

SAP 13.02.99.T0.01 Academic Conduct



Approved: December 4, 2017
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Procedure Statement

Tarleton State University expects its students, faculty, and staff to preserve the honor and integrity of the academic community by maintaining a high standard of personal and scholarly conduct.

Reason for Procedure

This Standard Administrative Procedure (SAP) outlines the expectations and process for implementing Tarleton's academic conduct standards for all students.

Procedures and Responsibilities

1 VIOLATIONS OF ACADEMIC HONESTY

- 1.1 Academic dishonest acts include, but are not limited to the following:
 - 1.1.1 Cheating on an examination or other academic work.
 - 1.1.2 Plagiarism or self-plagiarism
 - 1.1.3 Copying from another student's test paper, essay, project, laboratory or other report, computer files, data listing, and/or programs without instructor authorization.
 - 1.1.4 Using materials an examination's administrator has not authorized as an examination aid.
 - 1.1.5 Collaborating with another person during an examination or in preparing academic work without instructor authorization.
 - 1.1.6 Using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test or other required assignment without instructor authorization.
 - 1.1.7 Substituting for another student or permitting another person to substitute for oneself in taking an examination, preparing academic work or attending class.

- 1.1.8 Coercing another person to obtain an unadministered test or information about an unadministered test.
- 1.1.9 Using unauthorized technological equipment such as phones, calculators, computers *inter alia* in a controlled examination environment as examination aids or using such equipment in a way the faculty member or the university has not authorized for the preparation of academic work.
- 1.2 What actions constitute acts of academic dishonesty in particular courses may in part depend on course expectations of academic integrity in the context of the course objectives,

2 ACADEMIC SANCTIONS

- 2.1 A course's faculty member of record is responsible for initiating action for any case of suspected academic dishonesty that occurs in the course and for determining appropriate academic sanctions.
 - 2.1.1 The faculty member may impose the penalty or penalties, judged by the faculty member, appropriate to the infraction, the faculty member may impose one or more of the following academic sanctions.
 - 2.1.1.1 Requirement to perform additional academic work not required of other students in the course.
 - 2.1.1.2 A grade of "F" in the course.
 - 2.1.1.3 Reduction of the grade in the course or on the examination or other academic work affected by the academic dishonesty.
 - 2.1.1.4 Other reasonable sanctions that are appropriate for the particular case.
 - 2.1.2 The faculty member will make a good faith effort to inform the student of the particular charge against him or her and give the student an opportunity to respond.
 - 2.1.2.1 The notification must be written or emailed.
 - 2.1.2.2 The written or emailed notification will include the following information:
 - 2.1.2.2.1 Listing of penalties imposed
 - 2.1.2.2.2 Reason for penalty
 - 2.1.3 Following the notification to the student, the faculty member will notify in writing his or her department head of the violation and imposed academic sanction.
 - 2.1.4 The department head will notify the appropriate academic dean and the dean of students and the Office of Student Judicial Affairs.
 - 2.1.4.1 The Office of Student Judicial Affairs will provide feedback to the department head. This notification should contain sufficient information to determine the following.
 - 2.1.4.1.1 If this is a repeat violation by the student

2.1.4.1.2 If additional sanctions were imposed on the student by Student Life.

- 2.2 Students may appeal action taken by a faculty member as a result of suspected academic dishonesty according to the procedure for academic appeals as described in the [Faculty Handbook](#) and [Student Rules](#), section Student Grievance Procedures, subsection Academic Appeals.

Related Statutes, Policies, or Requirements

[System Policy 13.02, Student Rights and Obligations](#)
[Tarleton State University, Student Rules](#)
[Tarleton State University, Faculty Handbook](#)

Definitions

Academic Work: The preparation of an essay, thesis, problem, assignment or other project submitted or completed for course credit.

Plagiarism: The intentional appropriation of another's work and the unacknowledged incorporation of that work in one's own written work in any academic setting.

Self-plagiarism: The use of one's own previous work in another context without citing that it was used previously.

Collusion: The unauthorized collaboration with another person in preparing academic work in any academic setting.

Abuse of Resource Materials: The mutilation, destruction, concealment, theft or alteration of materials provided.

Contact Office

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