

ACADEMIC DISHONESTY

Dishonesty within the academic community is a very serious matter, because dishonesty destroys the basic trust necessary for a healthy educational environment. "Academic dishonesty is any treatment or representation of work as if one were fully responsible for it when it is in fact the work of another person" (Marietta College 2018-2019 Undergraduate Course Catalog).

Academic dishonesty includes cheating, plagiarism, theft or improper manipulation of laboratory or research data or theft of service. Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without properly acknowledging its source.

Examples of Academic Dishonesty include, but are not limited to:

- Copying off another student's exam
- Using a "cheat sheet" during a close-book exam
- Previewing an exam from a "test" file when the professor does not permit this and is unaware of the file
- Faking the results of a lab experiment or work
- Asking for exam content or answers from another student
- Working in a group or in pairs when an assignment is assigned as individual work
- Having another student write a paper for you
- Purchasing or receiving notes from a fellow student
- Allowing another student to look at your answer sheet during a quiz or exam
- Attempting to cheat, even if unsuccessful
- Faking an illness when you're not sick to postpone a quiz, exam, or handing in an assignment
- Faking the death of a loved one to postpone a quiz, exam, or handing in an assignment
- Purchasing or taking a paper from the internet

A substantiated case of academic dishonesty may result in disciplinary action, including a failing grade on the project, a failing grade in the course, or expulsion from the College. Penalties for dishonesty should be determined by the instructor in consultation with the department chair and must be clarified in the instructor's course syllabus and/or assignment sheet. In cases where no instructor plagiarism policy is outlined, students are still expected to understand which actions constitute plagiarism and are subject to the [sanctions outlined in the Student Handbook](#). These actions are discussed in Writing 101 and Communication 101, and information on plagiarism is available through the [ARC Tutoring & Writing Center](#).

Students have the right to appeal charges of academic dishonesty. Faculty members selected to serve on an appeals committee are asked to determine whether or not the alleged academic dishonesty occurred and/or whether the penalty is appropriate.

This policy applies to all students at Marietta College, both undergraduate and graduate. In the case of graduate students, "program director" replaces "department chair" in the procedures.

ACADEMIC DISHONESTY PROCEDURES

I. Complainant is the instructor

- A. If the instructor is the complainant, he or she will confer with the department chair. (If the department chair is the complainant, s/he will consult with another chair within the academic division). The chair and instructor will decide on an appropriate penalty, ranging from a deduction of points on the assignment to an F on the assignment or an F in the course. Even if no penalty is exacted, the instructor will meet with the student to explain academic conventions and community standards and to reinforce the importance of academic honesty.
- B. If a penalty is to be exacted, the instructor will inform the student of the allegation and the penalty. This may be done in person at the instructor's discretion. Depending on the timing within the semester, a face-to-face meeting may not be possible. With or without such a meeting, the student must also be informed in writing (or e-mail), stating the allegation descriptively and the specific nature of the penalty. The communication will include information on the process to be followed if the student wishes to contest an allegation or a penalty, i.e., as described in [Appeals Procedure for Charges of Academic Dishonesty](#).
- C. The chair and the Provost will receive a copy of the written communication to the student, which may also include a report on the face-to-face communication with the student if one occurred. Any relevant documentation should be sent to the Provost.
- D. An undergraduate student wishing to contest an allegation or a penalty should follow the procedures for appeal described [below](#). A graduate student wishing to contest an allegation or a penalty should follow [Step II of the Procedure for Academic Grievances as described under Graduate Student Academic Grievances](#), initiating the process in person or by e-mail within one month of having received the instructor's written notification. If there is no contact within one month, whether in person or by e-mail, the Provost will assume that the student accepts the charge and the penalty.
- E. The Provost sends the student a letter in hard copy summarizing the charge and the penalty.
- F. The Provost will maintain a list of students charged with and found responsible for academic dishonesty. A student's name is removed from this list and the document destroyed seven years after the student's graduation or separation from the College, whichever comes first.

II. Complainant is not the instructor

If the person wishing to file the allegation is not the instructor of the course, that person informs the instructor of the allegation. The instructor will ask the complainant to submit the allegation in writing (email or letter) with documentation to the extent possible. The instructor will confer with the department chair to determine if the allegation has validity. (If the department chair is the complainant, s/he will consult with a senior member of the department or another chair

within the academic division.) If the instructor and the chair determine that the complaint does not have merit, the chair will inform the complainant that the allegation was considered but will not be pursued. If the complaint is judged to have merit, the instructor proceeds as listed [above](#).

III. COLLEGE PENALTIES FOR MULTIPLE OFFENSES

- A. If the Provost's record shows that this is not the first sustained complaint of academic dishonesty, the student is liable for a College penalty. The letter from the Provost to the student will also specify that this is not the student's first offense.
- B. The Provost will request that the Associate Provost review the current and earlier complaints and make a recommendation to the Provost for a College penalty which will be in addition to the penalties exacted by each instructor. This may range from a grade of F for the course, to restrictive probation, to suspension for a specific number of semesters, to expulsion.
- C. The Provost will confer with the Associate Provost and make a decision on the College penalty.
- D. The Provost will convey the College penalty to the student in writing.
- E. The student may appeal the College penalty by appealing the charge as described in [Appeals Procedure for Charges of Academic Dishonesty](#) within one month of having received the Provost's letter.

IV. APPEALS PROCEDURE FOR CHARGES OF ACADEMIC DISHONESTY

- A. A student penalized by an instructor or the Provost for an infraction of academic dishonesty has the right to appeal the charge and the penalty within one month of having received written notification. The criteria for an appeal are a procedural error, the availability of new evidence, or that the charge was based on insufficient evidence. An undergraduate student may initiate the process in person or in writing, addressing the appeal to the Associate Provost for Academic Administration (APAA). Graduate students should follow the grievance procedure outlined under Academic Grievances in the [Graduate Program Catalog](#).
- B. The APAA will convene an appeals committee within ten (10) business days of receiving the student's appeal. The committee shall be composed of three members of the full-time teaching faculty, one chosen by the student, one chosen by the Provost and one chosen by Faculty Council. The APAA shall designate one of the three committee members to serve as chair.
- C. The appeals committee shall hear testimony from the student and will examine the evidence and communications about the cases on file in the Provost's office. The committee may hear testimony from instructors or any others it deems necessary. Faculty members selected to serve on the appeals committee are asked to determine whether or not to overrule the decision of the Provost and/or instructor based upon the three criteria specified in [IV.A](#).
- D. The appeals committee shall maintain confidentiality concerning any information presented in the hearing.

- E. There shall be no legal counsel present in the hearing of the appeals committee. One member of the Marietta College faculty or staff may accompany the student. The accompanying faculty/staff member shall not be one of the appeals committee members.
- F. Within ten (10) business days after completion of the hearing, the appeals committee shall submit its decision to the Provost. The Provost sends a copy of the decision to the student, to the instructor, and keeps a record of the decision on file.
- G. The student may withdraw the appeal at any point in the proceedings by so requesting in writing to the APAA.
- H. The APAA may grant an extension of the time limit of this procedure for good cause.