



THE UNIVERSITY *of*
NEW ORLEANS

Academic Dishonesty Policy

Faculty complaints regarding a student's violation of academic integrity should be handled starting at the lowest possible level. In an instructor feels that academic dishonesty has occurred, the instructor should, if feasible, first meet with the student (or students) involved to discuss this matter. Whether or not a meeting with the student(s) takes place, the following procedures govern the reporting of academic dishonesty and any actions taken as a result of an incidence of academic dishonesty.

1. The instructor must (a) complete and file an Academic Dishonesty Report Form with the Associate Dean for Judicial and Student Assistance, (b) provide a copy of the Form to the student, and (c) submit copies of the Form to the Chair of the instructor's department and the Dean of the instructor's college.
2. The instructor may assign a grade of Zero or "F" on the academic exercise (such as test, paper, project, assignment, computer program, etc.) in question. This action is subject to the following provisos:
 - a. This grade may not be dropped in the calculation of the final grade;
 - b. If the instructor feels that the violation on the academic exercise in question threatens the learning outcomes for the course, then a permanent course grade of "F" may be assigned. If a student is found guilty of academic dishonesty as a result of the judicial process, an "F" or "WF" as appropriate will be recorded as that student's grade. A "WF" would be given in instances in which the student has dropped the course. Students who believe that the grade was unfairly assigned should consult with their professor for clarification.
3. Resolving the appropriate response to the alleged instance of academic dishonesty shall continue to a Resolution Conference with the Associate Dean for Judicial and Student Assistance and the instructor, and/or continue to a Judicial Hearing by a Judicial Committee, if
 - a. the student, in filling in his/her part of the Academic Dishonesty Report Form, requests that the case be heard through the judicial process,
 - b. the instructor and the Associate Dean for Judicial and Student Assistance agree that the act of academic dishonesty in question deserves further review and/or a different response than that made so far by the instructor.

If an alleged academic dishonesty case cannot be resolved prior to the issuance of the final grades, the instructor will assign an "ng" (no grade) grade. This notion will remain until the alleged violation has been completely resolved; at that time the faculty member can assign an appropriate final grade.

Alleged violation(s) or sanction(s) that are considered to be more severe must be directly addressed through the judicial code. All departmental sanctions must be sent to the Associate Dean for Judicial and Student Assistance in writing within seven (7) working days. The attending record will be maintained with all other judicial rites in the Student Affairs Office. Faculty and Departments should be aware that all instances of academic dishonesty must be reported to the Associate Dean for Judicial and Student assistance and that, upon a second report of academic dishonesty for any student, the case will automatically be brought before the UNO Judicial Committee.

Procedure for Reporting Other Violations of the Judicial Code

Faculty and staff complaints regarding students and/or student organizations should be handled starting at the lowest possible level. In general, that means that the faculty member, department personnel, or staff member should first attempt to resolve the conflict with the student directly. In the case of a student's inappropriate behavior in or out of the classroom, a faculty or staff member may assign a Warning or Restitution and ask the student to leave the classroom or location for that period but may not permanently ban him/her from the class or location.

Any member of the University community can lodge a complaint against any student or student organization believed to be in violation of this code. All complaints must be made to the Associate Dean in writing. Any complaint should be submitted as soon as possible after the alleged violation occurs, but preferably no more than seven (7) working days after the alleged violation(s) or knowledge of the alleged violation(s). The Associate Dean will review the complaint and will either proceed with the complaint or dismiss the complaint. If the complaint is dismissed by the Associate Dean, the complainant may submit a written appeal through the Associate Dean within three (3) working days of the dismissal to be heard by a panel of three selected from a pool of the UNO Judicial Committee. The appeal must explain why the complaint should be heard through the judicial process. The panel will notify the complainant, in writing through the Associate Dean, of their decision within five (5) working days of receiving the appeal. If the case is accepted and later goes to the UNO Judicial Committee, the panel members will not serve on the hearing committee. If the complaint is not dismissed, the Associate Dean will officially notify the student or student organization of the complaint.

The complaint should include: the name of the person making the complaint; the full name, address and telephone number (if available) of the person being accused of a violation or the student organization's name; the alleged violation(s); all information supporting the alleged violation (i.e., exam papers, pictures, statement of reasons which support the complaint); date and time of the alleged violation; witness(es), (include

information on how to contact witness(es)), names of persons involved or those with pertinent information; and a description of the alleged violation in a logical and clear manner. A student or student organization may be accused of more than one violation in a complaint.

Any person filing a complaint will be required to appear at the resolution conference, unless excused by the Associate Dean, and the judicial hearing, if one is conducted. Should the complainant not be excused and fail to appear at the resolution conference, the case may still be considered by the UNO Judicial Committee. Should the complaint not appear before the UNO Judicial Committee, the case may be dismissed.

Other operating units of the University, e.g. academic colleges, academic departments, University Housing, University Center, Campus Activities, Library, cafeterias, intramural and intercollegiate athletics and Greek governing structures, may also have rules and policies which students and student organizations must follow, as policy, this judicial code shall supersede.

Academic Dishonesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the University. All faculty members and teaching assistants should encourage and maintain an atmosphere of academic honesty. They should explain to the students the regulations defining academic honesty and the sanctions for violating these regulations.

However, students must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have a responsibility to bring the matter to the attention of the course instructor and/or academic unit head, or the Associate Dean. To promote academic integrity, students will assign the following pledge when required by the instructor.

I pledge that I have completed the work I am submitting according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Judicial Code.

Academic dishonesty includes, but is not limited to, the following:

Cheating: The act of deception by which a student misrepresents mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include, but not limited to, copying or allowing someone else to copy from another student, unauthorized use of a textbook or other material during an examination; inappropriate and unauthorized collaboration during an academic exercise; unauthorized use or

possession of specialty prepared materials, such as notes or formula lists, during an academic exercise.

Plagiarism: The unacknowledged inclusion of someone else's actual words, ideas or data as one's own, or the paraphrasing of someone else's words, ideas or data. This means that sources of information must be appropriately cited with footnotes or quotation marks and identified, whether published or unpublished, copyrighted or uncopyrighted.

Academic Misconduct: The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling or giving away or engaging in bribery to get all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, or other official academic records of the University; entering a building or office without authorization for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication: The intentional use of false information or the falsification of research, findings, personal or university documents with the intent to deceive. Examples include citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the instructor; falsifying or misrepresenting oneself on resumes or other such documents or university related forms.

Accessory To Acts of Academic Dishonesty: The act of facilitating, supporting, or conspiring with another student to commit or attempt to commit any form of academic dishonesty.