

ACADEMIC DISHONESTY:

How to Handle the Seemingly Inevitable

FROM ISU STUDENT HANDBOOK

- ◉ Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.
- ◉ Academic dishonesty includes, but is not limited to, cheating and plagiarism.
- ◉ This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.
- ◉ Instructors are encouraged to include specific information in the course syllabus on academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- ◉ Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

COP STUDENT HANDBOOK:

- Academic dishonesty is unacceptable and will not be tolerated. Academic dishonesty includes, but is not limited to, cheating and plagiarism. Cheating is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in exams or other academic work. Specific examples of both cheating and plagiarism may be found in the ISU Student Handbook. Dishonest acts undermine the College of Pharmacy's educational mission and the students' personal and intellectual growth. Pharmacy students are expected to bear individual responsibility for their work, to learn the rules and definitions that underlie the practice of academic integrity, and to uphold its ideals. Ignorance of the rules is not an acceptable excuse for disobeying them.

COP STUDENT HANDBOOK:

- Any student who attempts to compromise the academic process will be sanctioned. Students who are aware of cheating should report this activity immediately to the instructor or exam proctor. Academic sanctions are at the discretion of the instructor(s) and may range from an F on the assignment to an F with notation in the course. Reports of suspected academic dishonesty or unprofessional behavior should be sent to the Office of the Associate Dean or to any member of the College of Pharmacy's Student Conduct Board.

BOTH COP AND ISU HANDBOOKS STATE:

- Cheating includes (but is not limited to):
 - Obtaining, providing, or using unauthorized materials for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
 - Acquiring examinations or other course materials, possessing them, or providing them to others without permission of the instructor. This includes providing any information about an examination in advance of the examination.
 - Taking an examination for another person or arranging for someone else to take an examination in one's place.
 - Submitting the same work or substantial portions of the same work in two different classes without prior approval of the instructor.
 - Fabricating information for any report or other academic exercise without permission of the instructor.

COP PROFESSIONAL CONDUCT POLICY (CREATED BY OUR STUDENTS) STATES:

- Pharmacy practice is a profession that requires adherence to impeccable ethical standards. Students represent the college as well as the profession and are expected to act with honor and integrity at all times, including times in the classroom, in pharmacy practice settings, and in the community. Students are expected to demonstrate respect towards faculty members and their fellow students, thereby creating an environment conducive to learning. Any form of academic or professional misconduct violates the standards expected of students.

WHAT TO DO IF YOU SUSPECT OR OBSERVE CHEATING

- ◉ You have the right to approach the student and discreetly ask to see anything you consider suspicious
 - If you find evidence, KEEP IT
- ◉ If you observe suspicious behavior, use your cell phone to call another course instructor/administrator to observe with you or use your cell phone to take a pic/video of what is going on
 - More documentation is always better
- ◉ If you believe that academic dishonesty has occurred, and you feel one of the following sanctions is necessary:
 - Grade reduction
 - Failing the course
- ◉ Discuss the incident with your department chair and the Associate Dean

WHAT TO DO IF YOU SUSPECT OR OBSERVE CHEATING

- ◉ If you decide to proceed after discussing with the Chair and Assoc Dean, you must:
 - Notify the student of the evidence of academic dishonesty (see template)
 - Attach any written/photo evidence to this email
 - Notify the student in writing that you wish to meet with them within 3 days from the time of email notification.
 - Notify them they may bring one other person for support (ADA, friend, fellow student) but these people are not allowed to participate during the meeting.
 - Ask the accused to prepare a written statement that should be submitted to you prior to the meeting
 - Ask any witnesses to prepare written statements and submit them to you prior to the meeting
- ◉ See the sample templates in your handout and on website

WHAT TO DO IF YOU SUSPECT OR OBSERVE CHEATING

- After meeting with the accused student, you may:
 - Issue a warning or demand that work be resubmitted (no further action is needed)
 - Impose a sanction of grade reduction or failure of the course
- If you have decided on the latter:
 - Prepare a written incident report containing student name, date of incident, description of incident and evidence, and your preferred sanction (SEE TEMPLATE)
 - Be sure to mention in your report that the student has the right to appeal and cite the ISU Undergraduate Student Handbook
 - RUN THIS BY THE ASSOCIATE DEAN BEFORE SENDING TO THE STUDENT
 - Keep a copy of this and send copies to:
 - Student
 - Your Chairperson
 - Associate Dean
 - Office of the Registrar

WHEN DECIDING ON SANCTIONS, CONSIDER:

- ◉ Final level of appeal is the Dean of the COP

APPEALS

- ◉ The student has the right to appeal
- ◉ PROGRESSIONS CANNOT ACT ON THE MATTER IF AN APPEAL IS UNDER WAY
- ◉ Appeal must be filed in writing no later than 15 business days after the student has been notified of instructor's final decision and penalties.
- ◉ Student has the right to continue to attend class as long as an appeal is pending
- ◉ Appeal hearings are held with the Dean of the COP or his designee
- ◉ If Dean supports the faculty member, THEN they go to Progressions

BEST COURSE OF ACTION MAY BE TO PREVENT ACADEMIC DISHONESTY

- Associate Dean will go into every class (P1 - P3) at the beginning of every semester with a reminder that there is zero tolerance for academic dishonesty and remind them what the penalties are
- Be sure to include the Academic Dishonesty blurb in your syllabus
 - Syllabus MUST state potential penalties:
 - Warning
 - Grade reduction
 - Failure of course
 - Expulsion

BEST COURSE OF ACTION MAY BE TO PREVENT ACADEMIC DISHONESTY

- Be up front with your students regarding your expectations for exams:
 - Make them spread out in room for ALL exams
 - Backpacks, cell phones, etc placed on side of lecture room
 - No hats
 - If calculators are used, allow ONLY the approved calculator (they ALL know what this is and should have one)
 - Whenever possible randomize your Moodle questions
 - DO NOT PUT ALL MOODLE QUESTIONS ON A SINGLE PAGE
- Provide VERY clear guidelines with respect to collaboration on written assignments, class projects, etc.

BEST COURSE OF ACTION MAY BE TO PREVENT ACADEMIC DISHONESTY

- See tips in handout and on web (from ISU)
- Classes at greatest risk are ones that allow students to complete exams in an unsupervised environment
 - Strongly suggest making P1-P3 students come in to the COP to do case studies midterms/finals and elective exams
 - USE THE YELLOW CARD TO REPORT SUSPICIOUS BEHAVIOR
 - The Yellow Card report does NOT have to go to the student, and if we see repeated reports from different instructors on a specific student we will be more vigilant

ALTERNATIVE STRATEGY: USE THE COP STUDENT CONDUCT COMMITTEE

- Potential route when the charge is less severe (signing roll sheet for another, etc) or you are not 100% certain that actual dishonesty occurred
- Student Conduct Committee is composed of:
 - Two nominated members of each class (one Poky, one Meridian)
 - Class presidents generally serve in this capacity if the class does not nominate a representative
 - Two senate co-presidents
- An accused student may be referred to this Student Conduct Committee by either faculty or other students
 - Written statement detailing the concern must be submitted to a member of the Student Conduct Committee

OUTCOME OF STUDENT CONDUCT COMMITTEE DECISION

- ◉ If the accused student agrees to the terms outlined by the Student Conduct Committee and follows through with their recommendations, the issue is considered resolved with no notations in their permanent file.
- ◉ If the accused does not believe the Student Conduct Committee recommendations or sanctions are justified, the student is referred to the Progressions Committee and the issue becomes part of their permanent file.

OUR RESPONSIBILITY TO THE HONEST STUDENTS (MOST OF THEM!)

- Report suspected infractions
 - This will catch repeat offenders
 - USE THE YELLOW CARD SYSTEM
- Faculty should be proctoring their own exams whenever possible
 - Make certain your proctor has your cell phone #
- Utilize the ADA Testing Center when possible
 - Camera monitoring setup being worked out in Meridian
- Ensure that all students are evaluated in an objective, fair, and consistent manner