POLICIES AND PROCEDURES
RELATING TO
ACADEMIC MISCONDUCT

Collins College of Business
Approved by Collins College Faculty April 15, 2011
Revised October 4, 2011, August 23, 2013, and January 14, 2014

This document is not a contract. Policies and interpretation by the administration are subject to change as circumstances warrant. Please check with the Associate Dean for updates and current application of any policy.

I. PURPOSE

In keeping with the intellectual ideals and educational mission of the University of Tulsa, all members of the University community are expected to maintain their intellectual integrity, to conduct themselves properly in all academic activities, and to adhere to academic policies at all times. Cheating, plagiarism, and other forms of academic dishonesty violate both individual honor and the life of the community. The purpose of this document is to encourage members of the academic community to conduct themselves responsibly toward one another, to ensure that complaints of academic misconduct are treated fairly and in a timely fashion, and to maintain the high standards of conduct required at the University of Tulsa.

II. POLICY

A. This policy prohibits any form of inappropriate conduct that constitutes academic misconduct and applies to all participants in academic courses or programs offered by the Collins College of Business, University of Tulsa.

B. The College will take appropriate actions to prevent, correct, and discipline conduct that violates this policy.

C. This policy shall not preclude faculty, academic administrators, or a college from proceeding summarily in appropriate cases.

D. This policy does not preclude anyone from pursuing complaints with any external agency or other entity, such as other institutions when a member of the University of Tulsa academic community is in an internship, field placement, academic course, or program at such institution; when criminal or civil laws may have been violated; and in other appropriate situations.

III. DEFINITION OF ACADEMIC MISCONDUCT

A. Academic misconduct includes any conduct pertaining to academic courses or programs that evidences fraud, deceit, dishonesty, any intent to obtain an unfair advantage over other students, or violation of the academic standards and policies of the university. It includes, but is not limited to, plagiarizing[1]; cheating[2] or otherwise violating the procedures for tests and examinations; turning in counterfeit[3] reports, tests, papers or other work; stealing[4] tests or other academic material; falsifying academic records or documents[5] ; turning in the same work to more than one instructor[6] without informing the instructors involved; vandalism, unauthorized or inappropriate use of data files or equipment; violation of proprietary agreements, theft, or tampering with the programs and data of other users; issuing false statements to instructors or academic administrators regarding academic matters; and assisting others in such activities.

B. Academic misconduct also includes any inappropriate behavior that unreasonably interferes with the educational process and the rights of others to pursue their academic goals. It includes, but is not limited to, disorderly or disruptive conduct during a classroom or other academic activity; actual or threatened misuse or destruction of equipment or other academic resources; actual or threatened interference with the right of others to participate fully in academic activities and failure to respect and adhere to reasonable standards of conduct while participating in academic activities.

IV. PROMPT ATTENTION

A. All credible accusations of academic misconduct will be taken seriously and will be investigated promptly, thoroughly, and fairly.

V. PROCEDURES

A. INITIATING A COMPLAINT. A complaint may be initiated by an instructor, administrator, staff member, student, or anyone else who has reason to believe that academic misconduct has occurred.

B. ACTION BY INSTRUCTOR. An instructor shall investigate and address any complaint of academic misconduct in the instructor's course or program and may recommend further action by the Dean of the College in which the course or program is offered.

1. A decision by an instructor shall be final and binding when the instructor has notified the student in writing of that decision.
2. All instructors shall notify the Assistant Dean of the Collins College of Business promptly upon learning about any allegation of academic misconduct.

C. ACTION BY THE OFFICE OF THE DEAN. The Dean or the Dean's designee may initiate or pursue any case of academic misconduct in order to enforce academic policies and to maintain the academic integrity of the College and University.

1. Even when sanctions have been imposed by an instructor for a particular case of academic misconduct, additional sanctions may be applied by a dean in appropriate cases, such as when a student has committed academic misconduct previously or when the academic misconduct is serious enough to warrant additional sanctions.
2. In cases where a student has been accused of academic misconduct in a course or program offered outside of the student's college of enrollment, action may be initiated and pursued by either or both the office of the dean of the college in which the academic misconduct occurred and the office of the dean of the student's college of enrollment.
3. A decision by the Dean or the Dean's designee shall be final and binding when the Dean's office has notified the student in writing of that decision.

VI. SANCTIONS

A. SANCTIONS IMPOSED BY INSTRUCTOR. An instructor may impose sanctions for academic misconduct that include, but are not limited to, oral and/or written reprimand, counseling, reduced or failing grades for specific assignments or the entire course or program, additional assignments or requirements relating to the course or program, or any combination thereof.

B. SANCTIONS IMPOSED BY OFFICE OF THE DEAN OR COLLEGE REVIEW BOARD FOR ACADEMIC APPEALS OR ACADEMIC MISCONDUCT (Review Board). In addition to any sanctions imposed by an instructor, the office of the dean or Review Board may impose sanctions for academic misconduct that include, but are not limited to, oral and/or written reprimand, counseling, reduced or failing grades for a course or program, involuntary removal or withdrawal from the course, suspension, probation, dismissal,

notations on a student's official records and transcript, revocation of academic honors or degrees, and any other appropriate sanction or combination thereof.

VII. APPEALS

A. APPEAL TO THE ASSOCIATE DEAN FROM DECISION OF AN INSTRUCTOR

1. A student who believes that a decision made by an instructor is erroneous may appeal on that ground in writing to the Associate Dean of the College.
2. An appeal to the Associate Dean must be submitted within 7 days after the final decision of an instructor.
3. A decision by the Associate Dean shall be final and binding when the student is notified in writing of that decision.

B. APPEAL TO THE REVIEW BOARD FROM DECISION OF AN ASSOCIATE DEAN OR OTHER DEAN'S DESIGNEE

1. A student who believes that the decision made by an Associate Dean or other dean's designee is erroneous may appeal on that ground in writing to the Review Board.
2. Appeal to the Review Board must be submitted within 7 calendar days after receiving the final decision from the office of the dean.
3. The membership and procedures of the Review Board are defined in its charter.
4. Appeals must be in writing and should include all facts and circumstances that have any bearing on the case, together with all relevant documents, evidence, and names of witnesses.
5. A student shall have the right to request a hearing before the Review Board.
6. The Review Board shall have the right to conduct a hearing, to request additional information, and to receive and give such weight to evidence as the Review Board sees fit.
7. The Board will determine who may speak during an appeal hearing, but in normal circumstances only the student making the appeal, the instructor who filed the allegation, and named witnesses will be asked to address the Review Board.
8. A student has the right to remain silent, to present personal testimony and evidence, and to have the assistance of a friend, or other advisor of his or her choosing.
9. A decision of the Review Board shall be final and binding when the Review Board has notified the student in writing of that decision, except as specifically stated below:
    a. The Review Board recommends suspension, probation, dismissal, revocation of academic honors or degrees, or any combination thereof; such recommendation shall be forwarded to the Dean for final action.
    b. If the Review Board is unable to reach a majority decision, the case will be referred to the College Dean for further review and decision.

C. FINAL APPEAL TO THE PROVOST

1. In the unusual circumstance that the student can make a case that the concept of fundamental fairness has been violated in the appeal process itself, a final appeal may be made to the provost, who may either consider it or decline to do so depending on the provost's assessment of the circumstances presented. In all such cases, student appeals on academic issues will be final when a decision is rendered by the provost.
2. An appeal to the Office of the Provost must be submitted within 7 calendar days after receiving the final decision by the Dean.

Appendix A
Insert for syllabus:

"The document Policies and Procedures Relating to Academic Misconduct in the Collins College of Business shall apply to this course. The policies and procedures contained in this document will be enforced and penalties for academic misconduct will apply."

Copies of the document are on reserve in HELM 215 and on the Collins College of Business home page. It is in your best interest that you read it.

1.. "Plagiarism" includes presenting as one's own efforts the work of someone else without proper acknowledgment of that source. Paraphrasing where the basic sentence structure, phraseology and unique language remain the same is also plagiarism. The failure to acknowledge unique, unusual, or new ideas or facts not the product of your investigation or creativity is also plagiarism. When in doubt regarding these matters, it is the student's responsibility to seek guidance from the instructor of the course or program.
2 . "Cheating" includes the use of aids or assistance not allowed in the quiz or testing procedure. The use of notes, charts, books, and mechanical devices not specifically allowed in writing by the examiner constitutes cheating. Visually, verbally, or electronically receiving or giving information not allowed in writing by the examiner constitutes cheating.
3 . "Counterfeit work" includes work turned in as one's own that was created, researched or produced by someone else and in a manner not allowed in writing by the instructor. Turning in a report of another's research, submitting a paper researched or written by someone else, having someone else take a test, taking a test for someone else, and submitting joint projects as if they were solely one's own are all forms of counterfeit work.
4 . "Stealing" includes the theft, use or circulation of a quiz, testing procedure, or answers specifically prepared for a given course and as yet not used or publicly released by the instructor of a course.
5 . "Falsifying" includes improperly changing grades on transcripts, grade sheets, class work reports, tests, projects, and related documents; falsifying documents related to the meeting of academic requirements or academic achievements; and procuring materials that have been falsified.
6 . "Instructor" includes members of the faculty, teaching assistants, laboratory assistants, or others who function as teachers or supervisors in connection with academic work in the colleges

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