

MARYGROVE COLLEGE POLICY ON ACADEMIC HONESTY

Academic Honesty

Marygrove is dedicated to maintaining and promoting academic excellence. The faculty and administration expect Marygrove students will conduct themselves with honor in their academic coursework and with responsible personal behavior in the classroom. Marygrove College will not tolerate academic dishonesty; all students are held accountable for any form of academic misconduct. Academic dishonesty includes plagiarizing the work of others, cheating on examinations or assignments, and falsifying data or records.

Policy on Academic Dishonesty

For the purposes of identifying academic dishonesty the following definitions apply:

Plagiarizing – “Derived from the Latin word *plagiarius* ('kidnapper'), to *plagiarize* means 'to commit literary theft' and to 'present as new and original an idea or product derived from an existing source' (*Merriam-Webster's Collegiate Dictionary* [11th ed.; 2003; print]). Plagiarism involves two kinds of wrongs. Using another person's ideas, information, or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information, or expressions as your own to get a better grade or gain some other advantage constitutes fraud.” --*MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009. Print.

Plagiarism is a term that covers a number of serious academic offenses including:

- Claiming authorship of a partial or complete assignment that someone else has written
- Failing to cite the words, ideas, or images of a source used within an assignment
- Failing to indicate quotations from another person
- Patch writing: integrating words or sentences from a source into one's own prose without appropriate indications such as quotation marks and citations ascribing authorship
- Downloading material from the Internet and pasting it into an assignment as if it were original work
- Procuring a paper from an on-line service or an individual and submitting it as one's own
- Misrepresenting in any way the extent of one's use of others' ideas, words, or images.

Cheating – Academic cheating is closely related to plagiarism. Cheating includes copying from another student's examination or assignment, submitting work of another student as one's own, submitting the same work in more than one course without the approval of the instructors, and intentionally violating the rules governing a course and the institution for one's own benefit.

Falsifying Data or Records – Submitting false information or making untrue statements on official College documents, or forging signatures on academic forms, is expressly prohibited.

Consequences of Academic Dishonesty

Depending on the extent and severity, when academic dishonesty is discovered one or more of the following penalties may be imposed. The student may:

- lose all credit for the assignment in question
- be placed on academic probation for one term
- fail the course
- be dismissed from the College.

Academic Dishonesty Process

1. The faculty member will make a copy of all evidence of academic dishonesty and will impose an appropriate penalty based upon the policies in the course syllabus for the specific type of offense.
2. The faculty member will contact the student to discuss the situation.
3. The faculty member will then submit the "Notification of Academic Dishonesty" form to the Divisional Dean and the student's academic advisor with evidence attached and notice of the penalty imposed, with notation of "confidential."
4. The student will be given the opportunity to review the form, the evidence, and the penalty, either in the faculty member's company or in the Dean's office. Copies of this form remain on file in the offices of the Dean and the Vice-President for Academic Affairs for a period of seven years. Failure of the student to sign the form in no way invalidates the action taken.
5. The Dean will schedule a conference with the student and faculty member if the faculty member requests it. The Vice President for Student Affairs and Enrollment Management or his/her designee will be present as an objective observer at all such conferences.

Repeat Offenses of Academic Dishonesty

1. If the Dean or Vice-President for Academic Affairs receives a second notification of academic dishonesty for the same student, the Dean will schedule a consultation with the student involved and current course instructor(s). The Vice President for Student Affairs and Enrollment Management or his/her designee will be present as objective observers at all such meetings.
2. At this meeting the faculty member(s) will present the evidence. If academic dishonesty is found by the Dean not to be evident, no further action will occur. If the Dean determines that evidence of a repeated instance of academic dishonesty has been presented, the student will receive a failing grade in the course.
3. The Dean will place written notice of the academic misconduct in the student's permanent record, and will present the evidence to the Academic Review Board, which will then impose one of the following penalties.
The student will be:
 - a) placed on academic probation for one term, or
 - b) suspended for one term, or
 - c) dismissed from the College.

The student has the right to request an appeal at any stage of these processes through the academic appeal procedure described in the Appeal/Review Procedures in this catalog.