

# Department of Health and Nutrition Sciences

## Policy on Academic Honesty

The Department of Health and Nutrition Sciences (HNS) faculty and staff consider academic dishonesty a serious offense. Throughout the academic experience of HNS students, there are assignments and projects that are completed where it is imperative that students ensure they practice academic integrity, such as using citations to provide credit when appropriate. The Department of HNS developed an academic dishonesty policy to clarify to its students the meaning and potential penalties for practicing any form of academic dishonesty.

The Idaho State University (ISU) Faculty / Staff Handbook served as the template for the HNS academic dishonesty policy. The ISU Faculty / Staff Handbook provides a thorough discussion regarding academic dishonesty in Part 6. Student Affairs, Section IX. Student Conduct, which is included in its entirety in the HNS policy below (the section on academic dishonesty in the ISU Faculty / Staff Handbook can be retrieved at [http://www.isu.edu/fs-handbook/part6/6\\_9/6\\_9a.html](http://www.isu.edu/fs-handbook/part6/6_9/6_9a.html)). Any changes that have been made to the original document in the ISU Faculty Handbook is indicated with brackets ([ ]) or with a citation indicating the source.

### A. Academic Dishonesty

#### 1) General

- a) Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.
- b) Academic dishonesty includes, but is not limited to, cheating and plagiarism.

#### 2) Definitions

- a) **CHEATING** is defined as the act of using or attempting to use, in examination(s) or other academic work, material, information, or study aids which are not permitted by the instructor. Examples of cheating include, but are not limited to:
  - i) Obtaining, providing or using unauthorized information during an examination, verbally, or visually, or by notes, books, or other materials. [This includes a student providing assistance with or acting as an accomplice with cheating.]
  - ii) Acquiring, possessing, or providing to others, examinations or other course materials without authorization of the instructor. This is understood to include providing information about an examination in advance of the scheduled administration of that examination.
  - iii) Taking an examination for another person or arranging for someone else to take an examination for you.
  - iv) Fabricating information without the permission of the instructor for any report or other academic exercise.

Other forms of cheating not discussed in the ISU Faculty / Staff handbook include:

- i) "Using electronic devices to receive or distribute exam questions or answers" (College of Business, 2003, ¶ 2).
- ii) Obtaining completed or graded material from a course from a previous semester from another student to complete an assignment in a current semester.
- iii) Leaving a distance learning site classroom with another student during an exam.

- b) **PLAGIARISM** is defined as representing another person's words, ideas, data or work as one's own. Plagiarism includes, but is not limited to, the exact duplication of another's work and the incorporation of a substantial or essential portion thereof without appropriate citation. Other examples of plagiarism are the acts of appropriating the creative works in such fields as art, music and technology, or portions thereof, and presenting them as one's own.

Other forms of plagiarism not discussed in the ISU Faculty / Staff handbook include:

- i) "Copying materials from another and supplying documentation, but leaving out quotation marks.
- ii) Using the outline and bibliography of another person's paper.
- iii) Using non-textual materials (e.g., graphs and figures) without proper citation.
- iv) Obtaining information from the Internet and using it without attribution or quotation" (College of Business, 2003, ¶ 3).

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, statements [that] are paraphrased, summarizations of the work of another, and other information [that] is not considered common knowledge must be cited or acknowledged, usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student correctly acknowledges sources of information, plagiarism is not present. [For example, when using APA format, a direct quote must be indicated with either quotation marks or block text, as appropriate, with the proper citation provided after the quote. If a student paraphrases any information from a source, credit must be given to that source using the appropriate APA citation format.] However, students should be aware that most professors require certain forms of acknowledgment or references, and may evaluate a project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

The ISU Department of English and Philosophy (2001) provides a further discussion on plagiarism to clarify when an instructor may charge a student with plagiarism. An important point is made in their plagiarism policy and guidelines:

Worth noting is the fact that ignorance does not excuse plagiarism. Intentional plagiarism consists of knowingly copying or using another's work without giving proper credit. Unintentional plagiarism, on the other hand, may result from lack of familiarity with citation standards, poor research methods, or careless "cutting and pasting" of Internet and other electronic sources. In either case, both intentional and unintentional plagiarism constitute violations of the University's policy on Academic Dishonesty (¶ 5).

Additionally, the ISU Department of English and Philosophy (2001) discusses plagiarism and the Internet. The HNS faculty concurs with the explanation provided in the ISU Department of English and Philosophy plagiarism policy:

Many sources of information on the Internet have no stated or obvious author, this does not mean that the information belongs to the public domain or is general knowledge and not subject to documentation. The considerations for determining

how to avoid plagiarism are the same for all sources and types of information—print, digital, and other media inclusive. If the material you use in your writing is not your own work, the source must be documented. Since much of the information available on the Internet carries no byline or specific author credit, authorship often must be assigned to the organization or individual responsible for constructing and/or maintaining the web site on which the information appears. Your instructor can provide more detailed guidance to specific questions you may have concerning how to cite Internet sources. In any case, however, using Internet source material without proper citation constitutes plagiarism.

Worth noting as well is the current proliferation of Internet sites trafficking in academic papers of all kinds. Use of any papers and/or information from these sites or other Internet sources without proper citation may constitute a severe violation of University policy and will be dealt with accordingly (§ 6-7).

The Department of HNS faculty encourages students to use the appropriate format for citing their references, per faculty instruction. Typically, health education students are instructed to use the American Psychological Association (APA) style for citations and referencing, including information obtained from the Internet or other electronic sources. Dietetics students are typically instructed to use the American Medical Association (AMA) style for citations and referencing. Each HNS faculty member indicates the citation and referencing format that is required for his / her course in his / her course syllabus or via discussion in class.

There are several academic Web sites available on the Internet that provide further information and examples of plagiarism. The HNS faculty encourages students to visit the following Web sites if they feel they need further clarification of plagiarism to ensure that they do not practice this form of academic dishonesty.

- Student Judicial Affairs, University of California, Davis. (1999). *Avoiding plagiarism. Mastering the art of scholarship*. Available at <http://sja.ucdavis.edu/avoid/htm>
- Leland, B. H. (2002). *Plagiarism and the Web*. Available from Western Illinois University at <http://www.wiu.edu/users/mfbhl/wiu/plagiarism.htm>
- Online Writing Lab, Purdue University. (2004). *Avoiding plagiarism*. Available at [http://owl.english.purdue.edu/handouts/research/r\\_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)

c) **[OTHER FORMS OF ACADEMIC DISHONESTY]**

- i) Submitting for course credit, the same work or substantial portions of the same work in two different classes without prior approval of the instructor(s).
- d) **ACADEMIC** as used in this policy is synonymous with “scholastic,” i.e., either term refers to school-related endeavors, regardless of whether the school is vocational or academic.
- e) **INSTRUCTOR(S) / FACULTY MEMBER(S)** as used in this policy is/are defined as the person(s) who is/are responsible for the teaching of class, laboratory, or other instruction. These terms include faculty regardless of rank, instructional staff, graduate assistants, visiting lecturers, adjunct or visiting faculty, [and exam proctors at distance learning site classrooms].

### 3) Penalties for Academic Dishonesty

Each penalty is separate. In no way is it intended that these penalties be imposed in a sequential order. Combinations of penalties may be imposed; however, any penalty imposed shall be in proportion to the severity of the offense.

- a) Penalties that may be imposed by the instructor are:
  - i) Warning—The faculty member indicates to the student that further academic dishonesty will result in other sanctions being imposed.
  - ii) Resubmission of work—The faculty member may require that the endeavor in question be rewritten in conformance with proper academic standards and requirements or that a new project be developed. The instructor may specify additional requirements.
  - iii) Grade reduction—The student’s grade for a test, project, or other academic endeavor may be lowered or a grade [of] “F” may be assigned.
  - iv) Failing—A grade of “F” is assigned for the course.
  - v) Failing—A grade of “F” with notation is assigned for the course.
- b) Penalties that may be imposed at the University level are:
  - i) Suspension from the University. “Suspension for Academic Dishonesty” is defined as administrative withdrawal of the offending student from the institution for reasons of academic dishonesty. The student is suspended from the entire institution for a length of time to be specified by the University Administration. The length of the suspension may vary, depending upon the circumstances contributing to the imposition of this sanction. The suspension will be recorded on the student’s permanent transcript.  
  
[The process of determining the length of suspension is as follows:
    - (1) The Academic Dishonesty Board convenes after appeals, if any, are complete, and under one of the two conditions specified in the policy (refer to SECTION 6. PROCEDURES FOR IMPOSITION OF PENALTIES AT THE UNIVERSITY LEVEL, a. i. below).
    - (2) The Board is not restricted to any set limit on the duration of suspension, and has levied suspensions longer than the one year maximum allowed for other disciplinary violations. The duration should be commensurate with the severity of the act; at some point expulsion is considered by the Board.
    - (3) The Academic Vice President receives and implements the University sanctions (A. Miller, personal communication, May 24, 2005).]
  - ii) Academic expulsion from the University is the most severe penalty for academic dishonesty and may be imposed by the University Administration for extreme or multiple acts of academic dishonesty. Once expelled, the student will not be eligible for readmission to the University. The academic expulsion will be recorded on the student’s permanent transcript.

4) **Procedures for Determination of Academic Dishonesty and Imposition of Penalties**

- a) The instructor: The instructor of the course is responsible for initiating investigation of each suspected incident of academic dishonesty.
- b) When the instructor witnesses an incident of academic dishonesty, has evidence of, or is informed of an incident of academic dishonesty by a student who witnesses the incident, the instructor shall proceed as follows:
- c) The instructor may intervene and shall proceed by gathering evidence to see if further action is necessary.
- d) [HNS faculty] shall discuss the incident with [the] department head and / or dean. If a decision is reached not to proceed, no further action is necessary.

- e) The instructor:

If, after the discussion in d. above, the instructor decides to proceed, the instructor shall notify (verbally or in writing) the student(s) involved of what the instructor and/or others witnessed. The instructor shall meet with the student and receive and consider the student's response (verbally or in writing). The instructor shall also collect any available evidence and testimony from any witnesses. In cases of suspected plagiarism, the student may be asked to supply the reference(s) used. The student must comply with any such request. If a settlement is reached [and it is determined that plagiarism or academic dishonesty did not occur], no further action is necessary.

The student:

The student shall meet with the instructor to respond to the allegation of academic dishonesty. If a settlement is reached, no further action is necessary.

- f) If a settlement cannot be reached in [e.] above between the student(s) and the instructor, and the instructor concludes that academic dishonesty has occurred, and the imposition of sanctions is warranted, the instructor shall prepare a written incident report.

Withdrawal from a course does not exempt a student from academic dishonesty penalties.

- g) The written incident report shall include the student's name, the date of the incident, a description of the incident, description of any available evidence, and the instructor's decision regarding the imposition of sanction(s). The incident report shall state the specific sanction to be imposed—a warning, resubmission of work, grade reduction within the course, or final course grade of "F" (failure) or "F" with notation.

If the punishment is an "F" with notation, the Registrar's Office will send a letter appraising the student of his/her rights as outlined in Section 5 below. If the "F with notation" is uncontested or upheld in the appeals process, it will be recorded on the official transcript for a period of two years from the time the grade is officially recorded.

If either sanction 3, 4, or 5 as outlined in Part 3-a is imposed, the faculty member will report the incident to the Registrar's Office. Any student that receives two "Fs with notation" is subject to academic suspension or expulsion. [The first "F with notation" is recorded on the student's transcript for 2 years after the grade is officially recorded and the student must petition to retake the course in question (A. Miller, personal communication, May 24, 2005).] The University's Academic Dishonesty Board will be activated when a student has received a second "F with notation."

The circumstances and the nature of the dishonest act shall determine the severity of the offense. Any sanction applied shall be in proportion to the severity of the offense. (If the academic dishonesty sanction(s) is/are suspension or expulsion from the University, [please refer to the ISU Faculty / Staff Handbook], SECTION IX. STUDENT CONDUCT, A. ACADEMIC DISHONESTY, 3.b. "Penalties that may be imposed at the University level," and SECTION IX. STUDENT CONDUCT, A. ACADEMIC DISHONESTY, 6. "Procedures for Imposition of Penalties at the University level.")

The instructor shall keep a copy of the written incident report and [send a copy to]:

- (1) the student, and
- (2) the chairperson (or designee) of the department in which the instructor holds an appointment, and
- (3) the chairperson (or designee) of the department in which the student is a major, and
- (4) the dean (or designee) of the college in which the instructor holds an appointment, and
- (5) the dean (or designee) of the college in which the student is a major, and
- (6) **a copy is placed in the student's permanent file in the Registrar's Office and the Department of HNS.** The student's permanent file is to be maintained in accordance with the Family Educational Rights and Privacy Act (i.e., Buckley Amendment).

- h) **Procedures for Determination of Academic Dishonesty and Imposition of Penalties for Graduate Students:** The ISU Graduate Catalog (Graduate Studies, ISU, 2004) provides guidance regarding the procedure for academic dishonesty involving graduate students. "Academic dishonesty at the graduate level is considered a serious offense and may result in dismissal from a graduate program" (p. 16). The procedures regarding academic dishonesty for graduate students are as follows:

Whenever a faculty member suspects a graduate student of academic dishonesty, the instructor should present the evidence to the student and consider the student's response. If the instructor concludes after consultation with the student that academic dishonesty has indeed occurred, the instructor should write a letter to the chairperson of the department in which the student is seeking a graduate degree, describing the incident. The instructor should include with the letter any evidence used to draw the conclusion that academic dishonesty has occurred (e.g., copies of the student's written assignment, copies of documents thought to have been plagiarized, etc.), and should state clearly the penalty imposed within the course itself. The penalty should be in proportion to the severity of the offense. If the penalty is to be a failing grade, the instructor should first consult with the chairperson of the department, and the chairperson should meet jointly with the student and faculty member to review the incident. The student may appeal the

penalty by following the procedures in the Graduate Catalog entitled "Appeal of a Grade."

A copy of the instructor's letter reporting the offense, along with any evidence submitted to the chairperson, should be sent to the student, to the dean of the college in which the student is seeking a graduate degree, and to the Dean of Graduate Studies. **A copy of the letter is to be placed in the student's permanent file in the Department of HNS and in the Office of Graduate Studies.** If the student is exonerated during the appeals process, however, the letter and all other records of the accusation of academic dishonesty are to be deleted from the student's files.

The department chairperson may, in accordance with the policy and procedures of the department, impose the penalty of dismissal from the program. A student may appeal the dismissal by following the procedures in the Graduate Catalog entitled "Appeal of Dismissal from a Graduate Program" (p. 16).

#### 5) **Procedures for Students Appeals of Imposed Penalties**

This appeal to the dean of the college (or designee) in which the student is a major is the final level for penalties of warning, resubmission of work, grade reduction within a course and final course grade of an F due to academic dishonesty. If the penalty is an "F" with notation, the final level of appeal is the Academic Vice President.

- a) The student may appeal the penalty imposed by the instructor to the dean (or designee) of the college in which the student is a major. This appeal must be filed, in writing, before the end of the semester following the semester in which the alleged academic dishonesty incident occurred. For example, petitions relating to alleged academic dishonesty occurring during the spring semester or summer session must be filed prior to the end of the following fall semester.
- b) When the student appeals the penalties imposed by the instructor, the dean (or designee) of the college in which the student is a major shall set a date for a formal hearing. The instructor, the student, the chairperson (or designee) of the department in which the instructor holds an appointment, the chairperson (or designee) of the department in which the student is a major, the dean (or designee) of the college in which the instructor holds an appointment, and the dean (or designee) of the college in which the student is a major shall meet to discuss the allegations and sanctions. A written record shall be kept of the proceedings.
- c) A copy of the written record from the proceedings in b. above shall be kept by the dean of the college in which the student is a major and sent to:
  - (1) the student, and
  - (2) the chairperson (or designee) of the department in which the instructor holds an appointment, and
  - (3) the chairperson (or designee) of the department in which the student is a major, and
  - (4) the dean (or designee) of the college in which the instructor holds an appointment, and
  - (5) a copy is placed in the student's permanent file in the Registrar's Office. The student's permanent file is to be maintained in accordance with the Family Educational Rights and Privacy Act (i.e., Buckley Amendment).

- d) If the student is exonerated of all charges of academic dishonesty, then the student's permanent file shall be expunged of all documents and materials associated with the alleged dishonest conduct.
  - e) If the student is not exonerated, the academic dishonesty penalty may not be challenged through the scholastic grade appeals process.
- 6) **Procedures for Imposition of Penalties at the University level**
- a)
    - i) The Academic Dishonesty Board will be automatically activated for any student that receives a second "F" with notation. Additionally, the instructor may decide that a single incident of academic dishonesty is so extreme that the penalty of suspension or expulsion should be imposed. In this situation, [the instructor] may request that the University Academic Dishonesty Board be formed to consider such action. Multiple academic dishonesty penalties as outlined in Part 3 may also be grounds for convening the University Academic Dishonesty Board by administrators or instructors.
    - ii) A recommendation to impose the penalties of suspension or expulsion shall be made by the Academic Dishonesty Board. A written report of the committee's proceedings, conclusions, and recommendations shall be submitted to the Vice President for Academic Affairs. The sanction shall be imposed by the Vice President for Academic Affairs, who will notify, in writing, the student, the registrar, the dean (or designee) of the college in which the student is a major, and the Director of Scholarships. A copy of this notification will be placed in the student's permanent file.
  - b) **Suspension**  
The registrar will record "Suspension for Academic Dishonesty" on the student's permanent transcript. After suspension, if the student wishes to be readmitted, the Scholarship Requirements Committee must approve the student's application.
  - c) **Expulsion**  
The Registrar will record "Expulsion for Academic Dishonesty" on the student's permanent transcript. Once expelled for academic dishonesty, the student is not eligible for readmission to the university under any circumstances.

## References

- Graduate Studies, Idaho State University. (2004). Idaho State University Graduate Catalog 2004-2005, Volume 58. Retrieved November 30, 2004, from Idaho State University Web site:  
[http://www.isu.edu/academic-info/crntgrad/grad\\_2004\\_2005.pdf](http://www.isu.edu/academic-info/crntgrad/grad_2004_2005.pdf)
- Idaho State University College of Business. (2003). *Policy on academic integrity*. Retrieved September 14, 2004, from Idaho State University, College of Business Web site:  
<http://www.cob.isu.edu/resources/PolicyonAcademicIntegrity.htm>
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[http://www.isu.edu/english/esweb/engl\\_101s/101\\_draney\\_spr03/plagiarism\\_print.htm](http://www.isu.edu/english/esweb/engl_101s/101_draney_spr03/plagiarism_print.htm)
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