

ACADEMIC HONESTY POLICY

POLICY NO.:	AA200-01
RESPONSIBLE ADMINISTRATOR:	Provost and Vice President of Academic Affairs
RESPONSIBLE OFFICE:	Office of the Provost
ISSUE/EFFECTIVE DATE:	01/01/2024
REVISION DATE:	

1.0 POLICY PURPOSE

This policy provides guidance on the University's expectations regarding academic honesty.

2.0 TO WHOM THE POLICY APPLIES

Upon enrollment, all students are subject to the provisions of the University's Academic Honesty Policy.

3.0 POLICY STATEMENT

Harris-Stowe State University assumes that all students are enrolled for the purpose of learning; therefore, academic dishonesty of any kind is considered to be contrary to the purpose of both the student and the University. Any academic dishonesty detected and verified as such in a course (including such acts during examination or the submission of plagiarized material) may result in the student failing the course and academically dismissed or suspended from the University.

Academic Dishonesty Procedures

1. Faculty members should clearly identify course-specific standards, which interpret University and departmental policies related to academic integrity. These explanations should appear in the course syllabus and in all other explanations of course requirements. Faculty should require the inclusion of the honor pledge on all academic work submitted for grading.
2. Faculty members who discover evidence of academic dishonesty will arrange to meet with the student(s) suspected of the alleged infraction as soon as possible. Prior to this meeting the faculty member may choose to consult with the vice president or the hearing officer.
3. If the student(s) acknowledge(s) the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction:
 - a. The faculty member will assign either an F in the course or an F for the assignment or exam during which the cheating occurred; and

- b. A written summary of the incident will be forwarded by the faculty member to the hearing officer.
 - c. The hearing officer will contact the student to arrange a conference to review the policy related to academic dishonesty.
 - d. If the student is currently in good disciplinary standing, the student will be placed on disciplinary probation for one calendar year.
 - e. If the student is not in good disciplinary standing or if the student has previously acknowledged an act of academic dishonesty and received a grade sanction as a result, disciplinary proceedings will be instituted in accordance to those listed below to determine the appropriate disciplinary sanction. Such sanction may include suspension or dismissal from the University.
 - f. All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student's official University transcript.
4. If the student denies the allegation of academic dishonesty or if the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation:
 - a. The faculty member will forward a written summary of the incident to the hearing officer. The summary must contain copies of all evidence, including the names of any known witnesses to the alleged act of academic dishonesty.
 - b. The hearing officer will institute disciplinary proceedings in accordance with those listed below.
 - c. No grade penalty should be assigned by the instructor until the case is finally resolved, including the processes of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of semester, a grade of "I" should be assigned by the instructor.
5. Students may file a grade appeal if a grade penalty for alleged academic dishonesty violation occurs without proper adherence to the above procedures.

4.0 DEFINITIONS

Academic honesty consists of truth telling and truthful representations of all academic works. Academic dishonesty includes, but is not limited to:

- Copying from others on an exam
- Offering another person's work as your own
- Plagiarism
- Stealing or attempting to steal an examination or answer key from any instructor

5.0 RESPONSIBILITIES

N/A

6.0 CONSEQUENCES FOR VIOLATING THIS POLICY

Institution of Disciplinary Proceedings

Disciplinary charges brought against a student or a recognized student organization shall be resolved in the following manner:

1. Upon written notice of an alleged violation of this policy and regulation, disciplinary proceedings shall be instituted by a hearing officer by the issuance of notice of charges. The written notice of complaint may be initiated by faculty, staff and students or through a campus police summons.
2. The notice of charges and all other written notices shall be delivered by the method deemed most effective by the hearing officer to the student's or organization's address as it then appears on the official records of the University. If the address is not current, other reasonable attempts will be made to deliver the notice. The notice shall include the portion of the policy and regulation allegedly violated; the reported circumstances of the alleged violation and a request that the student appear at a specified time, date and place for a hearing. A copy of the notice of charges may be sent to the student's parents/guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.
3. If the notice of charges requests an appearance at a hearing and if a student fails or refuses to appear, the hearing officer may after such investigation that is deemed sufficient: dismiss the charges; take administrative action or impose a disciplinary penalty. Requests for continuance must be timely and made by the student in writing to the hearing officer, who may reschedule the hearing if the request is timely and for good cause. If the hearing officer takes administrative action, the accused student or organization shall be notified in writing of such action and such action shall not be subject to further hearing or appeal. If the hearing officer imposes a disciplinary sanction, the student or organization representative shall be notified in writing of such action. Appeals of disciplinary sanctions imposed at a hearing held in the absence of the accused student or organizational representative shall follow the procedures outlined in these regulations.
4. When an accused student or organizational representative appears in response to the notice of charges, the hearing officer shall review the facts of the alleged violations and of the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the hearing officer of any witnesses or evidence supporting the student's position. The hearing officer shall also advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence.
5. After the hearing with the student or organizational representative and such further investigation as the hearing officer deems necessary, the hearing officer shall proceed as follows:
 - a. If the hearing officer determines that the alleged violation is not supported by the evidence, the charges shall be dismissed and the accused student so notified.
 - b. If the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction should be imposed, the hearing officer may levy administrative action and notify the student accordingly.

- c. If the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the hearing officer shall so notify the accused student or organizational representative, describing the sanction which the hearing officer will impose.
6. The accused may accept the decision and sanction(s) proposed by the hearing officer and waive his or her right to any further hearing or appeal. Or, the accused may reject the decision of the hearing officer and request an appeal hearing before the University president/designee.

An accused student or organization appealing the decision of the hearing officer should file a notice of appeal to the Office of the President. Such an appeal must be physically received in the President's Office within seven business days from the date of the letter containing the findings in the case. The appeal must include the specific grounds for the appeal and must be personally signed by the student or an organization officer. The notice of appeal shall contain, at a minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds. Grounds for appeal may include:

1. A claim that the decision was not made in accordance with prescribed procedures and identification of the procedures which were not followed;
2. A claim that the sanction(s) imposed was (were) inappropriate or overly harsh;
3. A claim that the decision was clearly erroneous;
4. New evidence, not available in a previous hearing, which could exonerate the accused student.

Rules of Procedure in Hearings

1. In cases involving more than one student, the hearing officer may consolidate the cases for hearing but shall make separate recommendations for each accused student.
2. The accused student may have an advisor of the student's choice present during the hearing. Generally, the adviser shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf. However, an adviser may be permitted to address the committee at the discretion of the hearing officer. If an accused student elects to be represented by a third-party adviser, the accused must provide a signed letter designating that person as his or her official representative before the University can communicate otherwise privileged information to the adviser.
3. Rules of common courtesy and decency shall be observed.
4. The questions of any person appearing before the hearing officer by an individual participating in a hearing shall not be in a badgering, unduly repetitious or irrelevant manner. It shall be at the discretion of the hearing officer to curtail a participant's further opportunity for questioning if such behavior occurs.
5. Any person may be dismissed from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the hearing officer.
6. The hearing officer shall have the right to call additional witnesses, require the presentation of additional evidence and require additional investigation.

7. A taped or stenographic record of a hearing shall be maintained. The notice, exhibits and taped or stenographic records shall become the record of the case and shall be filed in the Office of the President. This hearing record shall be retained for a period of no more than five years.
8. The president/designee shall examine the record of the case and any additional evidence provided. president/designee may interview witnesses to the case or engage in whatever investigation he or she deems appropriate to fully hear the student's appeal. The president/ designee shall consider the recommendations of the hearing officer and may accept or reverse the finding by reducing or increasing the sanctions imposed by the hearing officer. Within seven working days after receiving the recommendation of the hearing officer, the president/designee will advise the accused student of his or her recommendation concerning the final disposition of the case.

The decision of the President is final.

7.0 RELATED INFORMATION

N/A