’s case. The decision of the Chief Student Affairs Officer replaces that of the Chief Conduct Officer.

- To appeal the decision of the University Committee on Student Behavior:
  1. Within three business days of official notification of the decision, the student must submit a letter of appeal to the Chief Student Affairs Officer. The letter must state the grounds for the appeal.
  2. Grounds for appeal are:
     a. A violation of due process.
     b. The sanction(s) does/do not relate to the violation.
     c. New evidence has been discovered.
  3. If the Chief Student Affairs Officer determines that there are grounds for an appeal, then he or she will convene an Appeals Board to rehear the student’s case. The decision of the Appeals Board replaces that of the University Committee on Student Behavior.

The decision rendered as a result of the appeal process is final.

Reporting faculty are notified when final decisions and appeals are determined.

Approved

10/24/08

President

Presented to WUFA by Student Development.

Approved September 11, 2008 at the WUFA meeting.

10-24-08 Chief Academic Officer