

**Western Michigan University
Faculty Senate
Memorandum of Action**

MOA – 24/07

**Revision of Academic Conduct and Hardship Policies
Undergraduate and Graduate Catalogs
Student Rights and Responsibilities
Student Code, Article IV.B. and Article VI.6.**

Name of Council(s)/Committee(s):
Professional Concerns Committee

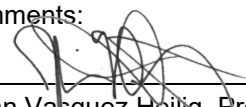
Approval Date:
20 March 2024

Implementation Date:
Upon Administrative Approval

Responsible Office(s) and Responsible Enforcement Official(s):
Office of Student Rights and Responsibilities
Office of the Osmbuds
Registrar Office

RECOMMENDATION:

The Professional Concerns Committee recommends revision of the Academic Conduct and Hardship Policies in the Undergraduate and Graduate Catalogs-Student Rights and Responsibilities and the Student Code-Article IV.B. and Article VI.6.

 _____ John Miller, Chair, Professional Concerns Committee	20 March 2024 _____ Date
X Approve Disapprove Other Action	
Comments: 	The Faculty Senate Executive Board voted, in lieu of the Senate while it is in recess during the summer, to approve the modified language in red on page 3 on June 28, 2024
Amy Naugle, WMU Faculty Senate President	May 9, 2024 _____ Date
✓ Approve Disapprove Other Action	
Comments: 	07/01/2024
Julian Vasquez Heilig, Provost and Vice President for Academic Affairs	_____ Date
✓ Approve Disapprove Other Action	
Comments: 	7/1/2024
Edward Montgomery, WMU President	_____ Date

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RECOMMENDATION

The Professional Concerns Committee recommends revision of the Academic Conduct and Hardship Policies in the Undergraduate and Graduate Catalogs-Student Rights and Responsibilities and the Student Code-Article IV.B. and Article VI.6.

RATIONALE/PURPOSE

Student Code, Article IV.B.1. Proscribed Conduct: Academic Policies: Academic Misconduct

- Under Cheating Definition: replace “devices” with “technology.” Technology is a more comprehensive description, that can include new advances, such as generative Artificial Intelligence, etc.
- Under Complicity Clarification I: add “distributing course materials without instructor authorization.” This change proscribes, for example, supplying instructor questions, solutions, or lecture materials to third-parties. This provides clarification to students and intellectual property protections for instructors.
- Eliminate the Academic Computer Misuse Definition. This definition is unnecessary with the broadening of “devices” to “technology” under the Cheating Definition.

Student Code, Article VI.6. Academic Hearing Process

- Eliminate the stricture against withdrawal from a course after a finding of responsibility for an academic integrity violation.
- The Office of Student Right and Responsibilities had collected data to show that this stricture leads to inequitable outcomes for many students. Those data have been provided to the Faculty Senate.

Academic Catalogs: Student Rights and Responsibilities

- Correct outdates information

STAKEHOLDERS

Students
Faculty
Administration

HISTORY:

1. Graduate and Undergraduate Catalog - Academic Policies - Students Rights and Responsibilities
 - a. Effective date of current version: 2004
 - b. Date first adopted: 1999
 - c. Revision history:
MOA-04/11: Changes to the Graduate and Undergraduate Catalogs, Student Rights and Responsibilities, Changes to Violations of Academic Honesty and Conduct in Research, adopted 2004
MOA-19/03: Changes to the Undergraduate and Graduate Catalogs and the Student Code of Conduct for the Academic Integrity Process, adopted 2022

- d. Proposed date of next review: spring 2029
2. Student Code
 - a. Effective date of current version: July 2023
 - b. Date first adopted: April 1999
 - c. Revision history:
MOA-19/03: Changes to the Undergraduate and Graduate Catalogs and the Student Code of Conduct for the Academic Integrity Process, adopted 2022
 - d. Proposed date of next review: spring 2029

CURRENT POLICY MODIFICATION (additions in bold and deletions with strikethrough)

Student Code, Article IV.B.1. proscribed Conduct: Academic Policies: Academic Misconduct

- Under Cheating definition: replace “devices” with “technology”
- Under Complicity Clarification I: add “distributing course materials without instructor authorization”
- Eliminate Academic Computer Misuse Definition

Student Code, Article VI.6. Academic Hearing Process

Eliminate the stricture against withdrawal from a course after a finding of responsibility for an academic integrity violation.

Academic Catalogs: Student Rights and Responsibilities

Globally replace references to the Office of Student Conduct to Student Rights and Responsibilities, with corresponding web address changes

Student Code, Article IV.B.1. proscribed Conduct: Academic Policies: Academic misconduct

1. Academic Misconduct – Including but not limited to the following:

- Cheating: cheating is intentionally using or attempting to use ~~unauthorized materials,~~ information, notes, study aids or other ~~devices~~ **technology, or materials that have not been authorized** in any academic exercise.

Clarification:

- I. Students completing any examination are prohibited from looking at another student’s examination and from using external aids (for example, books, notes, calculators, conversation with others) unless specifically allowed in advance by the faculty member.
 - II. Students may not have others conduct research or prepare work for them without advance authorization from the faculty member. This includes but is not limited to the services of commercial term paper companies.
- Fabrication, falsification, and forgery: Fabrication is the intentional invention and unauthorized alteration of any information or citation in an academic exercise. Falsification is a matter of altering information while fabrication is a matter of inventing or counterfeiting information for use in any academic exercise or University record. Forgery is defined as the act to imitate or counterfeit documents, signatures, and the like.
Clarification:
 - I. “Invented” information shall not be used in any laboratory experiment, report of results or academic exercise. It would be improper, for example, to analyze one sample in an experiment and then “invent” data based on that single experiment for several more required analyses.
 - II. Students shall acknowledge the actual source from which cited information was obtained. For example, a student shall not take a quotation from a book review and then indicate that the quotation was obtained from the book itself.

- III. Falsification of University records includes altering or forging any University document and/or record, including identification material issued or used by the University.
- Multiple submission: Multiple submission is the submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from faculty members of all classes for which the student submits the work.
Clarification:
 - I. Examples of multiple submission include submitting the same paper for credit in more than one course without all faculty members' permission; making revisions in a credit paper or report (including oral presentations) and submitting it again as if it were new work.
- Plagiarism: Plagiarism is the use of someone else's language, ideas, or other material without making the source(s) evident in situations where there is a legitimate expectation of original work. Plagiarism does not occur when efforts to promptly identify sources by making source use apparent to the audience of the submitted material are obvious. Plagiarism may not necessarily include mistakes in citation style.

A legitimate expectation of original work exists for numerous circumstances, including (but not limited to): scholarly writing, technical presentations and papers, conference presentations and papers, online discussion postings, grant proposals, patents, book and other manuscripts, theses and dissertations, class assignments, artistic works, computer code, algorithms, and other creative works.

This definition applies to the entire WMU community, which includes all faculty; students; staff; visiting faculty, scholars, administrators; and any other person governed by academic research and other policies of the University.

- Complicity: Complicity is intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.
Clarification:
 - I. Examples of complicity include knowingly allowing another to copy from one's paper during an examination or test; distributing test questions or substantive information about the materials to be tested before the scheduled exercise; **distributing course materials without instructor authorization**; collaborating on academic work knowing that the collaboration will not be reported; taking an examination or test for another student, or signing another's name on an academic exercise.
 - II. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Faculty members should make clear to students' expectations about collaboration and information sharing. Students should seek clarification when in doubt.
 - III. ~~Academic computer misuse: Academic computer misuse is the use of software to perform work which the faculty member has told the student to do without the assistance of software.~~

Student Code, Article VI.6. Academic Hearing Process

- 6. If a finding of "responsible" has been made: A finding of "responsible" occurs when a student accepts responsibility, the faculty member so decides in an instructor hearing, or an Academic Integrity Hearing Panel so decides by majority vote. When that finding has occurred, the faculty member may impose an academic sanction including a reduced or failing grade for the assignment(s) in question up to failure of the course in which the student is enrolled. A decision by the faculty member regarding a grade sanction cannot be appealed by the student once the student has been found responsible and has exhausted or waived all appeals of the finding. Also, once the student has been found responsible and has exhausted or waived all appeals of the finding, that student's continued attendance in the relevant class depends on the grade penalty imposed by the faculty member and/or the sanctions from SRR. If the faculty member determines

to fail the student in the course, the student is not permitted to continue attending or participating in class, whether virtually or in person. In all cases when a final finding of responsibility has been made, the finding will be included in the student's educational record. Students will not be permitted to withdraw from the course in question during the Academic Integrity Hearing process ~~nor after a finding of responsibility.~~