

Academic Dishonesty/Plagiarism & Academic Appeal Process

Academic Dishonesty/Plagiarism Policy

Honesty in all matters is a valued principle at Judson University. Members of this community of learners-students, faculty, staff, and administrators-are expected to treat each other as trustworthy, honest, and honorable. Any form of academic dishonesty, which includes cheating, plagiarism, and falsification of documents, constitutes a serious breach of trust. No form of academic dishonesty will be tolerated. Plagiarism is the use of another's words, information or ideas without giving credit to that person. This includes copying, quoting, paraphrasing, or taking an idea from published or broadcast material or from another individual. Plagiarism is dishonest and can be illegal. It is the student's responsibility to be careful and meticulous when taking notes and documenting sources. Unintentional plagiarism may still be considered stealing someone else's work or misrepresenting it as one's own. Further, it is the responsibility of the student to follow the appropriate style of documentation as determined by the instructor or program. If the student has any questions regarding the appropriate style of documentation, the student must be certain to ask his or her instructor. Further instruction is available at the library.

Documentation of Appeal Process

For reasons of both efficiency and charity, any appeal should be pursued as close in time to the alleged unfair event as possible. Any appeal must be documented by all involved parties. Standard rules of evidence and strict confidentiality will be observed through any and all appeal steps.

INITIAL ACTION (Step One)

Upon discovery of evidence of dishonesty, cheating, or plagiarism by a student, the instructor will notify that student via their university email account of the infraction. The instructor may also schedule a meeting with the student either prior or subsequent to the official notification via email. Students are responsible for checking their university email account until all course grades are submitted or the appeal process is concluded.

The student will have an opportunity to appeal the charge in writing within two business days of the receipt of the email notification from the instructor. This appeal to the instructor must be submitted to the instructor via university email.

1) If the instructor concludes student is guilty of dishonesty, cheating, or plagiarism, a written incident report will be sent to the Registrar who will notify the Dean of the appropriate college. The instructor of the course has the discretion to administer either or both options below:

- a) Assess a 0 or F for the paper, assignment, or exam
- b) Assess an additional 10% penalty against the student's final grade.

Once the course of action has been decided, the professor will notify the student via email, and a follow-up written report will be sent to the Registrar's office.

Plagiarism Seminar Requirement

If a student is found guilty of his/her first offense of plagiarism, he/she will be required to attend a plagiarism seminar led by a qualified person appointed by the institution. The student must attend this seminar within six months of the incidence of plagiarism. Failure to attend will result in further disciplinary action. The student will also be charged a fee.

APPEALING A DECISION

As a Christian community, all Judson University personnel live under the authority of biblical standards and the direction of the Holy Spirit, sharing mutual accountability for ethical and just behavior. As a human community, we will make mistakes. Students at Judson University have the right to appeal academic decisions.

Appeal Process

If a student has appealed to the faculty member and disagrees with the faculty member's decision that student has, without fear of penalty or reprisal, the right to pursue one or more of the following appeal steps:

Appeal to the Dean of the School (Step Two)

If the student's concern is not resolved after communicating with the faculty member, he/she may appeal in writing to the appropriate Dean of the School within two days of receiving a written response from the faculty member. The Dean of the School will send a written report to the Registrar once a resolution has been reached.

Appeal to Chief Academic Officer (Step Three)

If the student's concern is not resolved after appealing to the Dean of the School, the Chief Academic Office may hear his/her appeal. The CAO will notify the student of the final decision and send a written report to the Registrar.

Second Offense

Should there be a second offense of dishonesty, cheating, or plagiarism, in the same course or in any other course, the student may be dismissed from the University and, in the case of fraud, appropriate legal action will be taken.

Action by the Registrar

The Registrar will, upon receipt of resolution documentation, notify the appropriate parties.

- 1) Library staff if the student is required to take the seminar
- 2) Student Development
- 3) Dean of the school in which the student is studying

Faculty Academic Dishonesty/Plagiarism Resolution Form
Submit to the Registrar

Faculty Submitting this Form: (check one)

- Faculty Member
- Dean of School
- Chief Academic Officer

Decision: (check all that apply)

- Student will receive a 0 or F for the assignment.

- Student will have an additional 10% penalty assessed to his/her final grade.

- Student is required to attend the plagiarism tutorial.

Student Name _____ Student ID _____

Course _____ Course Number _____

Signature _____ Date of decision _____

Student Academic Dishonesty/Plagiarism Appeal Form

Submitting Appeal to: (check one)

- Dean of School
- Chief Academic Officer

Decision of Faculty Member: (check all that apply)

- Student has been cleared of suspicion due to _____.
- Student has admitted guilt and will receive a 0 or F.
- Student has admitted guilt and will redo the assignment or project with an appropriate penalty assessed.
- Student has admitted guilt and will have an additional 10% penalty assessed to his/her final grade.
- Student does not admit guilt and will receive a 0 and an additional 10% penalty on their final grade.
- Student does not admit guilt and will be assessed a 0 or F for the entire course.
- Student is required to attend the plagiarism tutorial.

Reasons for Appeal:

Submit a written appeal delineating reasons why the faculty member's decision is deemed as unjust. The appeal may be typed and attached or written in the space below.

Student Name _____ Student ID _____

Course _____ Course Number _____

Signature _____ Date _____