

Academic Dishonesty Policy  
Adopted by the Division of Business & Economics  
Revised January 2014

**Academic Dishonesty** as defined by the WOU Code of Student Responsibility (Code 31, section 574-031-0030; [www.wou.edu/student](http://www.wou.edu/student); click on *Forms & Policies*) includes but is not limited to:

- (a) **Cheating** - intentional use, or attempted use of artifice, deception, fraud, and/or misrepresentation of one's academic work;
- (b) **Fabrication** - unauthorized falsification and/or invention of any information or citation in any academic exercise;
- (c) **Facilitating dishonesty** - helping or attempting to help another person commit an act of academic dishonesty. This includes students who substitute for other persons in examinations or represent as their own papers, reports, or any other academic work of others;
- (d) **Plagiarism** - representing without giving credit the words, data, or ideas of another person as one's own work in any academic exercise. This includes submitting, in whole or in part, prewritten term papers of another or the research of another, including but not limited to the product of commercial vendors who sell or distribute such materials, and the appropriation and/or use of electronic data of another person or persons as one's own, or using such data without giving proper credit for it; or
- (e) Any use or attempted **use of electronic devices in gaining an illegal advantage** in academic work in which the use of these devices is prohibited, and such devices include but are not limited to cell phones, PDAs, laptops, programmable calculators, removable disk drives, etc.

### Division Policy Regarding Cases of Academic Dishonesty

In cases where academic dishonesty is suspected, the following procedure is followed.

1. **Check for prior incidents.** A call will be made to the WOU Judicial Board office to find out if the student has a previous, recorded incident with academic dishonesty. The faculty member will also check with the chair of the division for prior incidents.
2. **Contact and speak to student.** The instructor will talk to the student as soon as possible after the incident occurs. The student will be informed of the reasons for believing that he or she has committed an act of academic dishonesty and will be provided with an opportunity to explain the incident.
3. **Provide option of Student Judicial Program.** The student will be informed of the option of referring the case directly to the Student Judicial Program (this option is also available to the instructor).
4. **Does student admit to academic dishonesty?**
  - Yes. Instructor determines penalty.**
    - Division policy imposes a *minimum penalty* of an **F (0 points)** on the assignment or exam in question. Additional or more severe but academically appropriate penalties (e.g., failing the student for the course) are at the discretion of the instructor.
    - The instructor completes an [Academic Misconduct Reporting form](#) and submits the completed form to the WOU Office of Student Conduct (e-mail/campus mail addresses are provided on the form). The instructor provides a copy to the student, if requested.

**No. A. The student satisfactorily explains that no dishonesty took place.**

In cases where the student makes a case that no academic dishonesty occurred, and the explanation is acceptable to the instructor, no further action is required and the incident is dismissed.

**No. B. The case is referred to the Student Judicial Program.**

If the student denies the allegations and the instructor is not satisfied with the student's explanation, the instructor has two options:

1. the instructor determines that the evidence for cheating outweighs the student's statement to the contrary. The *minimum penalty* of an **F (0 points)** on the assignment or exam in question will be imposed. Additional or more severe but academically appropriate penalties (e.g., failing the student for the course) are at the discretion of the instructor.
  - The instructor completes an [Academic Misconduct Reporting form](#) and submits the completed form to the WOU Office of Student Conduct (e-mail/campus mail addresses are provided on the form). The instructor provides a copy to the student, if requested.
2. the case will be referred to the Student Judicial Program ([judicial@wou.edu](mailto:judicial@wou.edu)). A grade will not be assigned until the case has been resolved through the student judiciary system. If the case is not resolved before the end of a school term, a grade of "I" will be assigned. The referral must be sent within two weeks of the instructor's conference with the student or it can be dismissed for not following due process.
  - If the student is found in violation through the Student Judicial Program, the instructor will be notified of the results and asked to assign whatever grade the instructor feels is appropriate.
  - *This process protects both the due process rights of the student and the faculty's authority to assign grades. Please note that grading should be used as a punitive measure in cases of academic dishonesty only if the student admits the violation to [the instructor] or is found in violation through the Student Judicial Program.* ~ Tina Fuchs, Dean of Students & Judicial Affairs

**Cases Involving More than One Incidence of Academic Dishonesty**

If a student who is accused of academic dishonesty is found to have a written record of a prior incidence of academic dishonesty, the following policy will be observed. There are at least three possible cases:

1. The student is found cheating for the second time during the term in a given business, economics, or entrepreneurship course:
  - the process outlined in Division Policy Regarding Cases of Academic Dishonesty is followed again, and
  - if more than one incident of academic dishonesty is discovered during a single course during a single term the student will fail the course.

2. The student is found cheating in more than one business, economics, or entrepreneurship course in a single term, or if the student has a reported incident of cheating in a business, economics, or entrepreneurship course in a prior term:
  - the process outlined in Division Policy Regarding Cases of Academic Dishonesty is followed again, and
  - the student will fail the course, and
  - the student will not be allowed to enroll in additional Business, Economics or Entrepreneurship courses. Students who transfer to a different degree program that uses one or more courses in Business, Economics or Entrepreneurship will need to petition the Division Chair to enroll in the course for that program.
  
3. The student has a reported incident of cheating in a non-business, economics, or entrepreneurship course.
  - the division will follow the procedure outlined in case 2 above.

### **Policy on in-class examinations**

Division policy states that no electronic devices are allowed during in-class examinations in business, economics and entrepreneurship except where a specific device is required/allowed on a specific exam by a specific instructor. Such devices include but are not limited to calculators, cell phones, electronic dictionaries, personal digital assistants (PDAs) and computers.

Full-text excerpts in this document are provided by the following sources. In some cases the text was modified to provide clarity and/or to serve the specific needs of the Division of Business & Economics.

Fuchs, Tina (2005, September). Memorandum to Western Oregon University Faculty, Subject: *Academic Dishonesty and Other Student Classroom Behaviors*.

Student Code of Responsibility taken from OAR: Oregon Administrative Rules: Citations in the Code of Student Responsibility, Oregon Administrative Rules, Chapter 574, Divisions 031 and 032. Available: [www.wou.edu/student](http://www.wou.edu/student); click on *Forms & Policies*.