

# **Policy on Academic Honesty**

In accordance with the University's regulation on academic-related misconduct and disciplinary procedures, the faculty and administrators of the Heider College of Business hereby establish a Policy on Academic Honesty and collegial disciplinary procedures.

## **Policy on Academic Honesty**

In keeping with its mission, the college seeks to prepare its students to be knowledgeable, forthright, and honest. It expects academic honesty from all its members. Academic honesty includes adherence to guidelines established by the instructor in a given course and by the University and prohibits, among other things, representing the work of others to be one's own, tampering with the experiments of others, defacing or tampering with library or student materials, or facilitating dishonesty by others.

Penalties may be imposed by the instructor or by the Dean. Instructors may impose the grade of "F" on the work in question or for the course. The Dean may impose suspension or expulsion from the University. The imposition of penalties for academic dishonesty will be reported by the instructor to his/her department chairperson and the Dean of the college and will be recorded by memorandum in the student's file.

At the beginning of each course the instructor should remind students of the existence of the policy on academic honesty.

## **Collegial Academic Disciplinary Procedures**

The faculty and administrators of the Heider College of Business Administration support and adhere to the University's broad guidelines on academic disciplinary procedures as stated in the Student Handbook. The following procedures will serve as guidelines in cases of academic misconduct within the college:

1. A student accused of serious academic indiscretion is notified of allegations, decisions, rights, and procedures.
2. The student confers with the instructor involved; and if the issue is not resolved within 5 (five) working days,
3. The student and instructor (preferably together) confer with the Chairman of the Department; and if the issue is not then resolved within 5 (five) working days, then Step 4 is activated, as follows:
4. The student, the instructor, and the Chairman of the Department (preferably together) confer with the Dean of the College. The student may bring to the conference any witnesses whom, or documents which, the student feels pertinent to his or her defense. The Dean will then consult the College's Executive Committee and the Dean will take appropriate action. The student will be notified of the Dean's decision and of the action to be taken, orally and in writing, within a reasonable time after the Dean decides the matter.

5. In rare cases, when none of the foregoing steps successfully resolves the issue, the student may initiate a formal written appeal to the Dean, who will forward the appeal to the Executive Committee of the College for its review and recommendations. A formal written appeal involving an issue of academic honesty may be made no later than 30 (thirty) days after the beginning of the succeeding semester. In all cases, the Executive Committee has only the authority to make recommendations to the Dean of the College, and the Dean of the College reserves the authority to make final decisions on behalf of the College.
6. A Student who is dissatisfied with the results of the formal written appeal to the Dean of the College may appeal the matter to the University President if the decision of the Dean involves expulsion, suspension, or request for withdrawal from the University.

A student who wishes to take such an appeal to the University President from the decision of the Dean of the College at Step 5 must file an “intent of appeal” with the Dean within 72 hours after learning of the Dean’s decision. The student is then permitted 72 additional hours to prepare and file his or her written appeal. The written appeal is to be filed with the Dean, who will in turn forward copies of the intent to appeal and of the appeal to the University President. Pending the response to the appeal, the student’s status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property. An appeal may be taken to the University President, if allowed herein on the following grounds:

- The evidence against the student is insufficient to support the action taken by the Dean of the College; or
- The decision made by the Dean of the College was inconsistent with existing University policy.

An Appeal to the University President hereunder shall be considered to have been properly or timely filed unless the appeal specifically recites why the evidence was insufficient to support the action taken and/or why the decision of the Dean of the College was inconsistent with existing University policy, as the case may be.

The decision of the University President shall be final.

7. A student who elects to appeal is allowed to continue in the program for no more than one semester with the same rights and responsibilities as other students, pending the outcome of the appeal. In no event will a student be permitted to graduate while a case of academic honesty is in issue and/or pending.