

August 25, 2017

Department of Psychology Undergraduate Academic Misconduct Policy

The Department of Psychology has a zero tolerance policy for academic misconduct. Academic misconduct includes cheating, plagiarizing, research misconduct, misrepresenting one's work, and inappropriately collaborating. This applies to any work students turn in for evaluation or course credit. Definitions can be found in the Student Code at <http://www.regulations.utah.edu/academics/6-400.php>.

If you are suspected of academic misconduct, the process proceeds according to the rules found in the Student Code, University Policy 6-400(V). If you are found responsible for misconduct, consequences range from failure on the assignment to dismissal from the program, consistent with both University and Psychology Department Policy. The Psychology Department Policy can be found at: https://www.psych.utah.edu/undergraduate/files/acad_misconduct_policy.pdf.

Recommended Consequences¹

Major Offenses

1. Cheating on a test, quiz, problem set, or other independent work
2. Plagiarism in written work: Copying any quantity of text from another source or another student without quoting and citing the copied text.
3. Plagiarism in written work: Flagrant misuse of citations, such that a student clearly attempted to represent ideas that were not his/hers as if they were, even if the ideas were presented in the student's own words.

Recommended consequence (1st offense on record): Failure of test/quiz/assignment without opportunity for retake or rewrite; recording of offense in university academic conduct database.²

Recommended consequence (2nd offense on record): Failure of course; recording of offense in university academic conduct database.

Recommended consequence (3rd offense on record): Failure of course; recording of offense in university academic conduct database; and recommendation to VP of Academic Affairs and Chair of student's home department that student be suspended or dismissed from the program.

Minor Offenses

1. Plagiarism in written work: Failure to use citations correctly, because of lack of understanding of proper procedures for crediting ideas, rather than intention to cheat; no evidence of lifted/stolen text.

Recommended consequence: Letter grade deduction on assignment

¹Instructors always have the discretion to modify these recommended consequences based on the specific circumstances associated with an incident.

²The instructor should use discretion in determining what point value to assign a failing test/assignment (e.g., a failure with 0 points out of 100 vs. 50 points out of 100). Failure on an assignment will have obvious consequences for a student's final grade, but should not make failure of the class inevitable for a student with otherwise strong performance.

Procedure for handling alleged academic misconduct

1. Following an alleged offense, the student must be informed either in writing or in person of the allegation and invited to respond to the allegation.
(If an instructor wishes to have another representative present for the conversation with the student, a representative of the undergraduate committee can be in attendance at the instructor's request.)
2. Contact the office of the Dean of Students (see contact information below) with student's name and UNID. They will look the student up and notify the instructor of the number of previous offenses logged against the student.
3. If after discussion with the student, the instructor determines that the offense did occur OR if the student declines the request to respond to the allegation, the instructor will impose a consequence as recommended by the psychology department guidelines.
4. Notify the student in writing of the consequence (e-mail is acceptable). As a warning, it is also advisable to notify the student of the specific consequence that would be associated with an additional act of misconduct. For example: *Because you now have one act of misconduct on record, if you are caught cheating again in a psychology course, it will be recommended that you fail the entire course.*
5. Provide office of the Dean of Students with a brief record of the incident. This office is located at:

Address: 200 S Central Campus Drive, suite 270 (Union Bldg room 270)

Phone: 801-581-7066 Fax: 801-585-5114

The record will be registered in the University database documenting previous offenses. The record provided should include:

- a. Student name and UnID
- b. Date of offense and brief description
- c. Date of conversation with student and any relevant information gathered (or date that the student was offered a conversation, if the student declined or did not respond)
- d. Consequence imposed

*Per university policy, the above steps should occur within 20 business days of discovery of the incident.

Note for Instructors:

The first two paragraphs of the policy (from page 1 above) should be included in all syllabi. In addition, instructors are encouraged to make their rules and expectations explicit on their course syllabi. This includes describing rules for:

- *Whether and how collaboration with classmates is allowed on assignments and tests*
- *Whether and how class notes, text books, and online resources are allowed to be used for assistance (e.g., in completing an assignment or test)*

Instructors who wish to provide students with additional guidance around plagiarism may use the following link: <https://sites.google.com/site/onlineplagiarismtutorial/home>