

Appendix B: Academic Honesty

It is the expressed policy of the University of Massachusetts Boston that every aspect of academic life—including formal coursework situations as well as all relationships and interactions connected to the educational process—shall be conducted in an absolutely and uncompromisingly honest manner. The university presupposes that any work submitted by a student for academic credit indicates that the work is the student's own and complies with university policies. In cases where academic dishonesty is discovered after completion of a course or degree program, sanctions may be imposed retroactively up to and including revocation of the degree. Any student who reasonably believes another student has committed an act of academic dishonesty should inform the course instructor of the alleged violation.

Section I. Academic Honesty Violations

The university defines violations to include but not be limited to the following:

1. Submitting an author's published or unpublished work (e.g., material from a journal, Internet site, newspaper, or encyclopedia) as one's own in whole, in part, or in paraphrase without fully and properly crediting the author.
2. Submitting materials or work obtained from another student, individual, or agency as one's own without full and proper attribution.
3. Submitting material produced through unacknowledged or unauthorized collaboration with others as one's own.
4. Submitting substantially the same work to more than one course without prior approval from all instructors involved: i.e., dual or multiple submission.
5. Using any unauthorized material during an examination, such as notes, tests, calculators, cell phones, PDAs, or other electronic or mechanical communication devices. Abuse of cellular devices with photographic capabilities and use of devices for purposes of photographing test questions or other notes and materials are also prohibited.
6. Obtaining answers to examination questions from another person with or without that person's knowledge, furnishing answers to examination questions to another student, or using or distributing unauthorized copies of an examination or notes from an examination.
7. Submitting an examination taken by another person as one's own or taking an examination in another person's place.
8. Gaining or seeking to gain unauthorized access to or altering or destroying the paper or electronic files of a student, faculty member, or staff member for the purpose of gaining better academic standing and success.

9. Failing to adhere to professional standards or ethics of a discipline and/or violating the rules of an agency in the course of completing fieldwork, internship, practicum, student teaching, or clinical placement.

10. Interfering with an instructor's ability to evaluate accurately a student's competence or performance; misleading any person in connection with one's academic work.

Section II. Academic Dishonesty Procedures

1. Before reporting a suspicion of academic dishonesty, the faculty member may discuss the matter with the student and/or the faculty member's chair (in cases involving undergraduate students) or graduate program director (in cases involving graduate students), or otherwise investigate the circumstances of the alleged violation. If the faculty member determines after such consultation and investigation that academic dishonesty did not in fact occur, no formal charge of academic dishonesty will be made.

2. To initiate formal proceedings, a faculty member who suspects a student of academic dishonesty must inform the student in writing of that fact within ten (10) business days of the discovery of the alleged violation. Such written notice should inform the student of the factual basis for the charge and the specific sanctions the faculty member proposes to impose and any university sanctions he/she may recommend to the Associate Vice Provost of Undergraduate Studies (AVP) or the Dean of Graduate Studies (Dean), as appropriate. The letter should also inform the student that s/he may be subject to university sanctions imposed directly by the AVP/Dean beyond those recommended by the faculty member. The faculty member shall offer to meet with the student and the faculty member's chair (in cases involving undergraduate students) or graduate program director (in cases involving graduate students) to discuss the case. No more than ten (10) business days after meeting (or offering to meet) with the student, the faculty member may impose penalties within his/her purview and so inform the AVP/Dean. If the faculty member, after meeting with the student, determines that the student did not commit academic dishonesty, s/he will so inform the student and AVP/Dean in writing. If no penalty has been imposed within the specified timeframe, the charges shall be considered dropped.

All correspondence concerning an allegation of academic dishonesty should be copied to the faculty member's department chair (for undergraduates) or the faculty member's graduate program director (for graduate students), the faculty member's college dean, the Associate Vice Provost of Undergraduate Studies (for undergraduate students) or the Dean of Graduate Studies (for graduate students), and the Office of the Vice Chancellor for Student Affairs. The chair/graduate program director and/or relevant college dean(s) may, at their option, consult with the faculty member and/or student, review the case, and make separate recommendations to the AVP/Dean regarding university sanctions.

3. Academic dishonesty by graduate students lies primarily within the purview of the Dean of Graduate Studies, who will determine whether to apply university sanctions in a particular case. The Dean's decision will be informed by any recommendations made by the student's graduate program director and/or college dean. Academic dishonesty by undergraduate students lies primarily within the purview of the college deans. For the purposes of these procedures, the

college deans delegate responsibility for determining whether to apply university sanctions in a particular case to the AVP. The AVP's decision will be informed by any recommendation made by the faculty member's chair and will be made in consultation with the college dean(s) involved; it is further subject to review and revision by the faculty member's college dean. Within (10) ten business days of the notification of the faculty member's imposition of sanctions, the AVP/Dean will review the case. In doing so, s/he may choose to interview or question the parties involved or otherwise investigate the case. The purpose of this review is to consider the imposition of university sanctions. At the end of this review, the AVP/Dean may impose additional university sanctions, including but not limited to those listed in Part IV. F. 8 and 9 of the Student Code of Conduct. University sanctions will normally be imposed for violations of an especially serious nature or in cases of repeat offense.

4. The student may submit an appeal in writing to the Provost/Vice Chancellor for Academic Affairs, copying the Office of the Vice Chancellor of Student Affairs, within (10) ten business days of the AVP/Dean's imposition of university sanctions or (10) ten business days of the expiration of the period of time available to the AVP/Dean to impose such sanctions, whichever comes first. The Provost/Vice Chancellor of Academic Affairs will convene an Appeal Panel, consisting of 3 to 4 faculty members and 2 students from the standing membership of the Joint Discipline and Grievance Committee, and instruct the panel to review the case by convening a hearing. At this hearing the panel will, at minimum, interview and question the student and faculty member. The Provost/Vice Chancellor of Academic Affairs will appoint a member of the panel to serve as the Chair.

5. Within (10) ten business days after completion of its hearing and review, the panel will make a report of its findings and recommendations to the Provost/Vice Chancellor for Academic Affairs. Within (5) five business days of receiving this report, the Provost/Vice Chancellor for Academic Affairs will uphold, reverse, or modify the faculty member's and AVP/Dean's decisions. Modifications may include any of the sanctions listed in Part IV. F. 8 and 9 of the Student Code of Conduct. The decision of the Provost/Vice Chancellor for Academic Affairs is the final university disposition of the matter and is not subject to further appeal except in cases of expulsion. Students may appeal an expulsion to the Chancellor within 10 business days of the Provost/Vice Chancellor for Academic Affairs' decision to expel.

Section III. Academic Dishonesty Sanctions

1. Faculty members may impose one or more of the following sanctions:

- A failing grade in the assignment in which the infraction occurred.
- Forced withdrawal: the student is required to withdraw from the course. A grade of W will appear on the transcript and there will be no refunds of tuition, fees, or other charges.
- A failing grade in the course or competency in which the infraction occurred.
- Recommendation of additional sanctions: The faculty member, in cases of an especially serious nature, may recommend to the AVP/Dean the imposition of additional penalties, including those listed in this Code for misconduct.

2. Sanctions to be imposed by the Associate Vice Provost of Undergraduate Studies and/or the Dean of Graduate Studies are university sanctions and are described in detail in Part IV. F. 8 and 9 of the Student Code of Conduct.