

**IPFW DEPARTMENT OF PHILOSOPHY AND RELIGIOUS STUDIES
GOVERNANCE DOCUMENTS**

Policies on Academic Dishonesty

(Version 1.0: November 12th, 2007)

I. GENERAL

1. We understand that the open, i.e., unhampered and unlimited exchange of ideas is absolutely fundamental for our work. We believe that this open exchange is based on principles that include commitment to truth, objectivity, fairness, and honesty; principles that made possible the progress we have witnessed in the arts and the sciences during recent centuries.

2. We further believe, therefore, that academic dishonesty and misconduct ruin the very foundation of our profession, i.e., they destroy the mutual trust that make possible the open exchange of ideas within our professional communities. We hence subscribe to a zero tolerance policy when it comes to academic misconduct in our own professional work.

3. We also believe, therefore, that these values (commitment to truth, objectivity, fairness, and honesty) form an important aspect of the education students receive in our programs; we expect our students, once they graduate, to understand and adhere to these professional values. We hence subscribe to a zero tolerance policy when it comes to academic misconduct (cheating) among our students.

II. CLARIFICATIONS

1. In this document we understand “academic dishonesty” (cheating) to include but not to be limited to sharing of information among test takers, the use of covert notes, crib sheets, lecture notes, or open books during closed book exams; it includes but is not limited to any form of plagiarism (not to quote properly, to suppress sources, to contract essay work with fellow students, to buy essays off the internet, etc.) in written homeworks or essays.

2. These policies and regulations are meant to complement IPFW policies, not to override any or any part of them. For the sake of clarity, language copied from IPFW policies is put in italics below; these policies can be found in the *Bulletin* as “Academic Regulations, part 7.9 (Academic Honesty),” also available online at

<http://www.ipfw.edu/academics/regulations/honesty.shtml>,

and are supplemented by part II.A (Academic Misconduct) of the “Code of Student Rights, Responsibilities, and Conduct” as it can be found in the *Bulletin* and in the *Student Handbook Planner*.

III. POLICY

1. *Academic honesty is expected of all students. Students are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another's cheating.*

2. *Instructors are responsible for fostering the intellectual honesty as well as the intellectual development of students, and for applying methods of teaching, examination, and assignments that discourage student dishonesty. If necessary, instructors will explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course. Every instructor is thus asked to include at least the following statement (or something equivalent to it) to all their syllabi:*

“Students are expected to know and to follow all applicable policies on academic honesty.”

IV. PROCEDURES

1. *An instructor who has evidence of cheating will initiate a process to determine guilt or innocence and the penalty, if any, to be imposed. During an informal conference held within 10 class days of discovering the alleged cheating, instructors will inform students suspected of cheating of charges and evidence and allow them to present a defense. Instructors will make an initial determination after this conference. Students may be assigned a grade of Incomplete (I), if the matter cannot be fully resolved before course grades are due in the registrar's office.*

V. REPORTING

1. *During the period in which students are permitted to drop courses, the instructor will inform the registrar promptly of any allegation of cheating, so that students suspected of cheating cannot withdraw from the course. The instructor who makes an initial finding that academic dishonesty has been practiced will impose an academic sanction. Then, within 10 class days, the instructor will supply a written report to the student and the chair of department. The report will summarize the evidence and penalties assessed.*

2. *Then, within 10 class days, the student is required to meet with the chair of department to discuss the issue and the importance of academic honesty. The chair will then write a letter to student, the dean or director of the student's school or division, and the dean of students; this letter will include the instructor's report as an integral part.*

VI. APPEAL

1. *If the course grade is affected by the penalty, students have the right to appeal the penalty imposed by an instructor in accordance with the grade-appeals policy as outlined in the *Bulletin* (Academic Regulations, part 7.18 (Grade Appeals Policy)).*