

MEMORANDUM

TO: Fort Wayne Senate

FROM: Jane Leatherman, Chair, Educational Policy Committee

DATE: December 11, 2015

SUBJECT: Proposed change to Academic Regulations for Student conduct to correspond with the bulletin

WHEREAS, Sections 4.0 – 4.3.3 of the Academic Regulations address the academic honesty policy and language and content needs to match the Student Disciplinary Procedures of the bulletin

BE IT RESOLVED, that the Senate approve the following changes in the Academic Regulations. Language to be added is shown in boldface and language to be removed is shown in strikethrough.

### Academic Regulation – 4.0 – 4.3.3

Faculty senate website: <https://www.ipfw.edu/committees/senate/regulations/>

#### Academic Honesty

##### 4.10: Academic Honesty

**4.21: Definitions— Students are expected and required to abide by the laws of the United States, the State of Indiana, and the rules and regulations of IPFW. Students are expected to exercise their freedom to learn with responsibility and to respect the general conditions that maintain such freedom. IPFW has developed the following general regulations concerning student conduct which safeguard the right of every individual student to exercise fully the freedom to learn without interference. IPFW may discipline a student for committing acts of academic or personal misconduct.**

~~4.2.1: Cheating: dishonesty of any kind with respect to examinations or course assignments, or alteration of records.~~ **Academic Misconduct - This type of misconduct is generally defined as any act that tends to compromise the academic integrity of the University or subvert the educational process. At IPFW, specific forms of academic misconduct are defined as follows:**

1. **Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit or hours.**
2. **Falsifying or fabricating any information or citation in an academic exercise.**
3. **Helping or attempting to help another in committing acts of academic dishonesty.**
4. **Submitting the work of someone else as if it were one’s own by adopting or reproducing the ideas and opinions of others without acknowledgment. Such instances of plagiarism may be intentional or unintentional, and may involve isolated words, formulas, sentences, paragraphs, entire works, or other intellectual property; either copied from other published sources, or from unpublished work such as those of other students.**

5. **Submitting work from one course to satisfy the requirements of another course unless submission of such work is permitted by the faculty member.**
6. **Serving as or permitting another student to serve as a substitute (or 'ringer') in taking an exam.**
7. **Altering of answers or grades on a graded assignment without authorization of the faculty member.**
8. **Engaging in activities that unfairly place other students at a disadvantage, such as taking, hiding, or altering resource material.**
9. **Violating professional or ethical standards of the profession or discipline for which a student is preparing (declared major and/or minor) as adopted by the relevant academic program.**

~~4.1.2: Plagiarism: a form of cheating in which the work of someone else is offered as one's own. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs, to entire articles copied from printed sources, speeches, or the work of other students.~~

#### 4.22: Policy

**4.2.1** Student's responsibilities. Academic honesty is expected of all students. The student is responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.

**4.2.2** Instructor's responsibilities. The instructor is responsible for fostering the intellectual honesty as well as the intellectual development of students, and should apply methods of teaching, examination, and assignments which discourage student dishonesty. If necessary, the instructor should explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course.

- The instructor must thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such actions properly to prevent repeated offenses and to ensure equity.

**4.33: Procedures - In order to ensure that the highest standards of professional and ethical conduct are promoted and supported at IPFW, academic departments should establish a written policy/statement, addressing the professional or ethical standards for their discipline, which is distributed to all students who are preparing in the discipline. Students have the responsibility to familiarize themselves with the academic department's policy/statement. (For additional information, see the Student Disciplinary Procedures section of the Code of Students Rights, Responsibilities and Conduct in the Bulletin)**

**4.3.1** Initial decision. An instructor who has evidence of cheating shall initiate the process of determining the student's guilt or innocence and the penalty, if any, to be imposed. An instructor shall make initial findings only after informing the student, during an informal conference held within seven calendar days of discovering the alleged cheating, of charges and evidence, and allowing the student to present a defense. The instructor may assign a grade of Incomplete to any student whose case cannot be resolved before the course grades are due in the Registrar's Office.

**4.3.2** Reporting. During the period in which the student is permitted to drop courses, the instructor shall inform the Registrar promptly of any allegation of cheating, so that an accused student will not be permitted to withdraw from the course. The instructor who makes an initial finding that academic dishonesty has been practiced shall impose an academic sanction. Then, within seven calendar days, the instructor shall supply a written report to the student, the chair of the student's department, the dean

or director of the student's school or division, and the dean of students. This report shall summarize the evidence and the penalties assessed.

**4.3.3**Appeal. If a student's course grade is affected by the penalty, the student has the right to appeal the penalty imposed by an instructor through the IPFW grade appeals system.