
Graduate and Professional Studies Policy on Professional Ethics and Standards

Graduate and Professional Studies (GPS) expects students to understand economic, legal, and social issues surrounding the use of information. GPS students will access and use information ethically and legally. Plagiarism, cheating in coursework, appropriating intellectual property (including internet sources), misusing library or department materials (including databases) or lending privileges are examples of unethical and in some cases, illegal behavior.

The faculty, staff, and administration of GPS recognize that professional ethics and standards may vary from one discipline to another. Additionally, because dissemination of information is constantly evolving, ethics and standards may not always be clear. Programs in GPS are committed to providing students with the requisite knowledge to meet expectations of professional ethics and standards. The faculty, staff, and administration of GPS also recognize that ethical infractions vary in degree and kind. Demonstrably unintentional violations should result in different (and less severe) consequences than those for intentional misconduct or for repeated violations. Consequently, depending on the nature of the violation, sanctions range from minimal to dismissal from the program.

Academic Integrity

Students are expected to do their own academic work and submit original work. Where resources and sources of information are used, credit must be given to the original source using the guidelines of the program's professional affiliation.

Dishonesty in academic work, including but not limited to cheating, academic misconduct, fabrication, or plagiarism is unacceptable. Plagiarism is the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes, but is not limited to the following: copying verbatim all or part of another's written work; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator. Students can avoid unintentional plagiarism by carefully accepted scholarly practices. Notes taken for papers and research projects should accurately record sources of material to be cited, quoted, paraphrased, or summarized, and papers should acknowledge these sources in footnotes. We advise students not to lend or share previous course work with other students, as this could lead to work being used by others for academic advantage. In this situation, the original owner of the course work may be liable for academic action regardless of his/her knowledge or lack of the other student's intent.

Any form of cheating, which includes plagiarism or collusion should be reported to the program coordinator and Dean of Graduate and Professional Studies. Students who are aware of academic dishonesty as well as instructors are expected to report their observations.

GPS thanks and acknowledges Arcadia University for providing an easily adaptable policy.

Procedures GPS will use to initiate disciplinary action in cases of academic dishonesty

1. If an instructor or student suspects that a student has been academically dishonest, the instructor or student will share those concerns with the student under suspicion. In some cases, a discussion may clarify that academic dishonesty did not occur and the process ends. However, if the discussion does not dispel all suspicion, the process continues.
2. The instructor or student reports the observation to the coordinator of the program, or to the dean of GPS for non program-specific courses.
3. The coordinator consults with the dean of GPS.
4. If there is insufficient evidence to pursue, the process ends.
5. If the coordinator and the dean believe there is sufficient evidence to pursue, the Academic Policy and Standards Committee reviews the evidence.
6. If a full review determines insufficient evidence, the process ends.
7. If the APS review corroborates that evidence is sufficient; APS and the coordinator, determine if the alleged infraction is minor or major.
8. In the case of a minor infraction the coordinator or dean offers mediation with the student to determine a suitable resolution, which includes but is not limited to counseling, a warning, and/or an academic penalty.
9. If the student disagrees with the resolution, the student may request a full hearing by a Graduate Honor and Conduct Board appointed by the Dean of GPS to include two graduate students and two graduate faculty. Students and faculty members will be chosen from a variety of programs other than that of the student requesting the hearing.
10. In the case of a major infraction the coordinator or dean offers mediation with the student to determine a suitable resolution, which typically includes but is not limited to a grade of "F" in the course and dismissal from the program and GPS.
11. If the student disagrees with the resolution, the student may request a full hearing by a Graduate Honor and Conduct Board appointed by the Dean of GPS to include two graduate students and two graduate faculty. Students and faculty members will be chosen from a variety of programs other than that of the student requesting the hearing.

The following is a link to a ten-minute interactive tutorial from Acadia University designed to teach students the basics of avoiding plagiarism by learning why, when, and how to cite information sources:

<http://library.acadiau.ca/tutorials/plagiarism/>