



College of Business and Public Affairs



Accreditations:

ACEJMC: Accrediting Council on Education in Journalism and Mass Communications

AACSB-International: The Association to Advance Collegiate Schools of Business

Academic Honesty Policy

Murray State University defines **Academic Dishonesty** as follows:

Cheating, plagiarism (submitting another person's work as one's own), or doing work for another person which will receive academic credit are all impermissible forms of academic dishonesty and constitute unacceptable conduct. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination; the unauthorized copying of examinations, assignments, reports, computer files or term papers; or the presentation of unacknowledged material as if it were the student's own work.

Plagiarism, one of the most serious forms of academic dishonesty, is defined as follows:

Plagiarism is stealing the words or ideas of another and passing them off as one's own. Whenever a student submits a piece of writing claiming original authorship, it is understood that the student is claiming that all the ideas, opinions, facts, figures, conclusions, revisions, and words are the student's original work, unless the student explicitly indicates otherwise via footnotes, attribution in the text, and/or appropriate quotation marks. Failure to acknowledge the contribution of the original author is an act of dishonest deception for which a student can be disciplined under the University's policy on academic dishonesty.

Other examples of academic dishonesty, all not allowed and carrying serious consequences, are the following:

- using programmable calculators
- using "crib sheets," sometimes hidden ingeniously
- writing answers on articles of clothing, shoes, or skin
- looking at someone else's paper
- paying others to write papers
- submitting the same paper for credit to more than one class
- asking "What was on the test?" of someone who already took it
- openly talking during tests
- passing notes during tests
- passing tests back and forth
- talking in the hall or restroom during tests
- reviewing notes in the restroom during tests
- leaving notes in the restrooms during tests for others' use
- having one person in a group take each test early
- leaving answers on computers
- theft of examinations

It is the policy of the College of Business and Public Affairs that (1) all instances of academic dishonesty will receive appropriate punitive action from the faculty member in whose class such dishonesty occurs **AND** (2) the names of students involved in acts of academic dishonesty will be reported in every instance to the Dean. The following steps should be followed each time an instance of academic dishonesty is detected:

- (1) Upon ascertaining that academic dishonesty has taken place, the faculty member should immediately inform the student that such academic dishonesty has been detected.
- (2) If this is a first offense, the faculty member should privately inform the student of the penalty to be assessed. Second offenses and instances of "serious" cheating (see paragraph 7) must always result in a failing grade in the course. Further, the faculty member should inform the student that **ALL** instances of academic dishonesty **MUST** be reported to the Dean immediately.

(3) **ALL instances of academic dishonesty MUST BE REPORTED to the Dean on an official "Academic Dishonesty Incident Report" form.** The form merely asks the faculty member to describe the cheating incident and the action taken in response (e.g., "failed student in the course"). These forms provide the Dean with information needed to detect multiple instances of cheating by individual students and also serve as the basis for the Dean's annual report on academic dishonesty in the college.
- (4) In the case of a first offense, the Dean or Assistant Dean will talk to the student about the incident, explain the college's ethical standards, and further explain that a second offense will result in separation/expulsion/dismissal from the College of Business and Public Affairs. A recommendation will be made to the Vice President for Student Affairs, in the case of second-time offenders or serious first-time offences, for such a student to also be dismissed from Murray State University. Both undergraduate and graduate students have been dismissed from the College of Business and Public Affairs, in the past, due to academic dishonesty. The strong message here is that students should not think we simply threaten dismissal due to academic dishonesty: when they are caught, and they will be, they will be punished/dismissed.
- (5) The Dean's Office will also address the matter in writing in a letter to the student. The student will be reminded of the action which will be taken on a second offense. If this is a first offense, the student will also be informed of his/her right to lodge an appeal with the college's Academic Appeals Committee within five (5) working days of receipt of the letter, which will be sent by Registered Mail, Return Receipt requested.
- (6) If it is a student's second offense, the Collegiate Appeals Committee will recommend to the Dean that the student be dismissed from the College of Business and Public Affairs. Further, the Dean's Office will forward a copy of the Incident Report to the Office of Student Affairs with a recommendation that disciplinary action be brought against the student by way of separation from the University.
- (7) Students involved in "serious" cheating (cheating which offends and attacks the very foundations of an academic community, such as stealing a test, selling or buying a stolen test, writing a term paper for a student who will turn it in as his/her own work, attempting to change or actually changing a grade on a paper, in a professor's gradebook, or on computerized records, taking a class for another student in that student's name, and similar acts of extreme academic dishonesty) will be dismissed from the College and have their cases turned over to Student Affairs and the University Judicial Board with a recommendation for further disciplinary action, on the first offense, by way of separation from the University.
- (8) New: Beginning in Fall 2003, all faculty in the College of Business and Public Affairs are required to indicate the academic honesty web-address in all their syllabi, at both the undergraduate and graduate levels. Faculty must then require students to read and understand the material on the website. The current web-link to the Collegiate Academic Dishonesty Policy outlined above is:

<http://www.murraystate.edu/qacd/cbpa/pdf/honesty.pdf>

NOTE: A copy of this policy on academic honesty will be posted in each classroom. Instructors should call the policy to the attention of students both orally and in writing on the syllabus, at various times throughout the semester.