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Academic Integrity

Intellectual integrity is the most fundamental value of an academic community. Students and faculty alike are expected to uphold the highest standards of honesty and integrity in their scholarship. No departure from the highest standards of intellectual integrity, whether by cheating, plagiarism, fabrication, falsification, or aiding or abetting dishonesty by another person, can be tolerated in a community of scholars. Such transgressions may result in action ranging from the reduced grade or failure of a course, to expulsion from the University or revocation of degree.

It is the responsibility of all students and faculty to know the policies on academic integrity in the instructional units at the University of Michigan-Flint. Information about these policies and the appeals process is available from the appropriate administrative offices of the instructional units: in the College of Arts and Sciences, the Office of the Dean of the College of Arts and Sciences; in the School of Management, the Office of the Dean of the School of Management; in the School of Health Professions and Studies, the Office of the Coordinator of the School of Health Professions and Studies; and for graduate students, the Office of Graduate Programs.

Departments and programs within these instructional units may have specific policies and procedures which further delineate academic integrity. In such cases students are bound by the University policy on academic integrity as well as these department or program policies.

Source: 1997-1999 University Catalog, p. 34.

Procedural Rights of the Accused Student

A student who is charged with academic dishonesty by an instructor, administrator, or another student may be assured that he/she has the right to a fair hearing of the charges and the evidence, the right to question witnesses, to invite witnesses on his/her behalf, and to introduce whatever other evidence may be relevant to the charge.

Source: 1997-1999 University Catalog, p. 34.

Code of Academic Conduct

The University, like all communities, functions best when its members treat one another with honesty, fairness, respect, and trust. Therefore, an individual should realize that deception for the purpose of individual gain is an offense against the members of the community. Such dishonesty includes:

Code of Academic Conduct *(continued)*

Plagiarism: taking credit for someone else's work or ideas, submitting a piece of work (for example, an essay, research paper, assignment, laboratory report) which is part or in whole is not entirely the student's own work without fully and accurately attributing those same portions to their correct source.

Cheating: using unauthorized notes, or study aids, or information from another student or student's paper on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person to do one's work, then submitting the work under one's own name.

Fabrication: fabricating data; selectively reporting or omitting conflicting data for deceptive purposes; presenting data in a piece of work when the data were not gathered in accordance with guidelines defining the appropriate methods of collecting or generating data; failing to include a substantially accurate account of the method by which the data were gathered or collected.

Aiding and Abetting Dishonesty: providing material or information to another person with the knowledge that these materials or information will be used in a manner that would violate this code of academic integrity.

Falsification of Records and Official Documents: altering documents affecting academic records; forging a signature of authorization or falsifying or omitting necessary information on an official academic document, election form, grade report, letter of permission, petition, or any document designed to meet or exempt a student from an established College or University academic regulation; falsification or unauthorized altering of information in any official academic computer file.

Misrepresentation and Other Acts of Academic Dishonesty: fraudulently obtaining and/or using academic materials that would give oneself an unfair advantage over other students or would deceive the person evaluating one's academic performance.

Attempts. An attempt to commit an act prohibited by this code may be punished to the same extent as a completed violation.

Source: 1997-1999 University Catalog, p. 34.

Academic Misconduct

Academic integrity and various forms of academic dishonesty are discussed and defined in the Catalog in the section on University-wide academic regulations (*see the three previous sections: Academic Integrity, Procedural Rights of the Accused Student, and Code of Academic Conduct*). Of course, cases of academic dishonesty must be handled with great care. Legal advice is available from the Office of the General Counsel to the University in Ann Arbor. In most cases, when a student is determined to have been academically dishonest, a notation is also made on the student's permanent transcript. Case files are kept in the ASC office.

Suspension

Suspension is defined as an involuntary, temporary separation from the University. A suspension may be issued for a breach of academic integrity, misconduct in some other area of student life on campus, or due to difficulty in academic performance that does not merit a dismissal action. A notation of the suspension is made on the student's transcript, and a copy of the letter is placed in the student's file in the Registrar's Office. Codes relating to the suspension are entered into the student data base.

Dismissal

Dismissal is defined as an involuntary separation from the University that may be permanent in nature. Dismissal may be lifted through petitioning to the Academic Standards Committee, or through completing the appropriate coursework, if the dismissal is based on academic performance, and applying for readmission through the Admissions Office. Dismissal can be based on a breach of academic integrity, misconduct, or academic performance. Dismissal is the more serious of sanctions that may be taken against students. A notation of the dismissal action is noted on the student's transcript and a copy of the letter is placed in the student's file in the Registrar's Office. Codes relating to the dismissal are entered into the student data base.

The major differences between suspension and dismissal are that suspension denotes a temporary status that is short-term and dismissal denotes a status that can be permanent, depending on the seriousness of the infraction. Also, suspension is the less serious of the sanctions, with dismissal carrying a more somber message.

ASC Academic Dishonesty Cases – Summary

Recent cases of academic dishonesty are summarized below.

Semester	Incident	Action Taken
Winter 1997	Attempted Bribery	Failing grade in course; transcript notation
Winter 1997	Falsification of Records Admissions application	No Action – student may transfer OU credits
Winter 1997	Dishonesty-falsified letter from employer submitted with petition to drop	Drop denied; student must submit letter of apology
Fall 1998	Aiding & Abetting Dishonesty/Cheating – stolen exam	Failing grade in course; permanent transcript notation
Winter 1999	Aiding & Abetting Dishonesty/Cheating – stolen exam; employee of Public Safety at UM-F	Failing grade in course; permanent dismissal; permanent transcript notation
Winter 2000	Aiding & Abetting Dishonesty/Cheating	The Committee found that the student was unaware of another student using her notes for take- home test. Ask instructor to assign final grade without including final paper
Spring 2000	Plagiarism	1 yr. suspension beginning Fall 2000; permanent transcript notation
Summer 2000	Aiding & Abetting Dishonesty/Plagiarism	1 yr. suspension; permanent transcript notation
Summer 2000	Aiding & Abetting Dishonesty/Plagiarism	1 yr suspension; permanent transcript notation
Fall 2000	Plagiarism	Suspended until 12/31/01
Fall 2000	Forgery of signature on recommendation to PT program	1 yr. suspension beginning Winter 2001; permanent transcript notation
Fall 2000	Plagiarism	Suspended until 12/01; permitted to complete Winter 2001 semester
Winter 2001	Plagiarism	Failing grade remains; referred to Jesse Lopez, Campus Counselor
Winter 2001	Cheating; student dropped course after failing grade given	Course reinstated with final grade of E
Winter 2001	Cheating; student dropped course after failing grade given	Course reinstated with final grade of E
Fall 2001	Plagiarism/Falsification of Doctor's note	1 yr. suspension; permanent transcript notation
Winter 2002	Plagiarism	1 yr. suspension beginning Summer 2002; permanent transcript notation



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- ⌘ ***Grievance Procedures for Academic Misconduct***
 - ⌘ ***Guidelines for Submitting Charges of Academic Misconduct***
 - ⌘ ***Procedural Guidelines for Academic Misconduct Hearings***
 - ⌘ ***Agenda for Academic Misconduct Hearings***
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General -- Guidelines & Procedures

The role of the Committee on Academic Standards (ASC) within the College of Arts and Sciences (CAS), as specified in the Faculty Code, Article I., Section 9, states that the committee shall have the authority to investigate and to act for the faculty in all cases of cheating, plagiarism and other forms of student academic misconduct.

Breaches in academic integrity as defined on page 34 of the 1997-99 University Catalog include: Plagiarism, Cheating, Fabrication, Aiding and Abetting Dishonesty, Falsification of Records and Official Documents, Misrepresentation and Other Acts of Academic Dishonesty, and attempts at such acts.

When grievances are brought before the ASC the following steps will be taken.

1. Initial review of the charges: The ASC determines the nature of the charge, who is being charged (the "respondent") and by whom (the "complainant").
2. The respondent is then notified, by certified mail, of the specific allegations of misconduct and that this matter is being investigated by the ASC. All documents reviewed by the ASC pertaining to the case must be enclosed in this letter along with a copy of these Guidelines and Procedures. The respondent is then expected to reply to the ASC in writing within two weeks, and as necessary, provide additional information.
3. **Preliminary Meetings**
 - a. The complainant is invited to a meeting of the ASC to discuss the allegations and answer ASC questions, if any. The complainant may, in addition, provide more information to the ASC in writing.
 - b. The respondent is invited to a meeting of the ASC to discuss the allegations made against him/her and answer ASC questions, if any.

General -- Guidelines & Procedures *(continued)*

4. The ASC deliberates to decide whether the case can be resolved without a hearing.
 - a. If yes, the ASC makes a recommendation to the complainant and the respondent.
 - b. If the ASC deems that a hearing is necessary, it is scheduled as soon as possible (within 2 weeks). Both parties are notified. To the extent possible, the date and time of the hearing are worked out to the convenience of the two parties and the ASC. The final time, date and location of the hearing is communicated to the respondent by certified mail. The respondent will be requested to provide a list of witnesses to the committee at least two days before the hearing date. It will be the responsibility of the respondent to make sure that these witnesses appear at the scheduled hearing time.

(See sample letter, p. _____.)

Hearings -- Guidelines & Procedures

A. The following representatives may be present at various times during the hearing:

1. voting members of the ASC (at least 3)';
2. complainant -- with legal counsel, if desired;
3. witnesses deemed appropriate by the ASC;
4. respondent -- with legal counsel, if desired;
5. witnesses for the respondent;
6. UM-Flint security officer;
7. ASC recorder; and
8. the dean/associate dean of CAS or his/her designate will serve as the hearing chairperson.

B. Hearing Procedures

1. The respondent must be given an opportunity to appear and present his/her case. S/he shall be permitted to review all documents and written statements considered by the hearing chairperson and may question any witnesses who testify. S/he may also present evidence and witnesses on his/her own behalf. Each witness will be asked to affirm that his/her testimony will be truthful.
2. If the respondent fails or refuses to appear, the committee may either:
 - a. reschedule the hearing,
 - b. deem the absence to be an admission of guilt, or

- c. proceed to hear the case without the participation of the respondent and make findings and recommendations.

Hearings -- Guidelines & Procedures *(continued)*

- 3. The hearing will be closed to the public and shall be tape recorded. During the hearing, each speaking party should identify himself/herself in case transcription is later required. The respondent shall be provided with a copy of the tape. Witnesses may only be present during the time of **their** testimony. If a member of the ASC is a witness, this member may not be a member of the hearing deliberations.

- 4. The respondent may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the respondent. The advisor may not question witnesses or make presentations. The personal advisor may not appear in lieu of the respondent.

- 5. After the hearing is completed, the hearing committee meets to deliberate on the evidence. A guilty verdict requires that a majority of the hearing committee finds that there is clear and convincing evidence that the respondent committed the alleged acts. *(See sample letter, p. _____.)*

- 6. If the hearing committee comes to a not-guilty verdict, this will be communicated to the respondent and the case will be closed. If the committee comes to a guilty verdict, it may take one of the following actions: **[see transcript notations info.]**
 - a.

 - b.

 - c.

 - d.

- 7. After the above deliberations and return of a verdict, the hearing committee shall submit to the CAS Executive Committee a report signed by all members of the hearing committee. The report shall include a brief summary of the factual findings and the actions, if any, taken by the committee on the case. The actions could include anything from a formal warning to suspension or even expulsion

from the University. The respondent shall be provided with a copy of the report and may choose to appeal the action(s).

8. Any appeal must be in writing and must be submitted to the CAS Executive Committee (housed in the CAS Dean's Office) within seven calendar days after the respondent receives the hearing committee report. A majority decision of the CAS Executive Committee shall be final.

<i>Proposed Agenda for Hearings*</i>

**This agenda format may be modified to meet the specific requirements of the corresponding case.*

A. Introduction by Hearing Committee Chairperson

1. Introductions
 - a. Academic Standards Committee members
 - b. Others Present
2. Discuss confidentiality and tape recording
3. Committee Jurisdiction
4. Procedure

B. Allegation and Written Materials

1. Describe academic misconduct charges.
2. Refer to copies of written statements from a list of possible witnesses.
3. Request statement from the respondent
4. Questions posed to the respondent by Committee.
5. Decision about whether ASC and/or the respondent want to question witnesses. (Additions may be made to the witness list at this point.)

C. Witnesses

1. Procedure for all witness testimony
 - a. Questions posed to witnesses by the committee.
 - b. Questions posed to witnesses by the respondent.

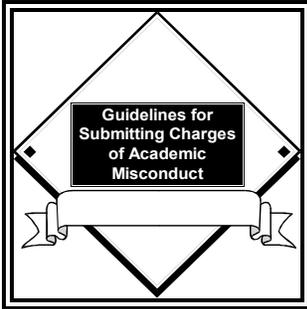
NOTE: *The order of questions posed to a witness depends on who requests the witness' testimony. The requester will question the witness first.*

2. List of invited witnesses.

D. Conclusion

1. Final comments from respondent.

2. ASC Chairperson reviews procedures for committee deliberation and notification.
3. Adjournment.



The CAS Academic Standards Committee supplies the following guidelines for faculty, departments, and/or students who wish to submit an academic misconduct complaint against a student. Your use of these guidelines will assist the Committee in reviewing the comprehensive information required to make a determination on the appropriate course of disciplinary action (if any).

Please specify the items in your academic misconduct complaint using the titles, numbers, and letters below.

1. **Contact Information** *(Please attach this sheet to your complaint)*

a. Contact Person

b. Department

c. Telephone Number

d. E-Mail Address

e. Office Hours

2. **Specific Charge**

Select the category(ies) under which your complaint is being submitted. Please refer to the Code of Academic Conduct section in the current *University Catalog* for descriptions of the following categories. *(Check all categories that apply.)*

Plagiarism

Cheating

Fabrication

Aiding and Abetting Dishonesty

Falsification of Records and Official Documents

Misrepresentation and Other Acts of Academic Dishonesty

Attempts

3. **Preliminary Explanation**

Explain the situation or course of events leading to the point at which you believe the person(s) participated in academic dishonesty.

4. **Supporting Documentation**

Attach all materials which support the allegations made in Items 2 and 3 (*i.e. plagiarism cases usually include the student's plagiarized essay and the original sources from which the paper was plagiarized*). The materials should clearly illustrate how and to what extent the person has participated in academic dishonesty.

<u>Guidelines for Submitting Charges of Academic Misconduct</u>
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5. **Explanation of Interaction**

a. **Informing the Student of Alleged Misconduct**

Have you informed the student of your intention to submit this complaint to the Academic Standards Committee? If so, please fully explain the contents of your conversation(s) with the student.

b. **Disciplinary Action Already Taken**

Has the student been penalized for his/her alleged participation in academic dishonesty? (*For example: if they plagiarized an essay assignment, did they receive a failing grade for the paper? Did they receive a failing grade for the course?*)

6. **Additional Comments**

Provide any additional information that has not been included in your completion of the previous items.

7. **Witnesses**

List any other people who were involved or who have knowledge of the alleged incident. Please explain each person's involvement if it is not evident in your responses to the previous items.

Please submit this information to the ASC staff secretary (CAS Dean's Office). You may contact the ASC chairperson or staff secretary if you have questions regarding the guidelines. Your time and cooperation are appreciated.