

Frequently Asked Questions

Q What happens when a faculty member suspects that a student has committed a dishonest act?

A When a faculty member has reasons to suspect that academic misconduct has occurred, he/she may adjust the grade downward for the test, paper or other course-related activity in question, or for the entire course. In such instances, the faculty member shall notify the student of the downgrading and the reason(s) for it, either orally or in writing as described in Section 10.1 of the Student Code of Conduct.

Q Can the student appeal the downgrading decision by the faculty?

A YES. The student can appeal the action by filing a statement in writing with the department or unit head within ten school days of the oral notice or postmarked written notice. NOTE: If the department head is the faculty, the appeal is to the dean. If the dean is the faculty, the appeal is to the Provost.

Q What are my rights if academic misconduct charges are filed under the Student Code of Conduct?

- You have the right to speak on your behalf, present evidence on your behalf, and question opposing witnesses.
- You have the right to bring an advisor or an attorney to a formal hearing or to an informal disciplinary conference. However, the role of the advisor or attorney is solely to counsel and not to participate actively.
- You have the right to be notified in writing of the charges and the judicial procedure.
- You have the right not to testify against yourself.
- You have the right to select an informal disciplinary conference with the dean instead of a formal hearing if the dean decides the case is serious enough for a hearing.
- In a formal hearing, you have the right to appeal the panel's decision.
- You have the right to know the nature and the source of the evidence to be used against you.

Appropriate Sanctions if a Student is Found Guilty of Academic Misconduct

Disciplinary Reprimand. A formal notification to the student that his/her conduct has been unacceptable and a warning that another offense may result in a more serious sanction.

Disciplinary Probation. A disciplinary status that does not interfere with the student's rights to enroll and attend classes but that includes specified requirements or restrictions.

Suspension. A denial of the privilege of continuing as a student anywhere within the University, and denial of all student rights and privileges for a specified period of time.

Expulsion. A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University and permanent denial of all student rights and privileges.

Transcript Disciplinary Record. An entry onto the student's transcript permanently or for a specified period of time, indicating the violation and sanction imposed.

Other sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above.

NOTE: The information contained in this brochure has been edited from the Student Code of Conduct and written in a condensed format. Anyone with specific questions regarding academic misconduct should consult the source document (<http://www.doso.wayne.edu/codeofconduct.pdf>); the Dean of Students Office, 351 Student Center; or the Office of the Dean for each School and College. If the provisions described in this brochure differ in any way from the provisions of the Student Code of Conduct, then the provisions of the Code shall prevail.

Printed: Sept., 2007

WAYNE STATE UNIVERSITY

*Important information
for faculty and students on . . .*



academic INTEGRITY

*Academic integrity demonstrates our commitment to the
fundamental values of the academic process
including honesty, trust, fairness, respect and responsibility.*

adapted from The Center for Academic Integrity



Prepared by the Committee for Academic Integrity
in conjunction with the Office for Teaching and Learning

Steps to Academic Success

Start assignments early. The research and writing process takes time. Make careful choices when deciding on a topic. Pick one that interests you. Allow plenty of time to visit the library, gather materials, read and take notes. One major reason for academic misconduct is running out of time to complete the project. If you find that you are in a bind, make sure you talk to your instructor.

Take good notes. Identify in your notes which words are copied directly from a source using quotation marks, highlighting, etc. It's also a good idea to keep a working bibliography and a research log of search terms, databases, call numbers and/or URLs so referencing materials is quick and easy.

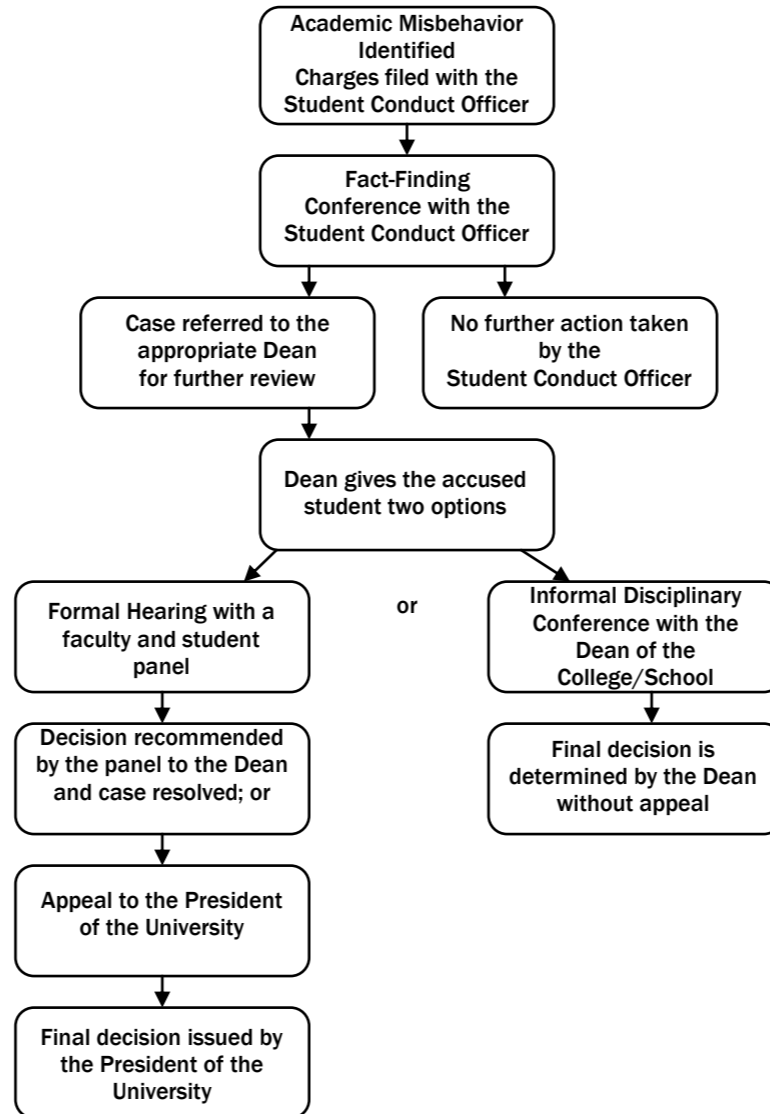
Cite your sources so that authors are given appropriate credit. Direct quotes, paraphrased passages, ideas, or unfamiliar facts/information must be cited.

Talk to a librarian in person or through the Ask-a-Librarian link on the WSU library home page www.lib.wayne.edu.

Make an appointment with the **WSU Writing Center** (www.english.wayne.edu/writing/). It can help you organize your materials, identify grammatical errors and appropriately cite resources.

The **Academic Success Center** offers a variety of workshops on note-taking, effective reading and writing strategies, etc. Its tutors can also help you organize and cite material appropriately. Visit the website at www.success.wayne.edu.

Flowchart for Resolving Issues Related to Academic Misconduct



For additional information and actual copies of the Student Code of Conduct, contact the **Dean of Students Office**, 5221 Gullen Mall, 351 Student Center, 313/577-1010, or visit their website at <http://www.doso.wayne.edu>.

Defining Academic Misconduct

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or subvert the educational process. All forms of academic misconduct are prohibited at Wayne State University, as outlined in the Student Code of Conduct (see <http://www.doso.wayne.edu/codeofconduct.pdf>).

Students are expected to be honest and forthright in their academic studies. Students who commit or assist in committing acts of misconduct are subject to downgrading and/or additional sanctions as described in the Student Code of Conduct. Faculty and students are responsible for knowing the different forms of academic misconduct as well as for being aware of the Student Code of Conduct.

Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include:

- Copying from another student's test paper.
- Allowing another student to copy from your test.
- Using unauthorized material during an exam.
- Submitting a term paper for a current class that has been submitted in a past class without appropriate permission.
- Collusion: working with another without authorization from the instructor.

Plagiarism: To take and use another's words or ideas as one's own. Examples include:

- Using words or ideas of other persons without appropriate referencing or citation.
- Altering the language, paraphrasing, omitting, rearranging, substituting or forming new combinations of words in an attempt to make the thoughts of another appear to be your own.

Fabrication: The intentional and unauthorized falsification or invention of any information or citation. Examples include:

- Knowingly attributing citations to the wrong source.
- Listing fabricated references in the paper or the bibliography.

Other: Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting the assistance of a substitute when taking exams, destroying or sabotaging another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.