



# **ACADEMIC INTEGRITY**

## **Guidelines ver 1.3**

**Department of Civil Engineering**  
**Morgan State University**

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## **POLICY ON ACADEMIC DISHONESTY**

Faculty at Morgan State University make a concerted effort to promote honest academic conduct among students to ensure that their evaluation of students' academic performance accurately reflects each student's true merit. Academic dishonesty is, therefore, among the most egregious offenses a student can commit because it interferes with the University's primary mission of educating and evaluating students. Thus, **academic dishonesty will not be tolerated at the University**. Some of the more common forms of academic dishonesty are listed below. This list, however, is not intended to be an exhaustive representation of all the possible forms of academic dishonesty. Any student who is found to have engaged in academic dishonesty shall **fail the assignment** and may **fail the course**. The student may also be referred to the Chairperson of the Department or school in which the student's major is located for additional disciplinary action by the University. All instances of academic dishonesty shall be subject to the full range of penalties at the University's disposal.

### **I. TYPES OF ACADEMIC DISHONESTY**

#### **1. Cheating is fraud**

Cheating is the use of, the attempted use of, or acquisition of unauthorized information such as books, lecture notes, study aids, answers from other students, or other materials for the purpose of submitting a part or all of the unauthorized information as one's own individual effort in any class, assignment, or examination. **Helping or attempting to help another person commit any act of academic dishonesty is also a form of cheating**. Examples of cheating include, but are not limited to, the following actions:

- a. Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor;
- b. Buying, selling, removing, receiving, or possessing an unauthorized copy of a test, quiz, exam, or other form of academic evaluation in advance of its administration by the instructor of the course in which the student is properly registered;
- c. Using material or equipment such as cell phones, crib notes, a calculator, or a tape recorder during a test, quiz, exam, or other form of academic evaluation that has not been authorized by the instructor;
- d. Working with other students or other individuals on any exam, take home assignments, computer or laboratory work, or any other assignment when the instructor has required independent and unaided effort;
- e. Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as (1) hiding or damaging the academic work of another student to gain an unfair advantage in an academic evaluation; or (2) marking or submitting an exam or other assignment in a manner designed to deceive the instructor;
- f. Submitting, without prior permission, the same academic work which has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University;
- g. Permitting another student or individual to take a test, quiz, exam, or other form of academic evaluation for one's self; or conversely, taking a test, quiz, exam, or other form of academic

evaluation for another student; and,

h. Helping or attempting to help another student cheat by providing assistance to that student during an exam or other assignment in a manner not authorized by the instructor.

## **2. Plagiarism is theft**

Plagiarism is submitting, either orally or in writing, the words, ideas, drawings, or other works of another person as one's own without appropriate citation in order to receive credit for having completed an academic assignment or exercise. Examples of plagiarism include, but are not limited to, the following:

- a. Submitting material or work for evaluation, in whole or in part, which has been prepared by another student, an author of a published article or textbook, or by persons producing papers for profit;
- b. Using a direct quotation from another student's papers or from an author of a publication without including the appropriate citation;
- c. Paraphrasing or summarizing another's work without including the appropriate citation; and,
- d. Using information stored electronically, e.g., submission of papers and or information found on computer disks, the Internet, etc., without including appropriate citation and/or acknowledging the source

## **3. Abuse of Academic Materials**

Abuse of academic materials is destruction of property or making inaccessible academic resource materials owned by the University or stored in a University facility. Examples of abuse of academic materials include, but are not limited to, the following actions:

- a. Destroying, hiding, or otherwise making unavailable for common use any library materials, materials placed on reserve by faculty, electronically stored information, or other academic reference materials; and,
- b. Destroying, hiding, or otherwise making unavailable another student's notes, faculty lectures and/or tests, experiments, computer programs, or other academic work.

## **4. Stealing**

Stealing is the unauthorized taking, attempting to take, or withholding the property of another and thereby permanently or temporarily depriving the owner of its use or possession. Examples of stealing include, but are not limited to, the following actions:

- a. Unauthorized removal of library texts, magazines, electronic equipment or electronically stored information and other materials from the library;
- b. Unauthorized removal of lecture notes, grade books, examinations, computer programs, or any other academic materials from the office of any faculty member;
- c. Obtaining unauthorized advanced access to an examination or other academic assignment either acting alone or in collusion with other students or University employees; and,

d. Taking another's academic work, such as papers, computer programs, laboratory experiments, or research results.

## **5. Lying**

Laying is making any oral or written statement which the individual knows, or should know, to be untrue. Examples of lying include, but are not limited to, the following actions:

- a. Making a false statement to any instructor or other University employee in an attempt to gain advantage or exception with regard to an academic requirement or assignment;
- b. Falsifying evidence or testifying falsely, such as in a hearing involving academic dishonesty;
- c. Inventing or counterfeiting data, research results, research procedures, internship or practicum experiences, or other information;
- d. Citing a false source for referenced material/Data;
- e. Altering grade reports, class attendance records, course registrations, or other academic records;
- f. Submitting false excuses for absences;
- g. Altering a returned exam paper or other work and seeking regrading without indicating that the returned paper or work has been changed; and,
- h. Submitting unauthorized University documents to gain an internship, exception to University policies, and/or other advantage or to avoid a disadvantage or penalty.

## **II. ACADEMIC DISHONESTY IN SENIOR DESIGN I AND II (CEGR 492, 493, and 496)**

As stated above, an act of academic dishonesty is any attempt to take the work of someone else and submit it as one's own. The penalty for cheating on project assignments will be F grade in this course. If you are suspected of plagiarism of any kind your instructor reserves the right to fail you for the project assignment or the course. Measures would be taken by the department's academic dishonesty committee and school on reported cases. Work which is similar beyond coincidence will automatically be considered cheating. In senior design, academic dishonesty includes, but is not limited to, the following: cheating; plagiarism; submission of the same work done by past or graduated students without prior approval of the faculty members of the classes involved; submission of any work (full or partial) not actually produced by the student; submission of any work without clear acknowledgement (reference/credit) of the original author or creator of work. No type of academic dishonesty will be tolerated. If you are caught cheating such as plagiarizing, using services of external individuals, the punishment will be the most severe penalty allowed by the university policy.

## **III. PENALTIES**

### **1. Responsibility for academic honesty**

#### **a. Faculty Responsibilities**

At the beginning of each semester, all instructors will distribute a syllabus which should address the college's academic dishonesty policy. Therefore each instructor should appropriately address academic

dishonesty issues and concerns in their syllabus. Instructor may require students to write an academic honesty pledge at the beginning of semester. When instructors catch academic dishonesty violations, they are obligated to report the case, in writing, to the Chair of the Academic Dishonesty Committee. The Committee recommends that instructors are expected to follow the provided guideline to handle suspected academic dishonesty violations.

### **b. Student Responsibilities**

All Civil Engineering students have a responsibility to ensure the Academic honesty of their own work. Students should ask the guidance of their instructors to avoid committing plagiarism, and they should not involve with unauthorized assistance/collaboration in their works. If students observe cheating, lying, plagiarism, or other violations of academic dishonesty policy, they are obligated to inform the instructor the Chair of the Academic Dishonesty Committee.

## **2. Academic Dishonesty Penalty Procedures**

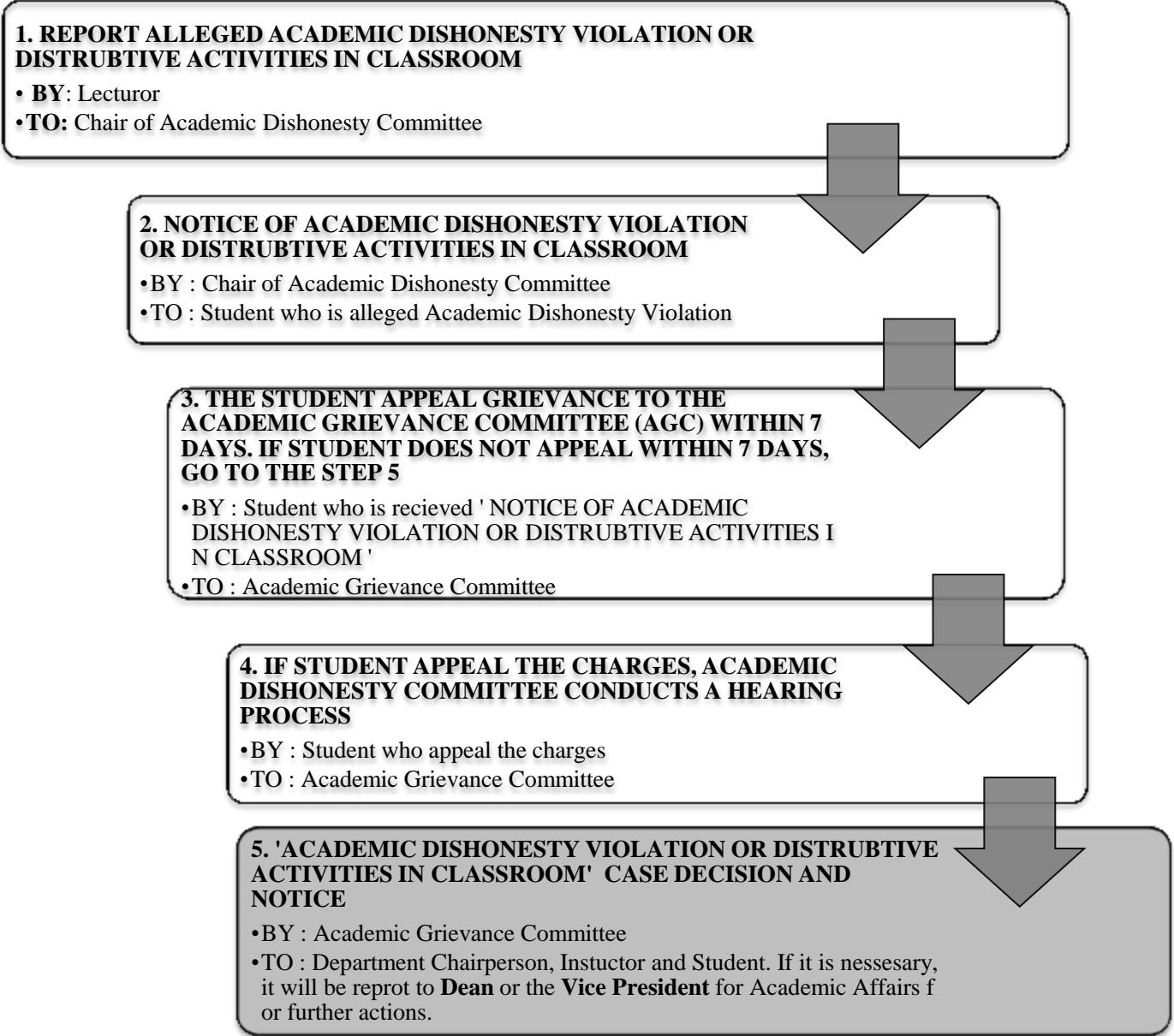
The faculty of Department of Civil Engineering is firmly committed to supporting the academic dishonesty policy, and each faculty member has a duty to report suspected cases, in writing, of academic dishonesty to the Chair of Academic Dishonesty Committee within 48 hours. Examples of academic dishonesty include cheating, plagiarism, abuse of academic materials, stealing and lying, or any other violations. The Department of Civil Engineering Academic Dishonesty Committee will provide the student with written notice. The student will be given the opportunity to appeal written response about the notice with supporting documentation or evidence within 7 days. The Department of Civil Engineering Academic Dishonesty Committee will conduct hearing process and review each academic dishonesty case, review student appeal and determine appropriate penalty for violations.

## **3. Penalty Types**

Any student who is found to have engaged in academic dishonesty at Civil Engineering Department, Morgan State University shall **fail the test or assignment** for which the student cheated and may be subjected to one or more of the following penalties:

- a) Warning notice issue to violated student
- b) Penalty of Department of Civil Engineering level
  - **Failure of the course** in which the academic dishonesty occurred;
  - Written reprimand from the **Chairperson**,
- c) Penalty of School of Engineering and Morgan State University level
  - Written reprimand from the **Dean** or the **Vice President** for Academic Affairs;
  - **Revocation:** When an act of academic dishonesty are found to invalidate a major piece of work required for a degree so that the validity of the degree or certification is jeopardized, then the sanction may include a recommendation to the University's Vice President for Academic Affairs to: **Reject a thesis, dissertation, or other work such as senior project. Revoke a certification or not grant a certification. Revoke a degree.**
  - **Suspension**
  - **Expulsion** from the University.

# ACADEMIC INTEGRITY VIOLATION PROCESS



The Dean of the school or college in which the student's major is located shall be notified of the academic dishonesty and of the proposed penalty by the Dean (or the Dean's designee) of the school or college in which the academic dishonesty occurred. Along with the penalties listed above, the Department Chair, Dean of School, or the Vice President for Academic Affairs may impose special conditions on students who have engaged in academic dishonesty such as **counseling, reduced credit loads, denial of admittance to certain majors or programs**. Suspension and expulsion, the most severe penalties, may be imposed even though the accused student has never received a lesser penalty or penalties for previous academic misconduct.

#### **4. Appeal Grievance Procedure**

The academic appeals process shall apply to any dispute concerning a student's academic standing at the University including, but not limited to, disputes over grades as well as allegations of academic dishonesty. The academic appeal process requires that (1) students be given adequate notice of any offense of academic dishonesty with which they are charged; and (2) that students be given an opportunity to be heard by the Dean (or the Dean's designee) of the college or school in which the offense is alleged to have occurred. The Deans have the authority to set dispute resolution and appeal procedures for their respective academic divisions provided that any penalty imposed by (or approved by) the Dean shall be based on evidence collected and recorded by the faculty, the Chairperson, and/or the Dean. Students who feel that they have been treated unfairly in the award of a grade or in the imposition of a penalty for committing an act of academic dishonesty have a right to use the academic appeal process at the University. A student shall first address the matter of the academic dishonesty, the grade, and/or any other academic penalty or issue with the faculty member who accused the student and/or assigned the grade and/or imposed or initiated the penalty. Second, if the dispute is not resolved with the faculty member, the student shall next address the matter with the Chairperson of the department in which the course is taught. The Chairperson shall investigate the matter thoroughly; make a record of the relevant evidence; and make a determination about the appropriateness of the accusation, the grade, or the penalty imposed on the student. If the matter is still in dispute following the investigation and determination by the Chairperson, the student has a right to appeal to the Dean (or the Dean's designee) of the school or college in which the dispute arose.

In all matters of academic appeal, the student may request a final appeal by writing to the Provost and Vice President for Academic Affairs (VPAA) within **seven (7) working days** of the receipt of the final decision of the Dean of the school/college. Appeals not filed in proper form with the Provost/VPAA within this timeframe shall not be considered. An appeal which fails to specifically set forth alleged procedural error with regard to the application of academic policy shall not be considered. The decision of the Provost/VPAA is final and binding on all parties. The student's initiation of the appeals procedure shall not dislodge or delay any other consequences of the decision or action under dispute, such as placement on academic probation or dismissal; loss of scholarship; awarding of financial aid; or participation in activities that are dependent on the grade point average of the student.

#### **Department of Civil Engineering Appeal Grievance Procedure**

The Academic Integrity Committee has suggested a step of appeal procedure which would ensure the speedy settlement of the appeal process.

Four steps as outlined below:

- 1. The appeal student shall convey his or her appeal to the Academic Grievance Committee (AGC) Chair (Dr. Yi Liu, CBEIS 208, (443) 885 – 3067, yi.liu@morgan.edu) to deal with appeal. The appeal student shall present the appeal.**
- 2. The Chair set up the meeting of Academic Grievance Committee with notice to appeal student, the students can attend to the Committee meeting for the settlement of his or her appeal.**
- 3. Instructor provides all documents for supporting instructor's decision to Academic Grievance Committee.**



4. The Committee has to give its recommendations in seven days and report the same to the Department Chair.

5. If the appeal student is not satisfied with grievance decision, he or she shall, then, appeal to the Department Chair.

6. The Department Chair reviews Academic Grievance Committee decision.

7. The Department Chair can take a week period for appeal to be considered and the revised decision to inform to the appeal student.

## ACADEMIC GRIEVANCE PROCESS

**1. The appeal student shall convey his or her appeal to the Academic Grievance Committee (AGC) Chair**

- BY: Student
- TO: Chair of Academic Grievance Committee

**2. The Chair set up the meeting of Academic Grievance Committee with notice to appeal student**

- BY : Chair of Academic Grievance Committee
- TO : Student who is appealed and AGC committees

**3. The Chair collect all information and processing a hearing form the both instructor and student**

- BY: Student and instructor
- TO : Academic Grievance Committee

**4. Academic Grivance Case Decision and Notice**

- BY : Academic Grievance Committee
- TO : Student, Instructor and the Department Chairperson

**5. If the appeal student or instructor is not satisfied with grievance decision, he or she shall, then, appeal to the Department Chair**

- BY : Student or Instructor
- TO : Department Chairperson. The chair will review the case