

ACADEMIC DISHONESTY AND GRIEVANCE

Membership in the Manchester University community requires a devotion to the highest principles of academic and personal integrity, a commitment to maintain honor, and a continuous regard for the rights of others. There can be no rights without individual responsibility.

Manchester University faculty are committed to teaching and learning as a career and a profession. Each instructor is presumed to develop and use methods and techniques which enhance learning and which best fit his or her personality and subject matter area. At the same time, the instructor is expected to abide by the general principles of responsible teaching which are commonly accepted by the academic profession. These principles suggest that faculty keep complete records of student performance and that they develop and apply express, uniform criteria for evaluating student performance.

Students are free to take reasoned exception to the data or views offered in any course of study. While they may reserve judgment about matters of opinion, they are responsible for learning the content of any course in which they are enrolled. At the same time, students are expected to abide by the general principles of academic honesty which are commonly accepted in educational settings.

When a student chooses not to follow the general principles of academic honesty, the following policies and procedures will apply.

Academic Dishonesty Policy

The Academic Dishonesty Policy applies in cases of plagiarism or cheating as defined below.

Plagiarism

Plagiarism is the presentation of information (either written or oral) as one's own when some or all of the information was derived from some other source. Specific types of plagiarism encountered in written and oral assignments include the following:

- Sources have been properly identified, but excerpts have been quoted without proper use of quotation marks; or the material has been slightly modified or rephrased rather than restated in the student's own words.
- Key ideas or items of information derived from specific sources that present material that is not common knowledge have been presented without proper identification of the source or sources.
- Unidentified excerpts from other sources have been woven into the student's own presentation.

- A paper or speech may be a mosaic of excerpts from several sources and presented as the student's own.
- An entire paper or speech has been obtained from some other source and presented as the student's own.
- Texts in another language are translated into English and presented as the student's own.

Cheating

Cheating consists of any unpermitted use of notes, texts or other sources so as to give an unfair advantage to a student in completing a class assignment or an examination. Intentionally aiding another student engaged in academic dishonesty is also considered cheating. Submission of the same work (essay, speech, art piece, etc.) to fulfill assignments in separate classes requires the permission of both instructors (if both courses are being taken in the same semester), or the permission of the second instructor (if they are taken during different semesters).

Academic Dishonesty Procedures

1. In a case of academic dishonesty, the instructor shall send a letter documenting the deception to the student (via e-mail and hard copy to student mailbox or home address), with copies emailed to the associate dean for academic resources, the dean for student experience, and the student's academic advisor. The instructor shall complete an Academic Dishonesty Tracking form and submit documentation of the academic dishonesty to the Office of Academic Resources.
2. In cases of a first offense, the associate dean will send a letter outlining the seriousness of academic dishonesty and the consequences of a second offense to first offenders not going through the AIP (Academic Integrity Panel) process.
3. A formal appeal of the professor-imposed sanction may be submitted to the Vice President for Academic Resources within a week of the date of the letter from the associate dean for academic resources documenting the dishonesty.
4. An AIP will be convened by the associate dean for academic resources for all second offenses, and for any first offenses if requested by the instructor. The AIP will consist of the associate dean for academic resources, two faculty selected from six members appointed by FEC (Faculty Executive Committee), and two students selected from a pool of eligible students appointed by the Office of Academic Resources. The composition of each AIP will be determined based on scheduling availability and avoidance of conflict of interest. The associate dean for academic resources will vote only in cases of a tie. The associate dean for academic resources will schedule a hearing with the student and the AIP upon receipt of the tracking form. A registration "hold" will be placed in effect until the hearing has occurred.
5. Following the hearing the associate dean for academic resources will inform the student and the instructor who filed the report of dishonesty of the AIP's

decision in writing. The associate dean will inform the registrar of any action which affects enrollment (e.g., suspension or expulsion).

Penalties

1. The instructor has the sole discretion to impose specific grade sanctions such as failure of the assignment or failure of the course for any incident of academic dishonesty. When a failing grade for the course is imposed, the student will not be allowed to withdraw from the course with a grade of W.
2. For a first referred offense, the AIP has the discretion to impose disciplinary sanctions such as a letter of apology, monetary fine or community service requirement in addition to any grade sanction imposed by the instructor.
3. For a second or subsequent offense, an AIP hearing will occur, whereby additional sanctions up to and including suspension or expulsion from the University could be applied.

Due Process

Students shall have a right to due process. This shall include the right:

1. To be informed of the nature of the violation
2. To a fair hearing of the evidence leading to a decision in the case
3. To be accompanied to any hearing by a faculty or administrative staff member from the University campus community.
4. To request an appeal based only on due process or new, exculpatory evidence

Appeal

An appeal for an academic dishonesty decision may be made **ONLY** with the vice president for academic resources (VPAR) and **ONLY** on the basis of due process violations or the discovery of new, exculpatory evidence. The VPAR's decision is final and no further appeal procedure shall exist in the University. A request for appeal must be made with the VPAR within five days of receipt of the AIP's decision.

Academic Grievance Policy

The Academic Grievance Policy pertains only to cases in which a student believes the final course grade has been assigned in a capricious or unfair manner. Grievances unrelated to academic performance may be brought directly to the Office of Academic Resources.

Academic Grievance Procedures

1. The student and the instructor should discuss the student's grievance and make every effort to reach a satisfactory solution. A mutually agreed upon third party may be invited to observe the meeting.
2. If an agreement cannot be reached, the student will bring the issue to the department chair of the involved instructor. Final course grade grievance

must be brought before the department chair no later than March 1 for fall semester and January session grades, and October 1 for spring semester and summer session grades.

- a. The chair will request a detailed written summary from each party.
- b. The chair will inform the vice president for academic resources of the grievance.
- c. The chair will meet with both parties together, listen to their concerns and attempt to resolve the grievance.
- d. If an agreement is reached, the chair will inform the vice president for academic resources of the result in writing. The written summaries will be forwarded to the Office of Academic Resources (see a. above).

Exception: If the involved instructor is the department chair, the chair will request that the vice president for academic resources appoint another full-time faculty member from that department to hear the concerns and attempt to resolve the grievance.

3. If an agreement cannot be reached through the department chair, the student may initiate the formal grievance procedure.
 - a. The student will obtain an Academic Grievance form from the Office of Academic Resources.
 - b. The completed form will be forwarded by the student to the Office of Academic Resources.
 - c. The Academic Standards Committee (or its designated representative) will review the grievance only if procedures 1 & 2 have been completed. The written summaries initially provided to the department chair can be used by the Academic Standards Committee and/or the committee may wish to interview both parties individually.
 - d. The Academic Standards Committee will render a final decision.

Exception: If the involved instructor is a member of the Academic Standards Committee, the vice president for academic resources will appoint a full-time faculty member from the same college to replace the involved instructor while the grievance is being reviewed, discussed, and a decision is being made. If the involved instructor is the academic dean, the chair of the Academic Standards Committee will request that the vice president for academic resources appoint a full-time faculty member to replace the academic dean while the grievance is being reviewed, discussed, and a decision is being made.