

**DUQUESNE UNIVERSITY  
SCHOOL OF EDUCATION**

**POLICY ON ACADEMIC INTEGRITY**

**Draft for Discussion**

**[Note: This document is adapted from the Mission Statement in the University Catalog, and the new Academic Integrity Policy in the Student Handbook. All students should be thoroughly familiar with its provisions.]**

Consistent with the Mission of the University to serve God by serving students through commitment to excellence, and a strong emphasis on moral and spiritual values, and the University's goal of educating the mind, heart and soul, the School of Education takes seriously its obligation to prepare students who continually strive for professional competence and maintain high ethical and moral standards. In this regard, academic integrity is inseparable from the University's Mission and goals, and fundamental to teaching, learning and scholarship. Students in the School of Education or students taking classes in SOE are expected to, and are responsible for maintaining academic integrity with regard to class assignments, examinations, and any other requirements related to their courses of study.

**Section 1: Violation of Academic Integrity**

Violations of Academic Integrity may include, but are not limited to, the following:

**Cheating)** Cheating on quizzes, tests, examinations or projects may include giving or receiving assistance or using unauthorized assistance or material as an aid in the completion of the assignment or project. (Unauthorized material may include, but is not limited to, notes or other written documents, unauthorized calculators and/or formulas, palm pilots, cellular phones, computer programs, software, data, or text.) In other contexts (e.g., group projects, labs, field placements), cheating may include forms of deception intended to affect grades, evaluations or other outcomes (e.g., using without permission, other students or teachers' lesson plans and project designs, falsifying, distorting or fabricating data on research projects, logs, or journal entries). Cheating may include, but is not limited to, student use of sources beyond those authorized by the instructor in fulfilling assignments (e.g., writing papers, preparing reports, developing and designing lesson plans, developing course projects, or solving problems). Cheating may also include student acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.

**Plagiarism)** Plagiarism in papers or other written, electronic or oral work, or student authored or designed computer programs/projects, or lesson plans (including essays, research papers, theses, dissertations, presentations, class projects, lab reports, or work for publication) may include, but is not limited to, student use--whether by summary, paraphrase, copying, direct quotation, or a combination--of the published or unpublished

work or specific ideas of another person or source without full and clear acknowledgment (including the use of quotation marks to indicate the source's specific language). Plagiarism may include the submission of material from sources accessed through the Internet or by other means, or from other individuals, without proper attribution. Also, plagiarism may include the submission of a paper or project copied from another student, or prepared in whole or in part by another person or agency engaged in providing or selling term papers or other academic materials.

**Deceit in academic matters.** Deceit may include, but is not limited to, furnishing false information regarding academic matters to any University instructor, official, or office with intent to deceive, or attempting to adjust a score or grade on a graded paper or test, or on the instructor's gradebook or recording system. It may include falsifying information on field placement evaluation forms, or forging the signature of field placement supervisors or others with the intent of deceiving University/SOE officials.

**Misuse of documents.** Misuse may include, but is not limited to, forgery, alteration, or improper use of any University document, record, or instrument of identification (written or computerized, including letterheads). It may also include misappropriation, mutilation, or destruction of tangible assets such as books, journals, electronic data, and related resources available in libraries and offices.

**Assistance in the violation of Academic Integrity** Assistance may include, but is not limited to, any knowing facilitation of intellectual dishonesty by another person or persons, e.g., assisting in acts of cheating or allowing another student to copy your work.

Violations of Academic Integrity--whether or not they are the result of a deliberate intent to deceive--are subject to academic sanctions, including (but not limited to) oral and/or written reprimand; lowered grade or failure on an assignment; lowered course grade; failure of a course; suspension or dismissal from the class; and/or suspension or dismissal from the School or the University. Information regarding such violations will be maintained in student academic files and may be included in transcripts and other official University documents.

**Faculty and students have the obligation to know, understand, and practice the policies outlined herein.**

#### Students

- Learn what Academic Integrity means and why it is vital to the mission of the Duquesne University community, and to the SOE
- Ask the course instructor whenever unsure of what may constitute plagiarism or cheating, or if uncertain of what resources or tools may be used in completing an assignment or exam
- Carefully document all research and work done in the completion of each assignment for which other resources are consulted

- Alert course faculty or School administrators upon learning that another student may have violated any of the academic policies.
- Do not allow other students to copy your work

#### Faculty (including Graduate Teaching Assistants)

- Discuss the importance of Academic Integrity, especially early in each course;
- include on course syllabi an explicit statement about Academic Integrity, possible sanctions for plagiarism and cheating, and positive impact of Academic Integrity on the SOE community and the field of study or profession;
- Explain what constitutes plagiarism and how to avoid it, and encourage open discussion and inquiry about University, School and faculty expectations for Academic Integrity
- Provide clear guidelines about standards and expectations regarding collaboration, citation, use of notes during exams, etc.
- Refer students to <http://www.library.duq.edu/internetresources/citation.htm>, which has information about writing, grammar style and proper citation.
- Change exams and problem sets annually
- Reduce the temptation to cheat by, for example, having students sit at a distance from each other or producing alternate versions of an exam
- Support consistent handling of Academic Integrity cases by reporting suspected instances of cheating or plagiarism to the department chair

### **Section 2: SOE Procedures for Adjudicating Alleged Violations of Academic Integrity**

Violations of Academic Integrity, whether or not they are the result of a deliberate intent to deceive, are subject to academic sanctions, including (but not limited to) oral and/or written reprimand; lowered grade or failure on an assignment; lowered course grade; failure of a course; suspension or dismissal from the class; and/or suspension or dismissal from the School or the University. Information regarding such violations will be maintained on file in the dean's office. Following a ten-day appeal period (see section 3) this file may be forwarded to the University Director of Judicial Affairs, who maintains a confidential database that includes academic as well as other violations of University policy.

- In cases where plagiarism (as outlined in section 1) is found in any document submitted by a student as part of course work, lab report, project or any assigned work, the assignment may receive a score of zero. Opportunity of a rewrite may be given at the discretion of the instructor.
- In cases of repeated plagiarism in documents produced by a student as part of course work, lab reports, computer programs and projects, or assignments, the student may be given an F for the course. In such a case the allegations should be discussed with the program director if the program has a director, and/or department chair. If the department chair is in agreement with the instructor, the student should be informed, in writing, in advance of receiving his/her grade.

- Should the department chair disagree with the instructor, he or she (the instructor) has the right to appeal to the dean. The decision of the dean is final.
- In cases of cheating, as outlined in section 1, the appropriate sanction will be at the discretion of the faculty member. Sanctions may range from a verbal warning to failure of the entire course or suspension from the school, depending upon the severity of the offense. The allegations should be discussed with the student, in the presence of the program director if the program has a director, and/or department chair. If the department chair is in agreement with the instructor, the student will be informed, in writing, in advance of receiving his/her grade. Should the department chair disagree with the instructor, he or she (the instructor) has the right to appeal to the dean.
  - In cases of plagiarism found in research papers submitted as requirement of a course or project, and intended for publication, the student may fail the course, and his/her work will not be submitted for publication without being re-written.
  - In cases of plagiarism found in theses or dissertations, the student may not be awarded the degree, and his/her work will not be submitted for publication without being re-written
  - Cases of deceit or fraud, as outlined in section 1, should be communicated in writing to the dean of the SOE, and in cases where the student is not enrolled in the school in which the violation took place, the dean of the school to which the student is affiliated. Violation of the policy on deceit or fraud may result in failure of a course or suspension from the school after consultation with the instructor and department chair involved.

### **Section 3: The Student's Right to Appeal**

The SOE Academic Integrity Committee (SEAIC)

In cases when a sanction is imposed, the student may appeal to the SEAIC which consists of three members of the faculty, appointed by the dean, as well as one graduate student, and one senior undergraduate student, who will act as non-voting members.

It is the instructor's responsibility to keep a record of the violation and the sanction, copies of which should be kept in the Dean's office, and made available for the SEAIC upon request.

In cases where the sanction results in a reduced grade, or failure of the examination or course, the student has the right to appeal to the instructor, program director, and department chair. If in the student's opinion the matter has not been resolved, he/she has the right to appeal to the SEAIC within 30 days of receipt of the grade. All appeals to the SEAIC must be written. The SEAIC will issue a final recommendation to the Dean of the SOE, and the Dean of the school to which the student is enrolled. Both Deans will be involved in making the final decision, and the student will be informed, in writing, of their final decision. The decision of the dean or deans is final.

In cases where the sanctions is greater than failure of the course in which the violation occurred, the student must be informed of the sanction in writing by the department chair or Dean of the SOE, and must be informed in writing of his or her right to appeal to the SEAIC. All appeals to the SEAIC must be written and filed within 30 days of being informed of the sanction. The SEAIC will issue in writing a final recommendation to the Dean of the SOE, and the Dean of the school to which the student is enrolled. Both Deans will be involved in making the final decision, and the student will be informed, in writing, of their final decision.

The student has a period of 10 days in which he/she may appeal to the Provost if he or she wishes to contest the findings of the SOE. The procedure for the handling of such an appeal by the Provost is outlined in the University catalog.