

**Effective:** August 2008

## **Student Policy ACADEMIC HONESTY POLICY**

**Approved:** April 1, 2008, Faculty Senate, Deans' Council  
**Revised:** August 7, 2019, Deans' Council  
**Revised:** November 21, 2023, Deans' Council, Faculty Senate

Students of the University are expected to adhere to Millersville University's values and be honest and forthright in their academic endeavors. To falsify the results of one's research, to steal the words or ideas of another, to cheat on an examination, to allow another person to commit, or assist another in committing an act of academic dishonesty, corrupts the essential process by which knowledge is advanced.

**Actions that Violate the Academic Honesty Policy** - *The below lists are for illustration only. They should not be construed as restrictive or as an exhaustive enumeration of the various forms of conduct that constitute violations of the academic honesty policy.*

### Plagiarism

Plagiarism is defined as intentionally or unintentionally using ideas, images, words, or data from another source without crediting that source (including online sources). Students are required to accurately acknowledge any ideas, images, words, or data they use from another source by properly citing the source with (1) an in-text citation in the body of the paper and (2) a complete entry in the reference list at the end of the paper. By placing their name on an assignment/paper/project, students certify that, unless properly cited, all work is original. Students will avoid being charged with plagiarism if they properly acknowledge/cite when doing one or all of the following:

1. quoting source's actual words, including words generated by Artificial Intelligence (AI);
2. using another person's ideas, opinions, or theories, including those generated by an AI, even if they are completely paraphrased in their own words;
3. borrowing facts, statistics, or other illustrative materials, including those generated by an AI, unless the information is common knowledge.

These guidelines should be followed for all source types, including books, newspapers, pamphlets, journal articles, websites, AI-generated content, and other online resources. *The above list is for illustration only. It should not be construed as restrictive or as an exhaustive*

*enumeration of the various forms of plagiarism that constitute violations of the academic honesty policy.*

### Fabrication

Fabrication is the falsification of research or other findings, or sources. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of fabrication that constitute violations of the academic honesty policy.*

1. Citation of information not taken from the source indicated.
2. Listing in a bibliography fabricated sources or sources not actually consulted.
3. Inventing data or other information for research or other academic projects.

### Cheating

Cheating is the act or attempted act of deception by which students try to misrepresent that they have mastered subject matter in an academic project or the attempt to gain an advantage by the use of illegal or illegitimate means. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of cheating that constitute violations of the academic honesty policy.*

1. Copying from another student's test or assignment (e.g., paper, project, homework).
2. Allowing another student to copy from their test or assignment.
3. Using the course textbook, or other material such as a notebook, brought to class meetings but unauthorized for use during a test.
4. Collaborating during a test with another person by receiving or providing information without the permission of the instructor.
5. Using or possessing unauthorized materials during a test or assignment (e.g., notes, formula lists, AI chatbots, online test repositories such as Chegg, formulas within calculators or other electronic devices, notes written on student's' clothing or person) that are unauthorized.
6. Unauthorized collaboration with other students on a test or assignment meant to be completed individually.

### Academic Misconduct

Academic misconduct is the violation of University policies by tampering with grades or participating in the distribution of any part of a test before its administration. *The below list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various forms of academic misconduct that constitute violations of the academic honesty policy.*

1. Stealing, buying, or otherwise obtaining all or part of test or assignment (e.g., paper, project, homework).
2. Selling or giving away all or part of test or assignment, including answers to test.
3. Bribing, or attempting to bribe, any other person to obtain test or assignment, or any information about it.
4. Buying, or otherwise acquiring, another's coursework and submitting it as their own work, whether altered or not.
5. Entering a building, office, computer, or network for the purpose of changing a

- grade in a grade book, on a test, or another assignment.
6. Changing, altering, or being an accessory to changing and/or altering a grade in a grade book, on a test or assignment on a "Change of Grade" form, or other official academic University record which relates to grades.
  7. Entering a building, office, computer, or network for the purpose of obtaining an unadministered test or assignment.
  8. Continuing to work on an exam or assignment after the specified allotted time has elapsed.
  9. Completing an assignment or taking a test or course for someone else or permitting someone else to do the same in their place.
  10. Giving or receiving unauthorized aid in a take-home exam, online exam, or other assignment.
  11. Submitting work for a class that was already submitted for another class, when unauthorized, or allowing another student to submit or copy from previously submitted class work.

### **Actions which may be taken for violations of the Academic Honesty Policy.**

When a faculty member suspects that a violation of the academic honesty policy has occurred, they will meet with students to:

- a) discuss the alleged act;
- b) hear any defense students may have;
- c) discuss any proposed academic sanctions;
- d) inform students of their rights to appeal faculty-imposed sanctions to the department chair and/or dean of the college

Academic sanctions that may be imposed by the faculty member include:

- a) verbal reprimands;
- b) written reprimands;
- c) requiring the students to redo/resubmit the assignment, test, or project;
- d) lowering the grade for the assignment, test, or project;
- e) not accepting the assignment, test, or project which results in a zero on the assessment.

*The above list is for illustration only. It should not be construed as restrictive or as an exhaustive enumeration of the various sanctions that may be imposed by instructors for violations of the academic honesty policy. Academic sanctions that require a formal charge be filed with the Associate Provost for Academic Administration include:*

- a) any sanction in excess of lowering the grade for or not accepting an assignment, test, or project;
- b) assigning students a failing grade for the course;
- c) recommending temporary or permanent suspension from the academic major or University.

Regardless of the level of academic sanction imposed or requested above, faculty members are encouraged to submit a report for each violation of the Academic Honesty Policy to the Associate Provost for Academic Administration. If more than one (1) such report is filed for a student, even in the case of sanctions imposed only by the faculty member, then the Associate Provost for Academic Administration will meet with the student to discuss these occurrences and possibly impose additional academic sanctions.

**Confidentiality**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, any information relating to an alleged violation of the University's Student Code of Conduct or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty.