

# NICHOLS COLLEGE ACADEMIC HONESTY POLICY

Enrollment in an academic course at Nichols College obligates the student to follow the College’s Academic Honesty Policy, the violation of which can lead to serious disciplinary action. The policy may be stated simply as follows:

***The College expects all academic work submitted by a student (papers, exams, projects, computer programs, etc.) to be the student’s own. Plagiarism (as defined below), cheating during examinations, and assisting others in the acts of plagiarism or cheating, are expressly prohibited by the policy. In sum, a student’s academic performance must be an honest representation of the student’s ability.***

As a condition for continuing enrollment, all students at Nichols College are required to sign the following statement:

*I understand and hereby subscribe to the Nichols College Academic Honesty Policy, as stated and explained above, as a condition for my continuing enrollment at the College.*

## Academic Dishonesty Defined

- 1) **Plagiarism**, including the un-credited use of words or ideas which are the result of other persons’ creative efforts. Examples include the following:
  - a. Copying of other persons’ work during examinations, with or without their permission;
  - b. Duplication of other persons’ homework, themes, essays, reports, research papers, computer code, spreadsheets, graphics, etc. with or without their permission;
  - c. Use of specific passages or detailed use of specific ideas as set forth in books, journals, magazines, etc. without proper citation;
  - d. Use of materials provided by term paper services.
- 2) **Complicity in plagiarism** by condoning copying of one’s own work including homework, themes, essays, reports, research papers, computer code, spreadsheet, graphics, etc. (Note: Selling or assisting in the sale of such work may violate Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)
- 3) **Use of notes, mobile devices, “crib sheets”, or other outside help during examinations** (unless the instructor specifically authorizes use of such materials or an “open book” examination format). (Note: Taking an exam for another person is a violation of Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)

## Levels of Severity\*

Minor Violation	Significant Violation
1) Using verbatim phrases or sentences without proper citation.	1) Using verbatim paragraphs of text without proper citation.
2) Replacing certain words or reordering phrases instead of paraphrasing.	2) Copying most or all of a paper, article, or other document.
3) Reordering or combining individual sentences verbatim to create a new paragraph.	3) Using all or part of another student's work without that person's knowledge or permission.
4) Multiple minor violations in a single course or across multiple courses are considered a <b>significant violation</b> . →	4) Submitting a paper found online.
	5) Purchasing a paper, spreadsheet, or other content from any source. (Note: Selling or assisting in the sale of such work may violate Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)
	6) Allowing your work to be copied by another student, in whole or in part. (Note: Selling or assisting in the sale of such work may violate Massachusetts General Law Part IV, Title I, Chapter 271, Section 50.)
	7) Use of notes, mobile devices, “crib sheets”, or other outside help during examinations.
	8) Committing repeated minor violations.

*\*Unless an instructor specifies otherwise, these guidelines apply to all courses.*

## Penalties

The consequences of violating the Academic Honesty Policy will be imposed regardless of whether or not a student knowingly or intentionally committed academic dishonesty. Resources are available to assist students with proper citation and use of sources. Pleading ignorance does not excuse or justify a violation of the Academic Honesty Policy. In addition, prior incidents in other courses may be taken into consideration when determining penalties.

### Minor Violation

A faculty member will exercise his or her own judgment in determining whether a minor violation warrants a conversation with the student or formal sanctions. He or she may permit the student to resubmit the assignment, with or without a grade penalty. Faculty are encouraged, but not required, to forward a record of minor violations that are resolved informally to the Office for Academic Affairs for record keeping. For minor violations that are resolved informally, faculty should keep a copy of the Academic Honesty Violation Report for their own records.

The following penalties are imposed for minor violations that warrant formal action as determined by the faculty member:



#### **First minor offense:**

The student receives a failing grade on the assignment. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.



#### **Second minor offense:**

The student receives a failing grade in the course. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.



#### **Third minor offense:**

The student is recommended for suspension from the college. The Provost will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

*\*Multiple minor violations in a single course or across multiple courses are considered a significant violation and should be dealt with as outlined below.*

### Significant Violation

The following penalties are imposed for significant violations of the Academic Honesty Policy:



#### **First significant offense:**

The student receives a failing grade in the course. The faculty member submits an Academic Honesty Violation Report to the Office for Academic Affairs.



#### **Second significant offense:**

The student is recommended for suspension from the College. The Provost will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.



#### **Third significant offense:**

The student is recommended for expulsion from the College. The Provost will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

## **Delay in Detection**

If instances of plagiarism or academic dishonesty are discovered after course credit is earned or a degree is awarded, the college may impose penalties retroactively. Possible actions include changing the course grade, withholding a degree, or rescinding a degree. In such cases, the Provost will convene an ad hoc committee of at least three (3) faculty members to determine the appropriate course of action.

## **Faculty Reporting Process**

A faculty member has the responsibility both to determine that an Academic Honesty violation has occurred in his or her course and to impose the appropriate penalty for this violation. The faculty member should follow this process to document and report the incident.

- 1) Compile the documentation indicating that academic dishonesty has occurred.
- 2) Discuss the incident with the student.
- 3) After the discussion, determine the consequences of the violation and notify the student.
- 4) Document the incident.
  - Complete the Academic Honesty Violation Report.
  - Submit a copy of the report to the Office for Academic Affairs, if warranted (see *Penalties*).
  - Keep a copy of the report and all supporting documentation for your own records.
- 5) If the Office for Academic Affairs' records indicate that this is not the student's first offense, the Provost will take action in accordance with the previously stated guidelines.

## **Student Right to Appeal**

### **Minor violation procedure:**

A student may appeal a minor violation penalty if the student believes that he or she is unjustly accused or that the punishment is inappropriate. The student must submit a written appeal, with supporting evidence, to the faculty member's Associate Dean of Business Studies or Associate Dean Liberal Arts (day courses) or Director (evening and online courses) within seven (7) business days of being notified of these actions and request a meeting with this Dean. Following this meeting, the Associate Dean would make a binding decision within seven (7) business days, thereby concluding the matter.

### **Significant violation procedure:**

A student may appeal a significant violation penalty if the student believes that he or she is unjustly accused or that the punishment is inappropriate. The student must submit a written appeal, with supporting evidence, to the Associate Dean of Business Studies or Associate Dean of Liberal Arts (day courses) or Executive Director for Graduate & Professional Studies (evening and online courses) within seven (7) business days of being notified of these actions. The Provost/Executive Director will convene an ad hoc committee composed of at least three (3) faculty members and the Provost/Executive Director (ex officio and nonvoting). After a hearing, the committee will issue a final and binding decision within two (2) business days.