

Oakland University Academic Dishonesty Policies and Procedures

All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means the student is claiming credit for ideas or work not actually his or her own and is thereby seeking a grade that is not actually earned. All academic misconduct allegations are forwarded to the Dean of Students Office and adhere to the student judicial system.

Faculty Standards

Faculty members are expected to maintain the following standards in the context of academic conduct:

To inform and instruct students about the procedures and standards of research and documentation required to complete work in a particular course or in the context of a particular discipline.

To take practical steps to prevent and detect cheating.

To report suspected academic misconduct to the Dean of Students, 144 Oakland Center, for consideration by the Academic Conduct Committee of the University Senate.

To present evidence of plagiarism, cheating on exams or lab reports, falsification of records, or other forms of academic misconduct before the Academic Conduct Committee.

Student Standards

Students are expected to abide by the following standards in the context of academic conduct:

To be aware of and practice the standards of honest scholarship.

To follow faculty instructions regarding exams and assignments (including group assignments) to avoid inadvertent misrepresentation of work.

To be certain that special rules regarding documentation of term papers, examination procedures, use of computer-based information and programs, etc., are clearly understood.

If a student believes that practices by a faculty member are conducive to cheating, he or she may convey this information to the faculty member, to the chairperson of the department, or to any member of the Academic Conduct Committee (either directly or through the Dean of Students Office).

Following are some examples of academic dishonesty:

Cheating on assignments and examinations. This includes, but is not limited to, the following when not authorized by the instructor: the use of any assistance or materials such as books and/or notes, acquiring exams or any other academic materials, the use of any other sources in writing drafts, papers, preparing reports, solving problems, works completed for a past or concurrent course, completing homework or carrying out other assignments. No student shall copy from someone else's work or help someone else copy work or substitute another's work as one's own. No student shall engage in any behavior specifically prohibited by an instructor in the course syllabus or class discussion.

Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit. By doing this, a student is, in effect, claiming credit for someone else's thinking. This can occur in drafts, papers and oral presentations. Whether the student has read or heard the information used, the student must document the source of information. When dealing with written sources, a clear distinction should be made between quotations, which reproduce information from the source word-for-word within quotation marks, and paraphrases, which digest the source of information and produce it in the student's own words. Both direct quotations and paraphrases must be documented. Even if a student rephrases, condenses or selects from another person's work, the ideas are still the other person's and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of

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another's ideas. Buying a paper or using information from the Internet without attribution and handing it in as one's own work is plagiarism.

Cheating on lab reports by falsifying data or submitting data not based on the student's own work.

Falsifying records or providing misinformation regarding one's credentials.

Unauthorized collaboration on assignments. This is unauthorized interaction with anyone in the fulfillment of academic requirements and applies to in-class or take-home coursework. Individual (unaided) work on exams, lab reports, homework, computer assignments and documentation of sources is expected unless the instructor specifically states in the syllabus or verbally that it is not necessary. Collaboration can also include calculating homework problems with another person, having another help to rewrite a paper, sharing information/sources with others and checking coursework with others.

Completion of original work. When an instructor assigns coursework, the instructor intends that work to be completed for his/her course only. Work students may have completed for a course taken in the past, or may be completing for a concurrent course, must not be submitted in both courses unless they receive permission to do so from both faculty members.

Judicial procedures for addressing cases of non-academic, academic or student organization misconduct vary slightly, but the following steps are included in each process. The term "dean of students" as used in this document shall mean "dean of students or other person designated by the vice president for student affairs to process and/or hear case(s)." The focus of the judicial process shall be to determine whether a student has violated campus standards or regulations. Deviations from prescribed judicial procedures shall not invalidate a decision or proceeding unless, in the opinion of the dean of students, significant prejudice to a student resulted from the deviation.

1. Complaint: A complaint of misconduct is usually written and includes specific allegations or charges. Any faculty, staff or student who is aware of possible student misconduct is requested to report the alleged violation to the dean of students.

2. Fact-finding: Upon receipt of a complaint or report of alleged student misconduct, the student respondent shall meet with the dean of students or assistant dean of students for fact-finding to determine if a University hearing is required. The student respondent may have an adviser, who must be a member of the Oakland University community, present at the interview and shall be informed of the alleged violation and advised of his/her rights.

3. Notice: Upon determination of the need for a disciplinary hearing, the student respondent will receive written notification. Written notice includes a statement of the alleged misconduct with sufficient particulars to enable the student respondent to prepare his/her defense, the date, time and place of any hearing, and the names of witnesses who are scheduled to appear at the hearing. Normally, notice is provided at least 72 hours in advance of any hearing.