Academic Honesty Procedures Voted by the USM Faculty Senate February 10, 2009

Academic dishonesty is defined as cheating on exams and other course assignments, misappropriating the published and unpublished work of others, and/or engaging in other generally recognized forms of inappropriate academic activity (see the university catalogue(s) for further information).

Already existing policies to be continued or modified:

- 1. Those passages already included in the university catalogue(s) will remain with the exception of the final sentence which requires students to sign an "academic honor statement" in each class. That sentence will be deleted in the catalogue, but the practice will remain an option for individual faculty.
- 2. The policy of including the standard statement on academic honesty in every course syllabus will remain in force. Faculty will emphasize this policy at the start of the term and thereafter as appropriate.
- 3. The penalty for acts of academic dishonesty will be determined by individual instructors, but consultation with Department Chairs is strongly encouraged. Although the primary goal of this policy is to be instructive, penalties are expected to be proportionate and reflect the severity of the infraction and cases of repeat versus first-time offenses.

Proposed New Policies:

4. Although individual faculty may use some discretion in each case, faculty should consult with the VPAA before acting on the violation to ascertain whether or not there have been any prior infractions. If not, the faculty member may take whatever steps s/he believes is appropriate and report the incident to the Department Chair and Vice President for Academic Affairs (using the appropriate form). The student should be given the opportunity to discuss the matter with the instructor and to respond in writing on the same reporting form.

Whether or not s/he chooses to respond in writing, the student is to sign the form indicating that s/he has been informed of the action. If the student refuses to sign the form, the instructor will make note of the refusal on the form. Such signature will NOT be interpreted to indicate the student's agreeing with the action, but rather that s/he has been informed of the action being taken against him or her. The student should be given a copy of the completed form and apprised of his or her right to appeal to the Department Chair and Vice President for Academic Affairs.

Each report will be placed in a temporary file in the VPAA's office. In the event the VPAA receives notice of a repeat offense, s/he will contact the instructors involved, as

well as the Department Chairs, with whom he will meet to discuss the appropriate action to be taken.

Upon the student's graduation, unless there is due cause to retain the file, the file will be destroyed.

As long as the file in the possession of the VPAA the information in that file will be deemed confidential and disclosed to faculty on an as needed basis only.