

# Academic Misconduct

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## Definitions of Academic Misconduct

Academic misconduct includes, but is not limited to, individual violations, helping another student with any form of academic misconduct, failing to report any form of academic misconduct, or intentionally interfering with the educational process in any manner. Faculty, staff or students who are aware of academic misconduct and fail to report it are considered complicit in these actions. The following sections provide representative examples of academic misconduct. If students are in doubt as to whether an action or behavior is subject to the academic misconduct policy, they should consult an appropriate member of the Academic Integrity Council, faculty or staff.

### Cheating

1. Copying from others for an assignment and/or during an examination, test or quiz.
2. Obtaining, or attempting to obtain, an assignment, examination, test, quiz or answer key without authorization.
3. Using unauthorized electronic devices or materials for an assignment, during an examination, test or quiz.
4. Communicating answers or providing unauthorized assistance for an assignment, examination, test or quiz.
5. Using unauthorized answers or assistance for an assignment, examination, test or quiz.
6. Offering one's own work to another person, or presenting another person's work as one's own.
7. Completing an assignment and/or taking an examination, test or quiz for another student, or having someone complete an assignment, take an examination, test or quiz for oneself.
8. Tampering with an assignment, examination, test or quiz after it has been graded and then returning it for additional credit.
9. Outsourcing assignments, papers, examinations, tests, quizzes to fellow students or third parties.

### Plagiarism

Plagiarism is intellectual theft by the unethical use of sources. It means use of another's creations or ideas without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing any part of a work and for any information that is not common knowledge. Plagiarism is further addressed in the Academic Integrity Tutorial.

### Academic Fraud

1. Altering or forging documents including forms, letters, grade reports, medical reports, transcripts and verifications.
2. Submitting substantial portions of the same work for credit in more than one course, or from previous institutions, without receiving permission from all instructors involved.
3. Using purchased answers, or selling answers to assignments, examinations, quizzes or papers.
4. Attending class for another, or having others attend class for oneself.
5. Falsifying the records of clients or patients.
6. Falsifying one's own clinical, co-op, field placement or internship records.
7. Misrepresenting oneself, degree(s), areas of study, course work and/or grade point average.

### Research Misconduct

The University Research Misconduct Policy ([http://www.marquette.edu/orsp/documents/ResearchMisconductPolicy1\\_09.pdf](http://www.marquette.edu/orsp/documents/ResearchMisconductPolicy1_09.pdf)) applies to faculty, staff, students and others who are employed by or affiliated with Marquette University. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.

## Health Science Professional Academic Misconduct PROCEDURES

When a faculty member or other member of the Marquette community has reason to suspect or receives notification of a student's alleged academic misconduct involving a student in a Health Science Professional course, that individual submits a report to the department chair or program director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

Within six days of receiving the report of alleged academic misconduct, the department chair or program director conducts an investigatory review, including reviewing relevant materials and speaking to the student and/or reporter to determine if the case warrants a full hearing or is to be dismissed.

Students who withdraw from a class, professional program, or the university and are later found to have violated the Academic Integrity Policy, may have their withdrawal grade(s) changed to an administrative or failing grade.

### EXPEDITED PROCEDURE

Expedited review is not available for students in Health Science Professional programs and courses.

## FULL HEARING

A Hearing Board is convened by the department chair or program director. The Board generally consists of at least two faculty members from the same department/program in which the student is enrolled and a member from outside the department/program. The outside member is usually a faculty member from a different department/program within HESP or the assistant or associate dean of the College of Health Sciences. The chair or program director assigns the role of Board facilitator to one of the faculty members from within the same department. The chair or program director may also act as a member of the Board and/or Board facilitator.

- On being formed, the Hearing Board reviews all documents and material related to the alleged misconduct.
- A hearing normally occurs within ten business days of the Board's formation. The hearing may be delayed by up to 30 business days if the Board cannot be convened.
- The Board determines whether there are witnesses it wishes to call in addition to the student under investigation. The student under investigation may also request additional evidentiary witnesses and provide additional information for consideration to the board facilitator at least two business days prior to the hearing.
- Prior to deliberation, the Board excuses all non-Board members from the meeting.
- Within six business days of the hearing, the Department Chair or program director informs the student of the finding and outcome (i.e., any penalty) of the hearing board. Serious violations of the academic integrity policy may result in dismissal from the professional program.
- The department chair or program director forwards to the Associate Dean a copy of the file relating to the alleged misconduct, including all correspondence. This file is forwarded to the Office of the Registrar to be held in the student's permanent confidential file.

## Student Appeals

Students have the right to appeal the findings and outcome if they believe the determination was unfounded, biased or capricious or there is new information available that was not available at the time of hearing which affects the disciplinary decision. In this case, students should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Dean in the College of Health Sciences within five calendar days of the notification of the decision. Upon receipt of the appeal, the Dean, or designee, convenes a review of the case and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans and others. The Dean, or designee, reviews the appeal and make a determination within five business days of receipt of the appeal. The Dean, or designee, provides a written statement to all parties concerned. The decision of the Dean, or designee, is final. A copy of the appeal decision is placed in the student academic file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

## Maintenance of Disciplinary Records

Records relating to academic misconduct are maintained by the Office of the Registrar in perpetuity. The university does not release a student's disciplinary records to any person and/or entity unless authorized to do so by the student in question or when allowed by law.

## Professional Ethics and Standards

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program, college or school. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure or certification as determined by the program's external or internal professional requirements. Students have the responsibility to know and follow these standards/codes of ethics which are part of their academic program. These special expectations and procedures, including the appeals process, are provided to students upon enrollment in their program and are available in published form in the administrative offices overseeing these programs.

## Undergraduate, Graduate School, and Graduate School of Management Academic Misconduct Procedures

The following procedures apply to undergraduate courses, Graduate School courses and Graduate School of Management courses. Courses offered through Health Science Professional programs, the Dental School and the Law School follow separate procedures.

When a faculty member or other member of the Marquette community has reason to suspect or receives notification of alleged student academic misconduct, the faculty member or other member of the Marquette community must complete the Academic Misconduct Report form and submit it to the Academic Integrity director within five business days of obtaining information about an alleged violation. The reporter must include a summary and attach evidence, if any, of the alleged misconduct.

The Academic Integrity director notifies the student and selects an Investigating Officer to review the materials, interview the student and the reporter of the alleged misconduct. Within six business days of receiving the Academic Misconduct Report form, the Investigating Officer determines if the case warrants further action or is to be dismissed and informs the Academic Integrity director of same. In cases involving more than two students, the investigation period may be extended one day for each additional two students at the discretion of the Academic Integrity director. The timeline for investigation may be adjusted during periods when students and faculty are away from campus. Once the Investigating Officer informs the Academic Integrity director of the decision, the Academic Integrity director or designee reviews the Investigating Officer's summary and notifies the student(s) within two business days of the disposition. For cases moving forward, the Academic Integrity director determines whether the case is eligible for expedited review or must be referred for a full hearing.

Students who withdraw from a class or the university, and are later found to have violated the Academic Integrity Policy, may have their withdrawal grades changed to an administrative or failing grade.

## Expedited Procedure

The Academic Integrity director may offer an expedited review, specifying the maximum penalty that could be assigned, in cases where students have no record of academic misconduct at Marquette University and the director deems the alleged misconduct minor. Expedited review is not offered to graduate students alleged to have cheated or committed academic fraud or extensive plagiarism. A copy of the expedited offer is sent to the students' college/school office and the faculty member in whose class the misconduct occurred.

Students have two business days to respond to the Academic Integrity director. If students accept responsibility and the penalty, the Academic Integrity director sends a final letter to them summarizing the finding and the penalty. At the same time, the Academic Integrity director sends a letter specifying the penalty to the students' college/school office and the faculty member in whose class the misconduct occurred.

If students do not accept the expedited review option, the case moves to a full hearing.

In all cases where students have been found in violation, a copy of the file relating to the alleged misconduct is forwarded to the Office of the Registrar to be held in the students' permanent confidential file.

## Full Hearing

A Hearing Board is convened by the Academic Integrity director for cases that are ineligible for expedited review, all cases in which students request a hearing or cases the Academic Integrity director deems appropriate. The Board generally consists of two faculty, two students and the dean's office designee from the student's college/school. The dean's office designee acts as the Hearing Board chair.

- On being formed, the Hearing Board reviews all documents and material related to the alleged misconduct
- A hearing normally occurs within ten business days of the Board's formation. The hearing may be delayed by up to 30 business days if the Board cannot be convened.
- The Board determines whether there are witnesses it wishes to call in addition to the student(s) under investigation. Students under investigation may also request additional evidentiary witnesses and provide additional information for consideration to the Board facilitator at least two business days prior to the hearing.
- Students may bring an individual for support. This person is not allowed to contribute to the proceedings. If the support person is an attorney, a representative from the Office of the General Counsel at Marquette must also be present. In these cases the hearing may need to be rescheduled to allow a member of the Office of the General Counsel to attend.
- Prior to deliberation, the Board excuses all non-board members from the meeting.
- The Board uses the preponderance of available evidence (whether it is more likely than not) to make its determination and recommend any subsequent outcome.
- Within three business days of the hearing, the Academic Integrity director sends a letter to the Office of the Dean in the students' home college/school. The dean's office has three business days to review the finding and inform the Academic Integrity director of any changes to the recommended penalty.
- Within six business days of the hearing, the Academic Integrity director informs students summarizing the finding and the outcome (i.e., any penalty).
- A copy of the file relating to the alleged misconduct is forwarded to the Office of the Registrar to be held in the students' permanent confidential file and if applicable, the maximum grade penalty allowed is forwarded to the faculty member in whose class the misconduct occurred.

## Student Appeals

Students have the right to appeal the hearing board's determination if they believe the determination was unfounded, biased or capricious or there is new information available that was not available at the time of hearing which affects the disciplinary decision. In this case, students should submit a formal written appeal stating the grounds for appeal and relevant documentation to the Academic Integrity director within five calendar days of the notification of the decision. Upon receipt of the appeal, the Academic Integrity director convenes a review of the student's actions by the Academic Integrity Council Executive Committee. The committee reviews the details of the student's actions and may ask to speak to the student, the instructor, the chair of the department offering the course, associate deans and others. The Academic Integrity Executive Committee reviews the appeal and makes a determination within five business days of receipt of the appeal. The Academic Integrity director provides a written statement to all parties concerned. The decision of the Academic Integrity Executive Committee is final. A copy of the decision is placed in the students' permanent confidential file located in the Office of the Registrar. The disciplinary response and procedure for incidents of academic dishonesty that do not lead to suspension or expulsion concludes at this step.

For actions involving campus-wide sanctions, such as suspension or expulsion, students have the right of appeal to the Office of the Provost. A formal written appeal stating the grounds for appeal and available documentation is to be submitted to the Office of the Provost within five business days of the notification of the hearing board's decision. The provost or designee conducts a review of the appeal materials, may seek additional information and may consult with the student, faculty, chair(s), associate dean(s), deans and others. The final decision to uphold or modify the action of the Hearing Board is provided to students and to the dean and associate dean of the students' assigned college within fifteen business days of receipt of the appeal. A copy of the provost's decision is placed in the students' permanent confidential file located in the Office of the Registrar. The decision of the provost is final.

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## **Professional Ethics and Standards**

These procedures do not supersede or take the place of procedures established for students who violate professional standards applicable to a particular program, college or school. Separate procedures and/or outcomes may be invoked when students are found in violation of professional standards or codes of ethics related to special programs, licensure or certification as determined by the program's external or internal professional requirements. Students have the responsibility to know and follow these standards/codes of ethics, which are part of their academic program. These special expectations and procedures, including the appeals process, are provided to students upon enrollment in the program and are available in published form in the administrative offices overseeing these programs.