



# MarymountManhattan

a college of the liberal arts

## **Marymount Manhattan College Academic Honesty Policy**

### **Introduction:**

MMC fosters an academic community; students and faculty work together to create a learning experience that imparts knowledge and forms character – the hallmarks of a university culture. To achieve this, the College adheres to a policy of Academic Honesty – one that teaches students to complete tasks in a thoughtful, honest manner so as to breed a positive ideal of self-knowledge within each student. It is through this quality that a student understands her/his true capabilities. This policy instructs students to honor their colleagues by producing work that is based on their own capabilities so fellow students receive their equal consideration in the eyes of their professor. Honest work--on the computer or in writing—is important in the development of the academic character. MMC desires for each student to finish each course, each program, with a developed sense of self, a pride in the integrity of his/her own work toward his/her own level of achievement; this will create a true community of dedicated, life-long learners.

### **Policy and Definition:**

#### **Categories of Academic Dishonesty:**

A. Plagiarism means to present as one's own the work, writing, words, or computer information of someone else. You commit plagiarism if you submit as your own work or make use of:

1. Part or all of a written, spoken, or computer-generated assignment copied or accessed from another person's manuscript, notes, computer disks or mainframe account.
2. Part or all of an assignment copied, paraphrased, or accessed from a source, such as a book, magazine, pamphlet, computer disk, or mainframe account without attribution.
3. A sequence of ideas, arrangement of material, pattern of thought of someone else, even if expressed in your own words. This means that paraphrasing (or rephrasing) someone else's ideas without attributing them as the source of the idea, is also plagiarism. In this example, even if there is no proof that "part" has been stolen because no three words occur in the same sequence as in the original document, plagiarism has still occurred if there is an obvious parallelism among documents.
4. Plagiarism occurs when such a sequence of ideas is transferred from one source--including electronic sources--without the process of digestion, integration, and reorganization in the writer's mind, and without acknowledgement in the work.

B. You are an accomplice to academic dishonesty and equally guilty if you:

1. Allow access to your computer account, disks, or to your writing or ideas, in outline or finished form, to be copied in any way and submitted as the work of someone else.
2. Prepare an assignment for another student and allow it to be submitted, as hers/his own work.
3. Keep or contribute to a file of work with the clear intent that this work be copied and submitted as the work of other students.
4. Allow access to your computer account or disks with the intent of permitting someone else to submit that material under their own name.
5. Multi-purpose a paper. This means you cannot submit a paper for one class and then submit it again to fulfill the assignments of another class without consultation with faculty. Even a slightly modified resubmission is considered a form of academic dishonesty.
6. Cheating or assisting others in cheating.
7. Forging the signature of a faculty member, administrator, or another student.

Please Note: Students found in violation of the Academic Honesty Policy will not be permitted to drop the course. If a student is found in violation of policy and the faculty member or Review Board sanctions an "F" grade for the class, the students' transcript will reflect a letter grade of "F". If a student should process a withdrawal form while the case is pending, the grade will be changed to an "F" grade.

The faculty of Marymount Manhattan College composed and approved this Academic Honesty Policy; in the case of academic dishonesty, the instructor has the authority to, but is not obligated to, fail the student for either or both the assignment and the course. In consultation with the Associate Dean for Academic Affairs, the instructor may also recommend other disciplinary action in accordance with college policy. However, in all cases, whether such action is taken or not, all students who have violated the policy will be recorded in a file maintained jointly by Academic Affairs.

**Reporting Students:**

All faculty (including part-time and full-time) must report all cases of academic dishonesty to Academic Affairs no matter how they choose to resolve the case.

Faculty should identify cases of academic dishonesty as soon as possible but no later than within a month of the incident.

**The Academic Integrity File:**

A central file for cases of academic dishonesty will be created. When faculty report cases, this report will go into the student's file. Each reported student will receive written notification that a note will be placed in the file and a copy of the note placed in the file. The file will be placed under limited access and housed within Academic Affairs. Under most circumstances, only the Vice President of Student Affairs, the Dean of Students, and the Associate Dean for Academic Affairs will have access to the file. Information about individual cases will be made available to a Review Board on an as needed basis.

**Actions Based on Files on Record**

Academic Affairs will take the following actions when notices are placed in the file:

**1st notice:** Students will be mailed a written notice (along with a copy of the report placed in the file) requiring that they have an in-person meeting with The Associate Dean for Academic Affairs and/or Vice President of Student Affairs. Students who do not respond to a request for a meeting will have a hold placed on his/her record until such meeting takes place.

**2nd notice:** Students will face a Review Board for accusation of academic dishonesty.

### **Academic Integrity Review Board**

The Review Board will convene under the following circumstances:

1. When a student is cited for a second instance of academic dishonesty with the placement of a second notice in the Academic Integrity File, students will automatically be called before a Review Board for consideration of action.
2. Students may request a Review Board hearing to appeal a notice being placed in the Academic Integrity File or in the student file.

### **Review Board Membership**

The Review Board for each case will consist of five members. Two members will be faculty, two members will be students, and one member will be an administrator from the College.

1. The faculty members will be drawn from the Academic Standards Committee. A Chair of the Review Board will be selected by this committee for a two-year term. Members for a specific appeal hearing will be selected from within the committee on a case-by-case basis for each individual hearing, with emphasis placed on avoiding conflicts of interests and on maintaining representation of different divisions.
2. Student members will be solicited each year by the Dean of Students. Interested students will hand in an application that includes a resume and cover letter expressing their interest. Each year, four students will be selected to the Review Board by the Dean of Students, the Associate Dean, and the Chair of the Review Board. Two students will serve on each case, and they will be selected based on a rotation system. However, if there is a conflict of interest, those students will need to recuse themselves. To qualify, students must be sophomores or higher class, not be on academic probation, and possess no judicial record. Students also must have completed two consecutive semesters at MMC.
3. The Associate Dean will serve as the administrator on the Review Board. In cases when the Associate Dean needs to recuse herself, the Dean of the College will appoint an alternative member to the Review Board.
4. All members of a Review Board hearing are expected to maintain the highest level of discretion and confidentiality regarding all proceedings rendered.

## **Process for Appeals**

1. A student may request a hearing with the Academic Review Board within thirty days (as determined by the date on the notification letter) of a notice being placed in the Academic Integrity File.
2. The Chair of the Review Board must schedule a hearing within sixty days after receiving a student's request for an appeal. The hearing itself must take place prior to the end of the following semester. All efforts should be made to guarantee that the hearings take place in a timely manner.

## **The Review Board has the following responsibilities:**

1. Determine whether the parties acted according to the College's policies regarding academic dishonesty;
2. Decide whether the allegations of academic dishonesty are warranted;
3. Decide whether the disciplinary action was valid;
4. Consider a number of resolutions such as clearing the student, issuing a written warning, or recommending academic counseling. The Review Board may also make a recommendation of suspension to the Dean of the College. The Associate Dean will inform the interested parties of the decision within thirty days. All decisions made by the Review Board are final.

## **The following Rules and Procedures will apply to the Review Board:**

1. Any member of the Review Board who has a conflict of interest with the case in question must recuse him/herself from the case.
2. The student will be informed by the Chair of the Review Board of his/her right to provide any evidence at the hearing.
3. The student will be allowed to bring one person with him/her to the hearing. The Chair of the Review Board must be informed of that intention within seventy-two hours prior to the hearing. This person may be a faculty member, a staff member, or another student from within the College. This person's role is to provide emotional support. He/she does not have the right to speak or ask questions.
4. Final decisions will be recorded in the Academic Integrity File. As per the "Policy on Academic Honesty," only the Associate Dean for Academic Affairs and the Dean of Students have access to the Academic Integrity File.