

VIOLATION CATEGORY

SANCTION CONSIDERATIONS

SANCTION RANGES

PLAGIARISM: The fabrication of information and citations; submitting others work from professional journals, books, articles and papers; submission of other students papers or lab results or project reports and representing the work as one's own; fabricating in part or total, submissions and citing them falsely etc.

In determining severity consider weight of paper toward course grade, whether or not the fabrication or plagiarism was a substantive portion of the assignment, and attempt to determine whether this was a clear case of intentional dishonesty or careless scholarship.

1st offense minorreduced assignment grade to F for assignment
1st offense moderateassignment F to reduced course grade to course F
1st offense major F for course to XF
2nd offense minor or moderate and/or additional discipline sanctions

ACTS OF AIDING OR ABEADING: Facilitating acts by others; unauthorized collaboration of work; permitting another to copy from exam; writing a paper for another; inappropriately collaborating on home assignment or exam without permission or when prohibited etc.

In cases where the student is facilitating an act that is dishonest for another, the facilitator may not be enrolled in the related class and thus you may not be able to assign a failing grade for the class. You may consider notifying the college in which the student is majoring and notifying them of the act for their records as an alternative as well as making a direct referral to Judicial Affairs. For students who are enrolled in the relevant class consider the impact their actions had on the grade of the student they were assisting in measuring the severity of the violation.

1st offense minor..... F grade in assignment to reduced course grade
1st offense moderate..... reduced course grade to F in course
1st offense major or 2nd offense minor or moderateF for course to XF and/or additional discipline sanctions

UNAUTHORIZED POSSESSION: Of examinations, through purchase or supply; stealing exams; failing to return exams on file; selling exams; photocopying exams; buying exams; any possession of an exam w/out the custodian's permission etc.

The nature in which the exam was obtained is critical in determining proper action in this type of case. For example; if a student were to break into an office to steal an exam we are then dealing with not only an academic violation, but also a theft. In most cases students may retain exams from earlier classes sections, which they should have returned, but allowed others to view prior to taking an exam. Attempt to determine the method of infraction prior to the case review etc.

1st offense minor reduced course grade to F for course
1st offense moderateF for course to XF and other disciplinary sanctions
1st offense major or 2nd offense minor or moderate XF and other discipline sanctions

SUBMITTING PREVIOUS WORK: Submitting a paper, case study, lab report or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor.

Students appear to be less informed regarding this form of academic dishonesty and in some cases you find that this breach may occur to some degree in an inadvertent manner compared to other forms of academic dishonesty.

1st offense minor.....redo assignment to redo assignment and reduced grade for assignment
1st offense moderate....redo assignment with reduced grade to F for assignment
1st offense major or 2nd offense minor or moderate F for assignment to F for course

TAMPERING WITH WORK: Changing own or another students work product such as lab results, papers, or test answers; tampering with work either as a prank or in order to sabotage another work etc.

The motive for this behavior is a critical issue. Such acts may be motivated by an immature sense of humor, competition for grades or may be a form of harassment of another student. If such misconduct induces conflict between students in your class Judicial Affairs should be contacted.

1st offense minor reduced assignment grade to assignment F
1st offense moderate . F for assignment to F for course
1st offense major or 2nd offense minor or moderate F for course to XF and other disciplinary sanctions

GHOSTING:

Taking a quiz, an exam, performing a laboratory exercise or similar evaluation in place of another; having another take a quiz, an exam, or perform an exercise or similar evaluation in place of the student etc.

This form of misconduct is inherently premeditated and deceptive with the intent to defraud and as such it is recommended that all sanctions resulting from this misconduct be drawn from either moderate or major ranges. Also note that one of the actors may not be assigned to your classes and as such you may not have the option to assign an academic sanction. In such instances you should notify the college in which the student is majoring and refer the case to Judicial Affairs

1st offense moderate F to XF course grade

1st offense major or ...XF course grade and
2nd offense minor or other disciplinary
moderate sanctions

ALTERING EXAMS:

When instructor returns graded exams for in class review and subsequently collects them, student changes incorrect answers and seeks favorable grade adjustment asserting that instructor made mistake in grading; other forms may include changing the letter or and/numerical grade on test; obtaining test in discretely etc.

This form of misconduct is deceptive with the intent to defraud. This type of misconduct may also affect credibility of an instructor. Consideration should be given as to whether the act was premeditated or spontaneously committed out of panic. In determining severity consider the extent to which the exam was altered, the weight of the exam toward course, and/or other significant factors.

1st offense minor exam F to reduced
course grade

1st offense moderate...reduced course grade
to F in course

1st offense majorF for course to XF
2nd offence minor or and/or additional
Moderate discipline sanctions

COMPUTER THEFT PROGRAM:

Electronic theft of computer programs, data, or text belonging to another etc.

Depending on the nature of the theft the student may have also committed violations of computer policy AD-20 in addition to academic dishonesty and it is recommended that Judicial Affairs and Network Security be notified. This misconduct also entails premeditation and involves intent to deceive and thus we suggest that only moderate or major sanction ranges apply.

1st offense moderate...reduced course grade
to F in the course

1st offense major or ...F For course to XF and/
2nd offense moderate or additional discipline
sanctions