

## 1. GENERAL

Academic honesty is defined in paragraph 5.3, Chapter VI, of The Texas State University System *Rules and Regulations*.

## 2. ACADEMIC HONESTY

The University expects students to engage in all academic experiences both in and out of the classroom with honesty. The University may initiate disciplinary proceedings in response to a student's alleged actions upon an instructor's finding of academic dishonesty, including but not limited to cheating, plagiarism, collusion, abuse of resource materials on an exam, quiz, or other academic work, or the falsification of data. Any student engaging in academic dishonesty may be subject to academic penalties and may be referred to the Dean of Student's office for additional disciplinary action.

2.01 "Academic work" includes, but is not limited to, an exam, quiz, essay, dissertation, thesis, report, problem, assignment, data, computer code, or other project that the student submits as a course requirement or for a grade.

2.02 "Cheating" includes, but is not limited to, the following and similar actions:

- a. Copying from another student's academic work;
- b. Using, during an exam, quiz, or any other academic assessment, materials or devices not authorized by the person administering it (prohibited devices may include, but are not limited to, graphing or scientific calculators, e-readers, smart watches, and cell/mobile/smart phones;
- c. Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, disseminating by any means, or knowingly possessing, in whole or in part, the contents of an exam, quiz, or other academic assessment;
- d. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an exam, quiz, or other academic assessment, or the preparation of academic work to be submitted for academic credit, placement, or qualification;
- e. Bribing another person to obtain a copy of or information about an exam, quiz, or other academic assessment;

- f. Collaborating, without authorization, with another (potentially inclusive of artificial intelligence) in preparing academic work;
  - g. Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by a person, firm, service, or other entity. Exceptions may apply to students with approved accommodations.
- 2.03 "Plagiarism" means the appropriation and/or unacknowledged incorporation of work that is not one's own into work presented as such (potentially inclusive of material generated by artificial intelligence).
- 2.04 "Collusion" means the unauthorized collaboration with another person, firm, service, or other entity, in preparing work submitted for credit.
- 2.05 "Abuse of resource materials" means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course content.
- 2.06 "Falsification of data" means the representation, claim, or use of research, data, statistics, records, files, results, or information that is fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

### 3. PROCEDURES

- 3.01 An instructor finding that a student has engaged in an act of academic dishonesty may assign an academic penalty to the student. The instructor must provide the student written notice (preferably using the Academic Honesty Violation Form) of the offense, the penalty, and the student's right to appeal before enacting the penalty. The academic penalty imposed shall then take effect immediately. If the academic penalty is accepted, the student admits guilt for the act of dishonesty identified and/or acknowledges acceptance of the plan for disciplinary action. If the student disagrees with the allegation and/or the instructor's proposed plan for disciplinary action and wishes to appeal, the procedure is as follows:
- a. The instructor must advise the student in writing that the finding and/or academic penalty may be appealed to the instructor's department chair. Failing a resolution at this stage, the student may then appeal to the instructor's academic dean, and then, if necessary, to the Provost and Sr. Vice President for Academic Affairs (hereafter Provost). Any of the above academic officers may appoint designated representatives to review the appeal.

- b. A student choosing to appeal must do so in writing within ten (10) working days of the receipt of written notice of the penalty decision or of the decision of the reviewing administrator on appeal. The student's appeal should contain a response to the finding of academic dishonesty and/or the proposed academic penalty.
  - c. The reviewing administrator shall provide a written decision on the appeal within ten (10) working days of receipt.
  - d. The student has ten (10) working days from the date of an administrator's decision to appeal to the next level administrator.
  - e. When a student does not appeal to the next level, on the eleventh (11th) working day, the last academic decision shall become final, and the academic penalty, if any, shall be affirmed by the last reviewer.
  - f. If a student chooses to appeal to the Provost, the decision of the Provost on the matter is final.
- 3.02 In addition to the procedures outlined in section 3.01, the Provost may also refer flagrant or repeated violations to the Dean of Students or their designee for further disciplinary action. "Flagrant" is defined as an infraction that is extremely noticeable, obvious, and/or offensive due to its blatant or glaring nature. It describes actions, behavior, or situations that conspicuously, outrageously, and/or openly violate accepted norms, rules, or standards.

No further disciplinary action from this referral shall become effective against the student until the student has received procedural process as provided in the *Code of Student Conduct*. This disciplinary process is independent of any academic penalty imposed as described in section 3.01 of this policy.

APPROVED: \_\_\_\_\_ <signed>  
Alisa White, Ph.D., President

DATED: \_\_\_\_\_ 6/12/2024

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: February 13, 1981  
Reviewer: Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2027

Approved: <signed>  
Michael T. Stephenson, Ph.D.  
Provost and Sr. Vice President  
for Academic Affairs

Date: 6/12/2024

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.