

<p>1. Types of Academic Dishonesty</p>	<p>Plagiarism– Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one’s own without providing proper attribution to the original author through quotation, reference, or footnote.</p> <p>Plagiarism is probably the most well-known element of academic dishonesty.</p> <hr/> <p>Inadvertent Plagiarism– Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another’s words, ideas, or data without proper attribution. Although not a violation of the Honor Code, it is a form of academic misconduct for which an instructor can impose appropriate academic sanctions.</p> <hr/> <p>Fabrication (or Falsification)– When a student invents or distorts the origin or content of information used as authority. Examples include:</p> <ul style="list-style-type: none"> • Citing a source that does not exist, • Citing information from a source that is not included in the source for which credit is given, • Citing a source for a secondary proposition that it does not support <hr/> <p>Cheating–When a student attempts to give the appearance of a level of knowledge or skill that has not been obtained. Examples include:</p> <ul style="list-style-type: none"> • Using unauthorized materials during an examination or while completing an assignment, • Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment that is not his or her own <hr/> <p>Other Misconduct– Other academic misconduct includes other academically dishonest, deceitful, or inappropriate acts which are intentionally committed. Examples include:</p> <ul style="list-style-type: none"> • Obtaining or providing to another a test or answers to a test that has not been administered, • Submitting the same work for more than one class without disclosure and approval, • Getting equal credit on group assignments when equal work was not done
<p>2. How to handle Academic Dishonesty</p>	<p>Document</p> <ol style="list-style-type: none"> 1. Take a screen shot or save the file that is in question. 2. Write down in a Word doc a brief summary explaining why you suspect academic dishonesty. Pictures are not always clear by themselves. 3. Title each piece of evidence with the student’s name, e.g., “JaneDoeTestCheating”

	<ol style="list-style-type: none"> 4. Store the material in a dedicated folder on your computer labeled “Academic Dishonesty Cases.” 5. To be safe, back up your files on a cloud server such as Google Drive or Microsoft One Drive as a precaution. <p>Meeting with a Student</p> <ol style="list-style-type: none"> 1. Set Expectations: Thank the student for coming and explain how the meeting steps will go. 2. Explain Situation: Explain how it appears there was academic dishonesty to you and show the student your reasoning. You may need to define the honor code principle you believe they violated. 3. Listen Carefully: Take the time to carefully listen to and consider the student’s comments. 4. Restate: Repeat back the student’s comments to make sure you understand their comments clearly and note them in your documentation. 5. Set Deadline: Give them a timeframe they can expect a decision from you. <p>Decide*</p> <p>Consequences are listed in order of severity, from greatest to least:</p> <ol style="list-style-type: none"> 1. Give the student a failing grade in the course. 2. Give the student a failing grade on the assignment or test. 3. Lower the student’s assignment grade according to the level of dishonesty (e.g., they mis-cited multiple times, lower grade accordingly). 4. Have the student correct the situation, if possible, and resubmit.
<p>3. When to contact the Student Honor Office</p>	<p>Inform</p> <p>You will only be contacting the Student Honor Office after you have concluded the previous three steps of Documenting, Meeting with a Student, and Deciding the consequences.</p> <p>You will need to inform the following of your decision: **</p> <ul style="list-style-type: none"> • The involved student or students. • The Student Honor Office (SHO) for instructors teaching BYU-Idaho courses or The Pathway Support Center (PSC) for instructors teaching in Pathway <p>To inform the SHO, do so within I-Learn itself. Select the “Help” menu, and then select the “Academic Dishonesty Form.” Fill out the form with the appropriate data. This will submit a ticket to the SHO.</p> <p>For a PathwayConnect student, contact the PSC.</p> <p>Phone: +1 208-496-9898 or 1-855-994-6721 (US toll free)</p> <p>Email: pathwaysupport@byui.edu</p>

* If a student disagrees with the decision and you both can’t come to a mutual resolution, he or she may file a grievance with the Dean of Students office (BYU-Idaho students) or the Pathway Support Center (Pathway students).

** Both suspected and proven violations of the Academic Honesty Policy should be reported to the Student Honor Office (for BYU-Idaho only, not Pathway).