

Academic Honesty

Texas State University-San Marcos

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Issue No. 4

Effective Date: 08/27/01

Review: June 1 E4Y

01. POLICY STATEMENTS

01.01

We at Texas State are committed to recruiting and retaining a heterogenous and qualified student body, and providing services which enhance their personal development and contribute to the fulfillment of their goals. The following procedure contributes to the implementation of this policy.

01.02

The purpose of this UPPS is to provide policies and procedures related to academic honesty, pursuant to the Rules and Regulations, Board of Regents, Texas State University System, effective May 2003. See Section VI, Subsection 5.36 of the Regents Rules.

01.03

Texas State University-San Marcos expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of academic honesty are subject to disciplinary action.

01.04

To Support the goal of maintaining a climate of academic honesty, Texas State has adopted a modified honor code. (See Attachment I.)

02. DEFINITIONS

02.01

"Academic work" means the preparation of an essay, thesis, report, problem, assignment or other project submitted for purposes of grade determination.

02.02

"Violation of Academic Honesty" includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion and the abuse of resource materials.

- a. "Cheating" means engaging in any of the following activities.

- 1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- 2) Using, during a test, materials not authorized by the person giving the test.
- 3) Collaborating, without authorization, with another person during an examination or in preparing academic work.
- 4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing, in whole or in part, the contents of an unadministered test.
- 5) Substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work.
- 6) Bribing another person to obtain an unadministered test or obtain information about an unadministered test.
- 7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

b. "Plagiarism" means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

c. "Collusion" means the unauthorized collaboration with another person in preparing written work offered for credit.

d. "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

02.03

Following are definitions of persons, their titles and responsibilities, who shall have, or be involved in, the jurisdiction over academic honesty.

a. "Coordinator" means the Coordinator of Student Justice.

b. "Instructor" means a faculty member with the responsibility for teaching a particular academic course, regardless of that person's academic rank, e.g., professor, associate professor, assistant

professor, instructor, assistant instructor, lecturer or graduate teaching assistant.

c. "Student" means any person enrolled in a course, whether a full-time or part-time student, whether for credit or audit, and whether in residence, or by extension or any form of distance education.

d. "Honor Council" means a committee made up of seven faculty members and seven students, one from each college, except the University College and the Graduate College. The faculty will be elected through the Faculty Senate procedures to serve two-year staggered terms. The students will be selected on an annual basis through the Associated Student Government and approved by the Vice President for Student Affairs. The Chair and Vice Chair of the Honor Council will be faculty members selected by the Faculty Senate from elected council members. Two faculty members including the Chair or Vice Chair and three students must be present to hear an appeal. Prior to serving, the Council members will attend an orientation session presented by the Dean of Students office.

02.04

"Academic penalty" means one or more of the following sanctions which may be imposed in cases involving violation of academic honesty.

a. A requirement to perform additional academic work not required of other students in the course;

b. A reduction to any level of the grade in the course, or on the examination, or other academic work affected by the violation of academic honesty.

c. A requirement to withdraw from the course with a grade of "F" or a "W";

"Disciplinary penalty" means any penalty which may be imposed in a student disciplinary matter pursuant to The Official SWT Code of Student Conduct.

03. PROCEDURES

03.01

The procedures described in the following section are summarized in flow chart form (See [Attachment I](#)).

03.02

When a faculty member or a student believes that a student under the faculty member's supervision has violated academic honesty, the faculty member shall summon the student verbally or in writing to a conference.

- a. The faculty member may consult with his or her department chair before deciding whether the student violated the policy, and if so, the appropriate academic penalty. (See section 02.04, a. through e.)

03.03

The faculty member will inform the student of his/her right to reject the faculty member's decision and appear before the Honor Council. The faculty member will present the student with the evidence of a violation of academic honesty and allow the student an opportunity to respond.

- a. If the faculty member is not convinced that the student violated the policy, the faculty member will advise the student and the matter will end.
- b. If the faculty member is convinced that the student violated the policy, the faculty member may impose an academic penalty and may recommend additional disciplinary action.
 - 1) If the faculty member imposes an academic penalty and does not recommend additional disciplinary action and the student agrees with the academic penalty, the matter will end unless the student has a record of a previous offense with the Coordinator of Student Justice Office. The student indicates acceptance of the academic penalty by signing the Academic Honesty Review Form (Attachment II).
 - 2) If the faculty member recommends additional disciplinary action, or if the student has a record of previous offense, or if the student disagrees with the academic penalty imposed by the faculty member, then the Honor Council will convene to consider the case. The student indicates rejection of the academic penalty by signing the Academic Honesty Review Form (Attachment II).
- c. The Honor Council is convened only in cases alleging violation of academic honesty, and is completely separate and independent from the SWT grade appeal process described in PPS 4.07 and PPS 4.09.
- d. Regardless of the student's action including failure to sign the Academic Honesty Review Form, the faculty member will forward

the Academic Honesty Review Form to the Coordinator of Student Justice. The Coordinator will open a case file noting an alleged violation of academic honesty and create a record of the incident.

e. The Honor Council will convene in a manner that allows the student to receive due process, including an opportunity to call support witnesses and to speak to the council. The council will render its final decision and notify the student in writing within 5 class days of the completion of the hearing.

f. If the Honor Council does not find the student in violation of the policy, the student's work is remitted to the faculty member for evaluation and grade assignment with supervision from the Dean of the faculty member's college.

g. Within 5 class days of receiving the written decision of the Honor Council, the student may appeal in writing an academic penalty to the Vice President for Academic Affairs or a disciplinary penalty to the Vice President for Student Affairs. Grounds for appeals are limited to the following.

- 1) Procedures not followed
- 2) Penalty greater than the offense committed
- 3) New evidence.

04. REVIEWERS OF THIS UPPS

04.01

Reviewers of this UPPS include the following:

Position	Date
Dr. Robert Gratz Vice President for Academic Affairs	June 1 E4Y
Dr. James Studer Vice President for Student Affairs	
Mr. Vincent Morton Coordinator of Student Justice	June 1 E4Y
Faculty Senate	

Committee on Academic Honesty

05. CERTIFICATION STATEMENT

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Dr. Robert Gratz, Vice President for Academic Affairs; senior reviewer of this UPPS

Dr. Denise Trauth, President

Texas State University-San Marcos Honor Code

THE CODE

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our University live by the principles in this Code of Academic Responsibility. These principles require all members of this community to be conscientious, respectful, and honest.

WE ARE CONSCIENTIOUS. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun leniency, special requests, and excuses.

WE ARE RESPECTFUL. We act civilly toward one another, and we cooperate with each other. We do our part to create an environment where people are mindful of each other by listening to one another, speaking when appropriate, and respecting the interest of other people to participate.

WE ARE HONEST. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance one is not entitled to, conflict as much with the academic process as with basic human values.

THE PLEDGE FOR STUDENTS

Students at our University recognize that to insure honest conduct more is needed than an expectation of academic honesty and adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

I pledge to uphold the principles of honesty and responsibility at our University.

THE PLEDGE FOR FACULTY AND ADMINISTRATION

Faculty at our University recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place.

I recognize students' rights and pledge to uphold the principles of honesty and responsibility at our University.

ADDRESSING ACTS OF DISHONESTY

Students accused of dishonest conduct may have their case heard by the faculty member. The student may also appeal the faculty member's decision to the Honor Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

