A. Definition. (from the Student Conduct Code, UH)

Because UHM is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining unauthorized information about an examination before it is given; submitting another’s work as one’s own; using prohibited sources of information during an examination; fabricating or falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting of facts in order to obtain exemptions from course requirements.

2. Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student’s language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral or artistic material in more than one course without obtaining authorization from the instructors involved; or “drylabbing,” which includes obtaining and using experimental data and laboratory write-ups from other sections of a course or from previous terms.

B. Warning.

Although ignorance of the definition of plagiarism and academic dishonesty is not an excuse under UH policy, departmental faculty are encouraged to warn their students about the consequences. The following warning, published in course syllabi, may serve as a model.

Plagiarism is taking another person’s words or ideas without crediting them. Anything cut and pasted from a website without quotation marks and proper citation is plagiarism. Copying anything from a book or journal without quotation marks and proper citation is plagiarism. Plagiarism is cheating, the equivalent of academic theft. Because trust and attribution are central to the current nature of the academic profession, there is no excuse for plagiarism. If a student turns in a paper with plagiarized parts, this will result in an immediate F for the course, no discussion.

Plagiarism usually occurs when students feel overwhelmed—by school, by finances, by illness, relationship problems, etc. If anything like this happens to
you, please let me know. We will work something out that will be a lot more beneficial to you than the consequences for cheating.

C. Process for Academic Dishonesty

Note: The following italicized paragraph is university language governing academic dishonesty. The departmental policy proposed below it is designed to be consonant with it.

E. Process for Dealing with Academic Dishonesty

In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student. If appropriate, the instructor may bring the matter to the attention of the departmental chairperson and the student services office of the instructor’s school or college. Additionally, an instructor may make use of campus mediation services or may refer any case of academic dishonesty to the Dean of Students for action under this Conduct Code. In cases where the student admits that an act of academic dishonesty was committed, the instructor may require the student to redo the assignment, give a failing or reduced grade for the course, or refer the student to the Dean of Students for possible University action. If the student denies that an act of academic dishonesty was committed, the matter shall be referred to the Dean of Students for hearing and disposition. The Dean of Students shall pursue such cases to determine appropriate disciplinary actions if, after a preliminary investigation, it is his/her determination that probable cause exists to establish that an act of academic dishonesty took place. In all cases the student should be advised of the appeal rights provided under the Academic Grievance Procedure.

1. In cases of suspected or admitted academic dishonesty, the instructor involved shall attempt to discuss the matter with the student.
2. Instructors are encouraged to inform the graduate chair and the department chair of the suspected dishonesty at an early stage.
3. The instructor may require the student to redo the assignment, give a failing or reduced grade for the course, or refer the student to the Dean of Students for possible University action.
4. If the student denies that an act of academic dishonesty was committed, the matter shall be referred to the Dean of Students for hearing and disposition.
5. Departmental action concerning the continuation of a student admitted to the graduate program will commence upon the notification of the graduate chair or department chair of alleged academic dishonesty. A review committee will be appointed to review the charge of academic dishonesty and to advise the graduate chair on continuation in the program. The graduate chair will make a determination and, when supporting termination, inform the Graduate Division and the Dean of Students.
   a. Appointment: Appointment of the review committee: the student will appoint one member of the faculty, the graduate chair will appoint another, and both appointees will jointly appoint a third. In the case that the instructor is the graduate chair or the chair, the other party will appoint the second. In the case that the student declines to appoint a
member, the graduate chair or chair will appoint two members who will then jointly appoint a third.

b. **Hearing:** The committee will provide an opportunity to hear the instructor’s allegations and advice regarding the student’s continuation in the program, and the student’s response to the allegations. The committee may meet separately or jointly with the two parties, but in the former case, will share information with each party. It may also examine allegedly plagiarized assignments.

c. **Deliberation:** The committee will deliberate and make a recommendation to the graduate chair regarding the student’s continuation in the graduate program. The graduate chair will consider this recommendation and then forward her/his final recommendation to the Dean of Students.

d. **Appeal:** A student who disagrees with the allegations of academic dishonesty, or the determination of the graduate chair, shall be referred to the Dean of Students for hearing and disposition.

e. **Advice of Rights:** Students alleged to have committed academic dishonesty shall be advised of the appeal rights provided under the Academic Grievance Procedure.

6. In cases of suspected or admitted academic dishonesty in a Master’s thesis or a dissertation draft, the following procedure will be initiated.

   a. The committee member finding the plagiarism will notify the student, the committee, the Graduate Chair, and the Department Chair with evidence of the academic dishonesty.

   b. The committee chair will call a meeting of the entire committee to determine a course of action.

   c. The student will meet with the committee, department chair, and graduate chair at which time the evidence supporting the claim of plagiarism will be presented. The student can provide evidence in their defense at this time.

   d. In the case of plagiarism at this level, the department will recommend dismissal from the program to Graduate Division.

   e. **Appeal:** A student who disagrees with the allegations of academic dishonesty, or the determination of the graduate chair, shall be referred to the Dean of Students for hearing and disposition.

   f. **Advice of Rights:** Students alleged to have committed academic dishonesty shall be advised of the appeal rights provided under the Academic Grievance Procedure.