

**XX. ACADEMIC HONESTY POLICY**

A university is a community of learners. Learners at the University of Hartford consist of students, faculty and staff, seeking academic and personal advancement. Academic and personal advancement is based on honest intellectual endeavors and the resulting creative achievement. Integrity in those endeavors is the foundation upon which that advancement is built. While inspiration and insight spring forth from the work of others, the work product must always be one's own. One's sense of integrity requires that proper credit be given where credit is due.

The purpose of the academic honesty policy is to provide a clear statement to students and faculty of the University's expectations regarding academic honesty and to set forth procedures for the enforcement of that policy. The procedures in this Academic Honesty Policy are administrative functions and are not subject to the same rules as in criminal or civil proceedings.

Throughout the following policy, the term "college" refers to any one of the schools or colleges of the University. The term "University-wide program" refers to programs such as Multi Media Web Design and Development or the Bachelor of University Studies that do not reside in a college. The term "department chair" refers to a department chair or, in the case of colleges that do not have departments, the equivalent to a department chair.

**Policy**

- A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography.
- B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.
- C. The use of a term paper writing service, is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.
- D. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an "open book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- E. Other examples of academic dishonesty include, but are not limited to, the falsification of academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.

**Procedure**

- F. If an instructor becomes aware of a violation of Sections A, B, C, D, or E, or if a University official becomes aware of a violation of Section E, or other dishonest academic action, the following procedures shall be followed:

- Step 1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days\* of the discovery of the alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.
- Step 2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section E that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the University Judicial Board (whose procedures shall apply).
- Step 3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.
- Step 4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.
- Step 5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within ten working days of receiving the complaint or at the next scheduled ASC meeting, whichever is sooner. The Director of a University-wide program shall call a meeting to be held within ten working days of receiving the complaint. The University-wide program Curriculum Committee, which shall function as an ASC.
- Step 6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:
  - (a) inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and
  - (b) invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).
- Step 7. For the ASC meeting, the student shall have the right to select a meeting aide. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.

Step 8. The ASC Meeting:

- (a) No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
- (b) The meeting shall be closed to all non-participants.
- (c) Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.
- (d) The committee's recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.
- (e) All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.

Step 9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:

- (a) that (a) the charges be dismissed, (b) the charges have not been substantiated, or (c) the evidence established innocence, or
- (b) the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
  - i. the instructor's penalty shall be upheld.
  - ii. the student be dropped from the course or assigned a grade of "F" for the specific assignment or for the entire course.
  - iii. the student be suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both.  
entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.
  - iv. the student be dismissed from the University, and the dismissal be entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal

Step 10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation.

- (a) If complainant or student should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the Provost within five working days.

- (b) In the absence of such an appeal, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student's right of appeal set forth in Step 11, below. The Dean or Director shall also provide the student's academic advisor with a confidential report of the recommendation and action taken. In the case of non-matriculated students, the Dean or the Director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student's right of appeal.
- (c) If such an appeal is made, the chair of the Committee shall forward the recommendation and all relevant material to the Provost for consideration and action.

**Step 11. Appeal to the Provost:**

Should the student or complainant find the action unacceptable, either party may appeal to the Provost within five working days after notification. Appeals will be considered only on the following bases:

- (a) the existence of newly discovered evidence not available at the time of the hearing/decision;
- (b) the imposition of an unreasonable penalty or sanction at a prior hearing;
- (c) a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for above. The Provost may request additional information from the appellant and may exercise any of the following options: affirm, modify, or reverse any part of the original decision; however, no modifications may be made so as to increase the sanction of penalty.

\*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.