

**Department of Communication Studies**  
**ACADEMIC DISHONESTY AND STUDENT MISCONDUCT**  
Final: Adopted 3/7/18

**1. Instructors should have a clear policy about academic misconduct and its aftermath in their course syllabus and will include department's template language in each syllabus.**

**2 . Definition of Academic Dishonesty:** According to the Student Code of Conduct (<http://stuafs.unl.edu/DeanofStudents/Student%20Code%20of%20Conduct%20May%20Rev%202014%20a.pdf>) Article 3, Section B-1, academic dishonesty includes, but is not limited to, the following:

- A. **Cheating.** Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination, speech, assignment, or exercise.
- B. **Fabrication or Falsification.** Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
- C. **Plagiarism.** Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.

**1c. Improper or Incomplete Source Citation.** Failure to properly cite sources used to support claims or enhance work constitutes plagiarism. It is the student's responsibility to ensure the work they submit in class is properly cited.

**2c. Self-Plagiarism.** Students can plagiarize themselves when they submit work for a class that is not original and unique to the class to which they are submitting the work in the current semester.

- D. **Abuse of Academic Materials.** Destroying, defacing, stealing, or making inaccessible library or other academic resource material.

- E. **Complicity in Academic Dishonesty.** Helping or attempting to help another student to commit an act of academic dishonesty.
- F. **Falsifying Grade Reports.** Changing or destroying grades, scores or markings on an examination, test, assignment, speech, or exercise or in an instructor's records.
- G. **Impermissible Collaboration.** Collaborating on any academic exercise, work, speech, test or examination unless expressly authorized by the faculty member. It is the obligation of the student to know whether collaboration is permitted.
- H. **Misrepresentation to Avoid Academic Work.** Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work, delivery of individual or group presentation, or to avoid or delay the taking of a test or examination.
- I. **Other.** Academic units and members of the faculty may prescribe and give students prior notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard of conduct shall constitute misconduct under this Code of Conduct and the University Disciplinary Procedures.

### 3. Process for Addressing Academic Misconduct/Dishonesty

- A. The instructor will talk with student and present the evidence they have regarding the transgression.
- B. If, after a review of the evidence and this conversation, the instructor determines that academic dishonesty or misconduct has indeed occurred, the instructor will prepare a written account of the academic misconduct, to include the evidence in support of the instructor's conclusion and a clear articulation of the consequences of the transgression. This statement shall be provided to the student within two weeks of the student/instructor meeting regarding the incident.
- C. In keeping with the College of Arts & Sciences policy, all incidences of academic misconduct that affect a student's course grade must be reported to the campus Dean of Students Office: If instructors discover a case of academic dishonesty and the sanctions for the conduct impact the final grade in the course, they must file a "Misconduct Referral Form" with the Office of the Dean of Students. Find this form online at: <http://involved-apps.unl.edu/a/AcademicDishonesty/>. Whether the instructor requests action or no action from the Dean of Students' Office, they still must file the report within two weeks. The report is essential for discovering repeated instances of student academic misconduct. The Dean of Students will review the report as well as any prior reports and may determine that they will initiate action against the student whether or not the instructor recommends it.

**4. Student Sanctions:** Depending upon the seriousness of the violation, instructors may impose a student sanction as specified in the course syllabus. This may range from lowering the grade on an assignment, failing the student on an assignment, failing the student in the course, or requesting that the Office of the Dean Students instigate an investigation that may result in penalties ranging from probation to suspension to expulsion.

**5. Student Appeals:** In cases where the academic dishonesty is admitted to by the student and the student believes the sanction is unfair, the student may appeal the sanction following the

department grade appeal process. In cases where the student disputes the instructor's finding that academic misconduct occurred, the matter will be referred to the Conduct Officer for disposition by the University Disciplinary Committee in accordance with the College of Arts & Sciences policy.