

# Creighton College of Arts & Sciences

## Policy on Academic Honesty

### **Rationale**

The College of Arts and Sciences, in keeping with the University mission, seeks to prepare its students to be knowledgeable, forthright and honest. It expects and requires academic honesty from all members of the college.

Academic dishonesty is a serious offense with serious consequences not only for the student who commits an offense, but also for the College as a whole. When a student engages in academic dishonesty, the educational integrity of the entire College is threatened. For this reason, the College treats matters of academic dishonesty with the utmost gravity, and imposes severe academic penalties where appropriate. Nevertheless, in these matters, the College strives first to educate students, and in this case to impress upon them the importance of academic honesty. For this reason, the College intends its procedures for dealing with charges of academic dishonesty to be educative as well as disciplinary.

### **Policy**

#### ***Academic Dishonesty Defined***

The College of Arts and Sciences endorses the definition of academic dishonesty presented in the Creighton University Undergraduate Catalog. This definition, along with those offenses considered forms of academic misconduct, can be found in the most recent edition of the Undergraduate Catalog.

#### ***Syllabus Requirements***

Each instructor must include in the syllabus a description of the academic honesty policy for the course. The description should include but is not limited to the following:

- Reference to the Academic Honesty Policy of the College of Arts and Sciences, which includes a description of what constitutes academic dishonesty. The document can be accessed through the link at <http://www.creighton.edu/ccas/currentstudents/studentpolicies/index.php>.
- Specific description of the penalties to be applied.

#### ***Penalties***

Appropriate penalties for acts of academic dishonesty may vary depending on the severity of the offense, but must be clearly stated in the syllabus.

#### ***Record Retention***

In every verified case of academic dishonesty, a record of the case will be retained in the Academic Office of the College. Records will be retained for five years after the student leaves the College.

## **Procedures**

In cases of suspected academic dishonesty, the instructor and student shall follow the steps below:

- The instructor discusses with the student the allegation of academic dishonesty and the penalty.
- The instructor notifies the department chair of the allegation (required unless the instructor withdraws the allegation).
- Instructors making an allegation of academic misconduct should first complete the Academic Misconduct Reporting Form, which can be found on the College of Arts and Sciences Faculty Resources webpage.
- The instructor, together with the student, meets with the Instructor's Department Chair (only if the student denies the allegation).
- The instructor imposes a disciplinary penalty and informs the student, Department Chair and Dean or the Dean's delegate of the action.
- If the student appeals the decision, they shall follow the procedures below

### ***Right to Appeal***

If the student does not agree with the decision or the penalty, he or she has the right to appeal to the College. This right to appeal is intended to protect the student from being penalized unjustly for academic dishonesty. During the appeals process the student is permitted to continue in the course with the same rights and responsibilities as other students, unless there are reasons to the contrary relating to the physical or emotional welfare of the student or others or the safety of persons or property.

### ***Appeal Process***

The student shall initiate the appeal within ten business days after receiving written notification that the penalty has been imposed by notifying the Associate Dean in writing of his or her intent to appeal. The student and the instructor shall prepare separate, written accounts of the alleged acts of academic dishonesty and file these as well as any supporting evidence directly with the Associate Dean. These materials shall be submitted no more than thirty days from the notification of the appeal. Where appropriate, the instructor shall identify witnesses to the alleged acts of academic dishonesty and obtain and record their testimony. The student may also identify witnesses to be called on his or her behalf. Papers, notes, or other evidence related to the alleged act of academic dishonesty should be confiscated and filed with the Dean or the Dean's designee, along with any records, correspondence, notes, or memoranda relating to the case. During the appeal process, these records shall be kept on file in the College Academic Office, but outside of any student academic file in the College. The College Committee on Academic Policy, Discipline, and Appeals, who is charged with reviewing most student appeals, may also have access to these records.

The Associate Dean will normally refer the appeal of an incident involving a single course to the College Committee on Academic Policy, Discipline, and Appeals, which shall conduct a hearing in a timely manner. The Committee shall recommend a decision and, if appropriate, a disciplinary penalty. The Associate Dean shall consider the recommendation of the Committee and make a final ruling, subject only to the student's limited right to appeal the ruling to the University Provost. Once the decision has been made, the Dean or the Dean's delegate shall inform the student and the

instructor in writing of the appeal ruling.

The student may appeal the College decision to the University Provost if, and only if, the Dean has imposed a serious disciplinary penalty, that is, suspension from the University, expulsion from the University, or request for withdrawal from the University. In order to do so, the student shall deliver both the Intent to Appeal form, available from the Office of the Dean, and the written appeal to the Office of the University Provost. The student shall also deliver copies of the form and the written appeal to the Office of the Dean. Such appeals shall be governed by the provisions, time limitations, grounds for appeal, and other limitations, conditions, and procedures stated in the Student Handbook.

All evidence and information relating to a case of alleged academic dishonesty shall be held in confidence by all concerned. Only the instructor and the Dean or the Dean's delegate will hold records relating to a case of alleged academic dishonesty. No parties, other than those University employees involved in this process, may be informed of the allegation except by the student or with the student's written permission.

If an instructor charges a student with an act of academic dishonesty and penalizes the student by assigning a grade of F in the course, then the student's final grade in that course has resulted from an academic disciplinary action. Consequently, if the student wishes to appeal the final grade in the course, the appeal should take the form of a disciplinary appeal rather than a grade appeal.

### ***Records***

If the accusation of dishonesty is upheld in the appeals process, the Dean or the Dean's delegate shall place both a ruling stating the final decision and all documents related to the case in the student's disciplinary file in the College. If the student is found not to have committed an act of academic dishonesty, the Dean or the Dean's delegate shall expunge the student's disciplinary file in the College of all documents relating to the alleged offense and shall direct the instructor to expunge his or her files of any documents relating to the alleged offense. Whether or not the student is found guilty, the Dean or the Dean's delegate may retain copies of documents related to the alleged offense.

### ***Disclosing the Contents of the College's Disciplinary File for the Student.***

Upon request, the College may disclose educational records to officials of another school in which a student seeks or intends to enroll, without obtaining the student's consent. Educational records include student disciplinary records. This document is a result of collaboration between students, faculty and College administration. The procedures will be reviewed by the Academic Policy, Discipline, and Appeals Committee or like committee) within three years of the date of its adoption.

### ***Course Withdrawal During an Investigation***

Withdrawal from a course during an academic misconduct investigation does not ensure the recording of a W on the student's academic transcript in the event that they are found guilty of academic misconduct.

## **APPROVAL AND REVISION HISTORY**

Revised April 27, 2018.