

**III-1.00-POLICY ON FACULTY, STUDENT AND INSTITUTIONAL RIGHTS AND RESPONSIBILITIES
FOR ACADEMIC INTEGRITY**

I. POLICY AND PURPOSE

The academic enterprise is characterized by reasoned discussion between student and teacher, mutual respect for the learning and teaching process and intellectual honesty in the pursuit of new knowledge. There are conventions central to the learning and teaching process which should ensure this intellectual honesty.

The purpose of this policy is to detail the conventions which should ensure that the expectations of Bowie State University (BSU) with regard to intellectual honesty in the pursuit of new knowledge are protected and maintained.

II. APPLICABILITY

- A. Scope: This policy addresses the general learning and teaching process at BSU. BSU views the following types of acts as academic dishonesty:
1. Assisting another student or receiving assistance from another student, without the consent of the faculty member on quizzes, tests and other assignments.
 2. Using aids unauthorized by the faculty member on quizzes, tests, and other assignments.
 3. Representing another's ideas, words or information as one's own. (See attached Policy on Plagiarism)
- B. Eligibility: This policy applies to teachers and students in the teaching and learning process.
- C. Responsibility:
1. Faculty members shall share with students and administrators the responsibilities for academic integrity.
 2. Students shall share with faculty members and administrators the responsibility for academically enforcing this standard of integrity.
 3. BSU shall take appropriate measures to foster academic integrity in the classroom.

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III. GUIDELINES AND STANDARDS

A. Faculty Rights and Responsibilities

1. Faculty members are required to deal directly with any academic infractions. Actions taken must reflect the seriousness of the infraction and could range from a verbal warning, administrative withdrawal, an assigned grade of "F" for the assignment or course, to dismissal from BSU.
2. The faculty member's management of his/her class, student participation in said classes, student expectations of the faculty member and student academic integrity shall be governed by the following policy statements adopted by the Board of Regents:
 - a) Faculty members shall enjoy freedom in the classroom to discuss all subject-matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of the students.
 - b) Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the BSU catalog. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures and grading policy.
 - c) Faculty members are obligated to evaluate students fairly, equitably and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice and bias.
 - d) Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations, careful safeguarding of course materials, examinations and regular reassessment of evaluation procedures.
 - e) When instances of academic dishonesty are suspected, faculty members shall have the responsibility of ensuring that appropriate action is taken in accordance with University regulations specified in the BSU Catalog.

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B. Student Rights and Responsibilities

1. Students have the right of free and honest inquiry and expression in their courses, to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
2. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
3. Students have the right to be evaluated fairly, equitably and in a timely manner appropriate to the course and its objectives.
4. Students shall not submit as their own work any work which has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
5. Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall, by their own example, encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
6. When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.
7. Students are expected to conform to a strict standard of academic honesty. Cheating on examinations, plagiarism, unauthorized collaboration with others on assignments, submitting without authorization duplicate assignments for credit in more than one course and improper acknowledgement of sources of material are intolerable offenses which carry serious penalties.
 - a) All directly quoted materials must be identified as such by quotation marks and the sources of this material must be acknowledged.
 - b) When borrowed ideas or information is not directly quoted by a student, the student should have so assimilated this material that it is indeed being expressed in his/her own words. However, as in the case of direct quotations, the sources of such borrowed ideas or information must be acknowledged.
 - c) The sources of ideas or information lying well within the realm of common knowledge (i.e., material that would be known by anyone familiar with the subject under discussion) need not be acknowledged.

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C. University Responsibilities

1. BSU shall take steps to define acts of academic dishonesty to ensure procedures for due process for students accused or suspected of acts of academic dishonesty and to impose appropriate sanctions on students found to be guilty of acts of academic dishonesty.
2. Students expelled or suspended for reasons of academic dishonesty by any institution in the University System of Maryland shall not be admitted to any other System Institution during any period of suspension.
3. BSU shall adhere to the Buckley Amendment (*The Family Educational Rights and Privacy Act of 1974*) which states: "Once a student reaches 18 years of age or the postsecondary level (no matter what age they are when they enter), parents no longer have any rights under this Act except that information can be communicated to parents without the student's consent if the student is a dependent of his parents as defined in Section 152 of the Internal Revenue Code of 1954."

D. Procedures for Handling Suspected Academic Dishonesty

1. A faculty member suspecting a student of academic dishonesty shall approach the student with his/her concern or suspicion.
2. If the faculty member concludes the suspected act of the student was unintentional, the faculty member shall inform the student of the policy herein.
3. A faculty member with cause or evidence that a student has *intentionally* committed an act or acts of academic dishonesty may, depending upon the severity of the misconduct:
 - a) verbally warn the student of his/her misconduct;
 - b) assign a letter grade of "F" for the project or examination;
 - c) assign a letter grade of "F" and recommend that the student be expelled from the course for the remainder of the semester.
4. If an "F" is assigned, the faculty member shall inform the Department Chair, in writing, of the student's infraction.
5. The Department Chair will forward to the Registrar a written statement of the assigned "F". The Registrar, in turn, shall assign a letter grade of "F" on the student's transcript.

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6. The Department Chair shall provide a written statement of the infraction and action taken to the School Dean and the Provost and Vice President for Academic Affairs.
7. A student charged or accused of academic misconduct shall have the right of appeal governed by Article VII-Code of Conduct as outlined in the BSU Student Handbook.

IV. RESULT

The articulation of the roles and responsibilities of the faculty, student and BSU in ensuring intellectual honesty in the learning and teaching process.

V. EXCEPTIONS AND DEVIATIONS

None