

## **STUDENT ACADEMIC HONESTY PROCEDURE**

### **Introduction**

As an academic institution of merit and integrity, Stockton University affirms its commitment to the honesty and excellence of all academic work conducted by students of the Stockton academic



### An Example of Paraphrasing

Paraphrasing without giving credit to the original author is plagiarism and typically the most common type of plagiarism. The following example from Purdue OWL (<https://owl.english.purdue.edu/owl/resource/619/1/>) illustrates how to paraphrase correctly and how paraphrasing is considered plagiarism.

#### The Original Passage:

Students frequently overuse direct quotation in taking notes, and as a result they overuse quotations in the final [research] paper. Probably only about 10% of your final manuscript should appear as directly quoted matter. Therefore, you should strive to limit the amount of exact transcribing of source materials while taking notes. Lester, James D. Writing Research Papers. 2<sup>nd</sup> ed. (1976): 46-47.

#### A Legitimate Paraphrase:

In research papers, students often quote excessively, failing to keep quoted material down to a desirable level. Since the problem usually originates during note taking, it is essential to minimize the material recorded verbatim (Lester 46-47).

#### An Acceptable Summary:

Students should take just a few notes in direct quotation from sources to help minimize the amount of quoted material in a research paper (Lester 46-47).

#### A Plagiarized Version:

Students often use too many direct quotations when they take notes, resulting in too many of them in the final research paper. In fact, probably only about 10% of the final copy should consist of directly quoted material, so it is important to limit the amount of source material copied while taking notes.

### How Faculty Address the Proliferation of Plagiarism

Faculty should adopt strategies to minimize the probability of students committing plagiarism both intentionally and unintentionally. Examples of such strategies are as follows:

- Spend class time explaining plagiarism and how to avoid it;
- Provide a copy of or the web link to the University's procedure on plagiarism in the course syllabus; and
- Consistently implement the University's plagiarism procedure

### The Issue of Intent in Academic Honesty

At times students may be careless in, or ignorant of, the proper procedures for the acknowledgment of sources. Knowing *when* to cite sources is as important as knowing *how* to cite them. It is not always possible for a faculty member to distinguish a student's conscious attempt at plagiarism from a clumsily documented, but well-intended paper. Therefore, the University requires every student to understand the rationale for, and application of, bibliographic methods and documentation. Each student has the responsibility to learn the fundamentals of citation and what constitutes plagiarism; *unintentionally plagiarized work may carry the same penalty as an intentionally plagiarized work*. To assure an accurate understanding of plagiarism, each student is responsible for having read and consulted appropriate style guidelines for

citations. Style Guidelines for citations are available on the Stockton Library website: <http://library.stockton.edu/researchtools/styleguides>.

#### Withdrawal from the Course If One is Charged with Academic Dishonesty

A student charged with academic dishonesty as described above and for whom a faculty member has imposed the sanction of failure for the course is not permitted to withdraw from the course. If such student withdraws from the course prior to a formal charge of academic dishonesty being received by the Office of the Provost, the withdrawal will be reversed and replaced by the earned grade for the course. If the student appeals the charge and/or the sanction and is subsequently exonerated, they will be allowed to replace the grade with a withdrawal from the course.

#### Third Offense

A third charge of academic dishonesty prior to the student graduating from Stockton, that is either uncontested or in which the offense has been demonstrated, shall constitute grounds for suspension or expulsion; the period of time for such suspension shall be determined by the Provost or their designee. The suspension or expulsion will be recorded on the student's academic

At this time, the faculty member must inform the student of the charge and share the evidence supporting the allegation. The faculty member and the student are encouraged to communicate by phone, email, or in-person at the faculty member's discretion regarding the charge, particularly because the objective is to educate the student with regard to the nature of the alleged academic dishonesty. Whether or not punitive action is sought, the faculty member should instruct the student to complete an online workshop, seek instruction by Writing Center staff and/or Library instructional staff, or use some other means in an attempt to prevent future charges of academic dishonesty.

If punitive action is taken (i.e., reducing the student's grade on the assignment or in the course), the faculty member shall notify the Office of the Provost of the case in writing at [academic.appeals@stockton.edu](mailto:academic.appeals@stockton.edu). A grade reduction based upon not meeting the specified requirements of the assignment is not considered punitive action. The notification of this charge and the sanction given must be brought within five (5) business days of personal corroboration of academic dishonesty. Personal corroboration takes place after the faculty member has suspected dishonesty and confirmed that suspicion through appropriate research; it is not when the faculty member

upon suspicion of academic dishonesty. To further expedite the process, the Provost will be given the materials relevant to the case prior to a hearing, if an appeal is filed, and will discuss their inclinations regarding the case, in total confidentiality, with the convener of the Academic Honesty Appeals Board.

**Step 2: Notification of Charge to Student**

After receipt of the charge and the materials from the faculty member, the Office of the Provost shall notify the student of the charge of dishonesty by sending a letter to the student's go.stockton.edu email account with a copy sent via the United States Postal Service (USPS) to the student's permanent and/or current address on file, within five (5) business days of having received the charge, indicating the charge and that they have a maximum of ten (10) business days in which to respond in writing, if so desired. The letter will include all relevant documentation provided to the Office of the Provost by the faculty member. The student's response will be considered an appeal of the academic dishonesty charge and/or sanction. A written appeal from the charge will result in an Academic Honesty Appeals Board hearing. The student is encouraged to discuss the charge by meeting with the Provost's designee prior to responding in writing. If there is no appeal, the charge and the sanction are upheld and a letter so stating will be sent electronically to the Registrar with copies sent to the student and faculty member. That letter shall remain in the student's permanent file in the Office of the Registrar and in the Office of the Provost. If there isn

representing each of the Schools, and two to four students, typically make up the Academic Honesty Appeals Board. Faculty selected to the Academic Honesty Appeals Board by their School adhere to the same term lengths as all other committees on campus. The selection process for faculty members of the Academic Honesty Appeals Board is conducted in the same manner as the other standing committee elections held by their respective Schools. The student representatives are appointed by the Student Senate and the Graduate Student Council to a term of one year.

For any given hearing, at least three members of the Board will be selected to hear that particular case. Composition of the Board hearing an appeal typically, but not always, will include:

- One faculty member from within the School in which the course is taught, but not from the student's major(s);
- Two faculty members from outside the School, but not from the student's major(s); and
- One student (of)-2 bt

Step 5: The Recommendation of the Academic Honesty Appeals Board – The Vote



In all cases, whether or not the student appeals to the Academic Honesty Appeals Board, the AIC will convey its findings and recommendations to the Office of the Provost within three (3) business days of the AIC hearing. The Office of the Provost will send the findings and recommendations of the AIC to the student's go.stockton.edu email address with a copy sent via the USPS to a permanent and/or current address on record within five (5) business days of receipt from the AIC. The student will then have five (5) business days to submit any additional documentation to the Provost for consideration.

The Provost will then render the University's final determination on the charge and/or sanction for academic dishonesty brought by the faculty member, as well as, the final determination regarding any program level sanctions presented in the AIC's findings and recommendations. The Provost will render a decision within fifteen (15) business days as to the course and program level sanctions by sending the final determination to the student via email and the USPS with a copy sent to the appropriate graduate program coordinator, the charging faculty member, the respective Dean, and the Registrar. The final determination will be placed in the student's permanent file in the Office of the Registrar and in the Office of the Provost. The letter will be removed from the student's permanent file upon graduation if the student is not suspended or expelled from the University for committing a subsequent act of academic dishonesty. Where a charge results in suspension or expulsion, the sanction will be recorded on the student's academic transcript, marking a permanent record of the offense.

**Step 6: The Decision Regarding the Charge of and/or Sanction for Academic Dishonesty  
Recommendation: The Charge and/or Sanction are Upheld by the Academic Honesty Appeals Board**

The Provost considers the evidence presented in the case and the recommendation of the Academic Honesty Appeals Board. The Provost's decision is the final determination of the University. If the charge of and/or the sanction for academic dishonesty is upheld, a letter so stating is placed in the student's permanent file in the Office of the Registrar and in the Office of the Provost. The letter is removed from the student's permanent file upon graduation if there are no further sustained charges of academic dishonesty.

**Recommendation: The Charge and/or Sanction are Overturned by the Academic Honesty Appeals Board**

If the recommendation of the Academic Honesty Appeals Board is to overturn the faculty member's charge of and/or the sanction for academic dishonesty and the Provost agrees, they will direct the faculty member involved to effect a change consistent with their findings.

In those cases in which the Provost is in disagreement with the recommendation of the Board,

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