



POLICIES AND PROCEDURES FOR ACTS OF ACADEMIC DISHONESTY COLLEGE OF BUSINESS AND ADMINISTRATION - (Revised 1/88)

I. INTRODUCTION

A. Purpose

The College of Business and Administration at Southern Illinois University at Carbondale (SIUC) seeks to maintain the highest standards for academic honesty. Faculty are strongly committed to imposing sanctions for violations of the standards of academic honesty.

B. Definitions

The Student Conduct Code for Southern Illinois University at Carbondale (Code) became effective on January 16, 1984. Section I.E. of the Code defines the terms used in this document.

II. VIOLATIONS

A. Acts of Academic Dishonesty

Six categories of acts of academic dishonesty are identified in Section II.A of the Code. These six categories are further enumerated in this section. Code definitions, where provided, are shown in quotes.

- 1. Plagiarism:** Representing the work of another as one's own work. This usually is manifested by intentional, material misrepresentation of a substantial portion of another's original written words.
- 2. Preparing work for another that is to be used as that person's own work.**
- 3. Cheating by any method or means.** This type of cheating may be either premeditated or spontaneous. Some examples include, but are not limited to: copying the work of another student, copying during an examination; two students submitting the same paper; allowing another student to copy one's work during an examination; possessing or using unauthorized materials during an examination; pre-writing the answer to an exam question and submitting that answer as part of an in-class exam; altering or falsifying examination results after they have been evaluated by the instructor and returned to the student; altering another student's examination, or other assignment; submitting the same paper or work for two different classes when the instructor has explicitly prohibited it (classes need not be taught in the same semester); possessing another student's work without permission; presenting forged or false documents for the purpose of taking advantage of University, instructor's policies (i.e., incomplete, exam makeups, etc.), or submitting material written or prepared by someone else.
- 4. Knowingly or willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research.**
- 5. Knowingly furnishing false information to a University official relative to academic matters.**
- 6. Soliciting, aiding, abetting, concealing or attempting conduct in violation of the Code.** Examples include, but are not limited to: taking an examination for another student; having an

examination taken by someone else; selling, purchasing or trading for examinations, reports or other assignments (no money need be involved); possessing, controlling, copying, memorizing, or looking at term papers, examinations, exam answers, and other assignments that have not been formally released by the instructor (formal release means that the instructor has distributed the material to students and has not required that it be returned).

III. SANCTIONS

A. Minimum sanctions will be applied as follows:

1. First offense:

a. For violations of Act II.A.1 or II.A.2 or II.A.3, a minimum of an F in the course and one semester disciplinary probation.

b. For violations of Acts II.A.4 or II.A.5 or II.A.6, a minimum of an F in the course and one semester suspension.

2. Second offense:

a. For violations of Acts II.A.1 or II.A.2 or II.A.3, F in course and one semester suspension.

b. For violations of Acts II.A.4 or II.A.5 or II.A.6, F in course and two semesters suspension.

3. Subsequent offenses:

a. For all violations, indefinite suspension from the college.

IV. POLICIES AND PROCEDURES

The policies and procedures of the Code shall apply. No mitigating or extenuating circumstances, unless specified in the Code, shall be taken into consideration in recommending sanctions.

V. IMPLEMENTATION

A. Dissemination

1. Copies of this document shall be made available to students in Rehn 121.

2. All business students, including new and transfer students, will be required to sign a statement saying that they have received a copy of this document. This signed statement shall be placed in the student's file.

3. Ignorance of the existence of the Code and its consequences will not negate the implementation of the Code.

4. All syllabi and examinations in the College shall contain the statement: Students found guilty of committing acts of academic dishonesty shall receive at least an F in the course.

B. Records Maintenance

The College's Office of Student Affairs shall maintain a record of students found to be guilty of violating the Code. A copy of the record shall also be provided to the Student Life Office. As specified in Sections IV.B.2 and IV.C.6 of the Code, this record shall be part of the student's full disciplinary history, and shall be considered in determining the appropriate sanction. Departments in the College shall provide the Office of Student Affairs with the results of proceedings that have been adjudicated informally.

[Student Affairs Home](#) | [College of Business and Administration](#)