

Title: Academic Honesty Policy (Undergraduate)

Effective: 08/2017

Responsible staff: Provost

Responsible office: Provost

Handbook: Yes

Student Body: UG

Wheaton College Policy on Academic Honesty

The Wheaton College Community Covenant, which all members of our academic community affirm, states that, "According to the Scriptures, followers of Jesus Christ will...be people of integrity whose word can be fully trusted (Psalm 15:4; Matt. 5:33-37)." It is expected that Wheaton College students, faculty and staff understand and subscribe to the ideal of academic integrity and take full personal responsibility and accountability for their work. Wheaton College considers academic dishonesty a serious offense against the basic meaning of an academic community and against the standards of excellence, integrity, and behavior expected of members of our academic community. Plagiarism is a form of dishonesty. Acts of academic dishonesty violate the trust that exists among members of the learning community at Wheaton and degrade the College's educational and research mission.

Definitions

Plagiarism is defined as using material created by others—in part or in whole—without properly attributing authorial and publication references for the correct source(s). Plagiarism can occur in dealing with written texts, but can also occur in the arts when, for instance, images or musical themes created by another are presented as if they were the original composition or creation of the student. Reference credit must be given for direct quotations, for work (including a form of argument, progression of ideas, or artistic creation), whether in whole or in part, that is paraphrased, adapted or summarized in the student's own words or creative work, and for information that is not common.

Cheating is defined as use of unauthorized notes, study aids, or non-approved sources for an examination, unauthorized alteration of a graded work after it has been returned and resubmission of that work for re-grading, submission of another person's work to meet requirements for a course, and submission of identical or similar papers for credit in more than one course (concurrently or sequentially) without prior permission from the course instructors.

Fabrication is defined as falsifying or inventing any information, data, or citation, presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data as if they were gathered in accord with those guidelines, and failing to include an accurate account of the method by which the data were gathered or collected.

Academic dishonesty also includes any lack of integrity exhibited through lying, misrepresenting, defrauding, or deceiving related to assigned or voluntary academic work. It further includes any deliberate attempt to gain unfair advantage in completing examinations or other required work, colluding, aiding or abetting the academic dishonesty of another student, and the falsification of academic records and official documents. These definitions are not exhaustive.

Responsibility for Disciplinary Action

Disciplinary authority and responsibility for addressing student violations of the College's academic honesty policy has been delegated by the President to the Provost and, in turn, to the Academic Deans and Faculty members.

The Provost and Academic Deans have the discretion to modify the following procedures at any time during a specific investigation or adjudication, as circumstances warrant. Nothing contained in these procedures is intended to create, or be interpreted as creating, any contractual rights on the part of any student.

Students who commit acts of academic dishonesty should report their own violations of this standard to the appropriate person (i.e., the professor); honest confession is expected as the appropriate expression of remorse. It is the responsibility of every student who is a witness to such behavior to confront academic dishonesty whenever

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they become aware of it (in the spirit of the mutual responsibility as discussed in the Community Covenant). College faculty and all staff similarly must address every act of dishonesty as they become aware of it.

Disciplinary Process

When a student is perceived to have violated the academic honesty policy, the faculty member will meet with the student to discuss the alleged violation. The faculty member may ask another faculty member or Department Chair to attend this meeting. The goal of this meeting is to communicate to the student the nature of the allegation, to gather more information regarding the situation, and to allow the student(s) to share his/her perspective about the incident. Student(s) will be given the opportunity to share any information or evidence that may support their position. The College will approach these initial conversations balancing the tension between grace and truth with a genuine interest in the student's wellbeing and development within the context of community and relationships.

The decision of whether or not a student has committed an academic violation will be communicated to the student in writing by the faculty member within five (5) working days of the initial meeting. If the faculty member determines that an infraction has occurred, a copy of the letter will be forwarded to the Academic Department Chair and the Dean of the division to which the faculty member is assigned. The letter must include a complete description of the events including the date of the meeting with the student and the conclusions and sanctions reached as a result of the meeting. The faculty member should keep originals of tests, papers etc. that give evidence of the violation. The faculty member must also consult with the Dean of Residence Life prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy.

Outcomes for academic dishonesty are assigned with the intent of maintaining appropriateness to the severity of the infraction, consistency, and fairness. Decisions about the nature and severity of disciplinary responses to academic dishonesty will take into consideration three factors: 1) the level of maturity of the student and the programmatic expectations on the student (e.g., the freshman in the first writing course versus the doctoral student working on a dissertation), 2) the severity of the infraction (from an apparently incidental failure to quote properly a source to an act of wholesale plagiarism in purchasing an academic paper on-line), and 3) any pattern of prior incidents.

Academic Dishonesty Outcomes

If a student is found to have violated the Academic Honesty Policy, the faculty member has the authority and sole discretion to give one of the following responses:

- Reprimand/warning
- Assignment of additional work
- Lower the grade assigned for the specific assignment by one or more grade steps
- Re-examination
- Lower the grade to zero credit for the specific assignment on which academic dishonesty occurred.

In consultation with the Academic Department Chair, the faculty member may also assign the grade of F (Failed) for the course.

The disciplinary actions listed in this section are not exhaustive. Sanctions may be imposed in any combination. The faculty member must also consult with the Dean of Residence Life prior to determining any disciplinary action to ascertain whether the student has been cited for previous violations of the academic policy. Prior determinations of misconduct under this or other student conduct policies should be considered in determining disciplinary action for a present violation.

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All decisions (initial sanctions and any appeals) will be communicated to the student in writing by the faculty member, Academic Department Chair or whomever the College determines should render a response. A copy of all adjudicative documents must be sent to the Dean of Residence Life to be added to the student's file as this office has been charged with maintaining records for all enrolled students.

Suspension and Expulsion may only be imposed by recommendation of the Academic Dean to whom the involved faculty member reports. The Academic Dean will make this recommendation in consultation with the reporting faculty member, the student's faculty advisor, the academic department chair, and the Dean of Residence Life.

- Suspension - The student is involuntarily separated from the College for a specified length of time.
- Expulsion - The student is permanently separated from the College with an appropriate notation of the reasons for such termination on the student's permanent record.

Academic Appeals

If the student believes that the decision made about an outcome in response to the incident of dishonesty is not just or fair, the student may submit a letter of appeal stating objections and providing any supporting materials within five (5) working days of receiving the decision. If the student appeals a suspension or expulsion decision, he/she may be permitted to remain in school until the appeal has been heard and a decision rendered.

- In the case of an outcome determined by the professor alone the appropriate and final appeal is to the Academic Department Chairperson.
- In the case of an outcome determined by the professor together with the Academic Department Chairperson (i.e., failure of a course), the appropriate and final appeal is to the divisional Academic Dean.
- In the case of a recommendation of suspension or expulsion being rendered by the divisional Academic Dean, the appropriate and final appeal is to a Hearing Panel composed of five faculty outside the academic department and one student representative.

Students may appeal the decision of the Hearing Panel to the Provost. The Provost shall notify the student within a reasonable amount of time of her final decision. The decision of the Provost is not subject to further appeal.

The Graduate School has established a framework review process that differs in some aspects from the undergraduate policy.

In addition, some graduate programs have established additional student review processes that take the place of the academic department chair's role described above. Where such procedures are clearly specified in department or program student handbooks, those procedures take precedence over the more basic process outlined in this policy. However the Wheaton College appeals process remains the same.

A copy of the full Academic Honesty Policy is available in each academic department office, the office of each divisional Academic Dean, the Student Development office, the Graduate Student Care office and the Provost's office.

For further information on the Graduate School Academic Honesty Policy, please contact the Dean of the Graduate School, 630 -752 -5949.