

Forms of Cheating – Categories, Behaviors, and Suggested Penalties

Penalties

0. Warning and/or redo assignment with reduced grade
1. 0 or F on assignment/exam/paper, etc.
2. F in course (+ probation/rehab/community service)*
3. Suspension (from __ to __)**
4. Expulsion**

**Registrar can prevent students from dropping a class if they are flunked for cheating, but must be notified.*

***Automatically goes to Dean.*

Mitigating factors: The penalties listed below are *suggestions*, and instructors should use their best judgment in dealing with individual cases. Factors that could moderate penalties could include confession, contrition, or remorse on the part of the offender(s), as well as age and experience. If there has been a prior offense in a particular category, an additional offense in another category may be treated as a second offense.

*Please note that these are **recommendations**, not requirements.*

Categories of cheating and suggested penalties

A. Collaborative - working with other students on an assignment that is supposed to be done individually.

	Offense #		
	1	2	3*
1. Giving or taking information about an exam that has already been taken by one of the parties.	1	1	2
2. Presenting as one's own work information from a homework assignment or lab report provided by another student (or conversely, providing such information to another student).	1	2	3
3. Using another student's PRS to make it appear that the student is attending class	1	2	3
4. Writing a paper for another student (or having a paper written for oneself) for pay or as a favor.	1	2	3
5. Exchanging information during an exam.	2	3	4
6. Taking a test for another student, or having another student take a test for oneself.	2	3	4

*This and other categories ranked by severity of offense (1=least – 5=most) *4th offense automatically goes to the Dean*

B. Sabotage – tampering with or destroying materials in order to impair another student’s performance

	1	2	3
1. Removing reference materials (e.g., reserved books) necessary for a course.	1	2	3
2. Tampering with someone else’s lab work or data.	2	3	4
3. Stealing another student’s exam or homework assignment.	2	3	4

C. Stealing – illicitly obtaining materials needed to complete an assignment or test

	1	2	3
1. Copying another student’s data, results in a lab report, or exam without his or her knowledge.	1	2	3
2. Stealing a copy of the test before it is given.	2	3	4
3. Taking the exam paper with oneself when leaving the exam room.	2	3	4
4. Stealing another student’s exam or homework assignment.	2	3	4

D. Plagiarism - using another person's ideas or expressions in your writing without acknowledging the source

	1	2	3
1. Not copying verbatim, but changing the wording only slightly from an original source.	0	1	2
2. Copying word for word from an original source source in a paper and not using quotation marks.*	1	2	3
3. Taking a paper from the internet or a term paper service and submitting it as one’s own.	2	3	4

**In some fields, e.g., mathematics, formulas have to be copied verbatim, and sources may not need to be cited.*

E. Unauthorized information – using illicitly obtained materials to complete an assignment or test

	1	2	3
1. Studying from illicitly obtained old versions or previously given exams.	1	2	3
2. Obtaining a copy of the instructor’s manual.	1	2	3
3. Using unauthorized materials (e.g., crib notes, notes in bluebooks, preloaded computer disks, calculators, cellphones, internet, etc.) during a test.	1	2	3
4. Illicitly obtaining a copy of the test before it is given.	2	3	4

F. Bribery – exchanging money, goods or services for an improved grade

	1	2	3
1. Offering and/or exchanging money, goods, or services to an instructor or teaching assistant for a good or raised grade.	2	3	4
2. Offering or exchanging personal or sexual favors for a good or raised grade.	2	3	4

G. Lying – providing false information in order to improve one's grade

	1	2	3
1. Submitting the same paper in more than one class, without faculty approval.	1	2	3
2. Deliberately missing an exam in order to have more time to study.	1	2	3
3. Falsely reporting that a computer malfunctioned to get a deadline extended.	1	2	3
4. Lying to get special consideration to improve one's grade	1	2	3
5. Falsely claiming to have taken an exam.	1	2	3
6. Lying during an investigation of academic misconduct.	2	3	4

H. Fabrication - providing false information in a written assignment in order to improve one's grade

	1	2	3
1. Padding a bibliography with references not used.	0	1	2
2. Making up or faking data or results in a class research project.	2	3	4
3. Making up or faking data or results in a thesis or dissertation.	4		

Revised 4/22/09, 2/14/11

List partially drawn from Wajda-Johnston, V., Handal, P.J., Brawer, P.A., and Fabricatore, A.N. (2001). Academic Dishonesty at the Graduate Level. *Ethics & Behavior*, 11(3), 287–305.

Recommended Procedures for Dealing with Student Academic Misconduct
College of Science and Mathematics Academic Integrity Committee

*This document is intended to be consistent with NDSU Policy Section 335, but is specific to actions that faculty may take regarding incidents of prohibited academic conduct. These are **recommendations**, not requirements.*

Synopsis of Policy 335 Requirements of Faculty

A. Faculty members are responsible for providing guidelines concerning cheating and plagiarism at the beginning of each course, and should use precautionary measures and security in cases where cheating is likely to occur.

B. Faculty members who suspect that prohibited academic conduct has occurred in their class have an initial responsibility to:

- 1) inform the student or students involved of their suspicion and the grounds;
- 2) allow a fair opportunity to respond; and
- 3) make a fair and reasonable judgment as to whether or not any prohibited academic conduct occurred.
- 4). inform the student of the judgment, penalty (if any), and the student's right to appeal.

C. Faculty members have the prerogative of determining the penalty for prohibited academic conduct in their classes.

Faculty members may, among other sanctions, fail the student for the particular assignment, test, or course involved.

In this situation, the student may not drop the course in question without the permission of the instructor. *However, the Registrar must be notified to prevent the student from dropping the class.*

If an instructional staff member imposes a penalty, the instructional staff member must complete the *Student Academic Misconduct Tracking Form* and submit copies to the student, the chair/head of the instructional staff member's primary department, or the program director if the student is enrolled in an interdisciplinary program. The chair/head/director is responsible for forwarding the form the appropriate authorities, including the Registrar.

If the student is not enrolled in a faculty member's course, the faculty member may recommend a disciplinary sanction to the dean of the college in which the infraction occurred. If the student is not enrolled in this college, the dean will forward the charge to the dean of the student's home college.

D. Accusations involving academic misconduct of graduate students will follow the procedure described with the following exception. The dean of the home academic college will recommend a sanction (including academic warning, academic probation, suspension, or expulsion) to the graduate dean, not the Academic Standards Committee.

E. If a person not currently enrolled at NDSU is involved in prohibited academic conduct, the Provost and Vice President for Academic Affairs, Vice President for Student Affairs, Registrar, and the Director of Admission shall be informed of the violation.

Note: much of the above section is taken verbatim or closely paraphrased from the university policy manual.

Recommendations of the CSM Academic Integrity Committee

*Please note, these are **recommendations**, not requirements.*

1. The committee has generated a list of forms of cheating and recommended sanctions for different levels of offenses. Instructors should make this list available to students, in addition to the other guidelines distributed to students. (See attached tables.)
2. If a faculty member suspects a student may be cheating, the suspicious behavior should be documented as it occurs.
3. Before confronting a student suspected of cheating, faculty may find it helpful to consult with their chair or other colleagues about the case and recommended actions.
4. Faculty may inform students of suspected academic misconduct in several different ways:
 - a. If possible, a private meeting should be arranged with the student(s) to discuss the suspicion. If the infraction is severe enough to warrant suspension or expulsion, it is recommended that a witness be present.

b. If a personal meeting cannot be arranged, a formal letter or email (cc'd to the chair) can be used to inform the student of the suspicion.

c. If possible, the student should not be confronted in public. If this is impossible, the faculty member should exercise discretion.

5. A student should be given a fair opportunity to respond to an accusation of cheating. A written response is preferable. The student may request a written statement of the accusation prior to making a written response.

6. Documentation that a student has a history of cheating should be considered before assigning a sanction.

7. It is the responsibility of the faculty member to inform the department chair in writing of any sanctions that were assigned. The chair is responsible for informing the Dean, and the Dean is responsible for informing the Student Progress Committee, the Provost, and making any other notifications required by Policy 335. In addition, the chair should inform the Registrar so that a student sanctioned for cheating may be prevented from dropping the course.

Revised 4/22/09, 2/23/11.