

## **ACADEMIC MISCONDUCT**

Students are expected to do their own work on quizzes, papers, examinations, class assignments, etc. Collaboration must be noted in writing and requires the consent of all instructors. Given these expectations, any of the following are considered academic misconduct:

### **Cheating**

Cheating involves deception or the provision or receipt of unauthorized assistance. Students are expected neither to receive nor to provide unauthorized assistance with academic work. The examples below are illustrative but not exhaustive:

- Copying from another person's work or answers.
- Referring to and using prohibited materials in the preparation for assignments or the taking of examinations or quizzes.
- Obtaining and using a copy of the examination or answers to an examination without the knowledge of the instructor.
- Collaborating on assignments or examinations unless such collaboration is permitted.
- Submitting the same paper or assignment in two courses without the permission of both professors.
- Using substantive sections of an assignment or paper completed for another course without permission of both instructors.
- Assisting another to do any of the above or to cheat in a comparable manner.
- Using online translators to complete assignments, quizzes, or examinations in a language course.

### **Plagiarism**

To plagiarize is to use without proper citation or acknowledgment the words, ideas, or work of another. Plagiarism may take several forms.

The most severe form of plagiarism involves the *deliberate* and *extensive use* of written material from outside sources without proper acknowledgment. Students who submit assignments with significant sections they did not write themselves commit this type of violation.

Another serious type of plagiarism involves *less wholesale but still repeated and inappropriate* borrowing from outside sources. In some situations, students borrow phrases or sentences from others and do so without both quotation marks and proper attributions.

Finally, plagiarism may involve the borrowing of specific words or phrases without quotation marks. In such situations, citations may be present, but they are inadequate. This problem

most commonly occurs when students attempt to paraphrase sources merely by changing words in a single sentence or brief series of sentences.

Students can avoid plagiarism by:

- Providing clear and accurate citations for sources.
- Remembering that quotations and statistics require citations. Specific facts and ideas borrowed from others, even if expressed in the student's own words, also require citations.
- Citing an author's argument. Matters of general knowledge do not usually require citations, but when in doubt, students should provide citations.
- Acknowledging the use of parents, friends, or others for specific contributions to their work.
- Understanding that paraphrasing means to summarize in one's own words. The surest way to avoid plagiarism when summarizing is to write with sources and notes closed. If the student cannot explain what an author argued from memory, they probably do not understand it well enough to paraphrase.

### **Falsifying/Forging Academic Documents**

Falsifying or forging documents involves the unauthorized alteration of information provided by the College on records or documents. Falsifying/forging academic documents includes, but is not limited to:

- Altering information on a transcript.
- Changing a grade or the comments/markings on a paper, assignment, or lab report.

### **Misuse of Generative AI**

The use of Generative Artificial Intelligence (GenAI) tools including but not limited to ChatGPT, CoPilot, Gemini, and Grammarly in the learning environment may impede students' opportunities to explore a topic and engage in critical inquiry. Unless it is **expressly permitted** by your professor, articulated through the syllabus or other course documents, it is unacceptable for students to use generative AI tools on assignments or exams. Without this explicit permission, use of these tools constitutes a violation of Dickinson's academic misconduct policy.

Impermissible use of GenAI is its own form of academic misconduct. Depending on the design of the assignment within the context of the course, it may incorporate one or more related violations:

- Plagiarism: using the work created by GenAI, in part or in whole, and claiming it as your own, and/or failure to properly disclose use of GenAI.

- Cheating: assistance of GenAI on examinations and quizzes, and/or prohibitive use of GenAI on graded assignments.
- Forging/Falsifying Academic Documents: falsification of information sources and citations, and/or data or evidence used in assignments.

When GenAI use is allowed, professors may require that students disclose the nature and extent of use. Students are encouraged to discuss with their professors whether any use of translation or artificial intelligence tools is appropriate for a specific assignment or exam.

## **PROCEDURES FOR RESOLVING MISCONDUCT**

When the actions of a student(s) violate the Dickinson College Community Standards, the Office of Student Conduct initiates a process of review and resolution. This section describes procedures employed for the resolution of concerns about behavior and conduct inconsistent with the College's values and standards as an academic community. Reports of academic misconduct violations are submitted to the Director of Student Conduct and handled through a formal or informal resolution process.

### **Informal Resolution**

The College aims to respond to academic misconduct in an educational and restorative manner. Informal resolution seeks to resolve conflict, restore an individual's relationship with the community, and promote trust. This is achieved through outcomes mutually agreed upon by the College and the student. Outcomes of informal resolutions do not appear on a student's conduct record; however, these outcomes may later be taken into consideration if additional academic violations occur.

Informal resolution is reserved for allegations of academic misconduct in which the:

- facts of the incident are not in dispute.
- student(s) involved accept responsibility for their actions and agree to amicable and respectful discussion throughout the process, and the outcome does not alter student's relationship or status with the College.
- faculty member does not seek an academic penalty for the alleged misconduct.

After a faculty member has reported the alleged incident of academic misconduct to the College, and if a student has no previous history with the Student Conduct Office, the faculty member may opt for an informal resolution. In an informal resolution, a faculty member meets with the student to discuss the incident under consideration. Informal resolutions result in a warning to the student. The faculty member may ask the student to redo the assignment or to schedule a meeting with the Writing Center or with Strategies, Organization & Achievement Resources (SOAR). No academic penalties may result from an informal resolution.

An informal resolution involves a meeting with honest and candid dialogue between the student and faculty member, an acknowledgement and understanding of responsibility, and a resolution that is agreed upon by both participants. Students are eligible for **one** single informal resolution. Any subsequent allegations will result in an administrative or panel hearing.

Because the outcomes of an informal resolution are agreed upon by both parties, an appeal of the process and its result is not permitted. If the student and faculty member are unable to agree on the outcomes of the informal resolution proceeding, either party may request that the matter be resolved through formal resolution proceedings.

### **Formal Resolution**

There are two means of formal resolution: administrative hearings and hearing panels. Violations that do not meet the criteria for an informal resolution and are not likely to alter a student's status at the institution may be heard through an administrative hearing with an Associate Provost. All other violations resolved by a formal resolution will be reviewed by a hearing panel.

Formal resolutions are reserved for allegations in which:

- a student is ineligible for an informal resolution because of a previous charge of academic misconduct.
- the alleged violation(s) of the Community Standards is likely to alter a student's status at the college.
- the facts of the underlying incident are in dispute.
- a student challenges or fails to acknowledge responsibility for their actions.
- a student requests a formal resolution process.

Students' rights during a formal resolution process include:

- the right to appropriate notice of concerns about specific behavior (this information is in the notice letter that the student receives).
- the opportunity to be assisted by an advisor.
- the opportunity to respond to the concern (the student's opportunity is to provide a written statement or account of what occurred).
- the opportunity to appeal the initial hearing outcome if grounds for appeal are met.

### **Administrative Hearing**

Administrative hearings are reserved for allegations in which the student(s) involved has accepted responsibility for their actions and agrees to amicable and respectful discussion throughout the process, and the likely outcome does not alter a student's

relationship or status with the College. Administrative hearings are appropriate for violations with a range of severity levels but are usually more serious than those overseen through informal resolutions. If suspension or expulsion is a possible outcome of a misconduct allegation, that case is ineligible for an administrative hearing and must be reviewed by a hearing panel.

Administrative hearings adhere to a formal process in which the hearing officer reads a script, and the student confirms, on record, their responsibility for the misconduct. The hearing officer listens to the student's account of what occurred and asks clarifying questions before identifying an appropriate outcome (see Hearing Process section below). The faculty member will **not** participate in the administrative hearing.

### **Hearing Panel**

When the facts underlying a misconduct charge are in dispute, the Director of Student Conduct assembles a hearing panel to resolve the charge. For academic misconduct violations, the hearing panel consists of three voting members: a student, a faculty member, and an Associate Provost who serves as chairperson (voting member). Individuals who serve as hearing officers or on hearing panels are chosen from a pool of eligible panel members.

Members of the hearing panel include:

- Students who are members of the hearing panel pool are nominated by members of the College community, interviewed by the Director of the Student Conduct Office, and confirmed by Student Senate. Students are trained by the Director of Student Conduct to hear incidents involving academic and non-academic violations of the College policy.
- Faculty who are members of the hearing panel pool are elected by the faculty. Faculty members are trained by the Director of Student Conduct to hear incidents involving academic violations of the College policy.
- Administrators who are members of the pool from which hearing panel members are selected are appointed by the Director of Student Conduct.

Each hearing panel also includes: the complainant, the respondent(s), an advisor, and witnesses. As used in this policy, "parties" refer collectively to the complainant and the respondent.

The complainant is the faculty member who believes that a student has violated the Community Standards.

The respondent is any student, or group of students, accused of a violation of the Community Standards.

The complainant and the respondent may each be assisted by an advisor. This person may help prepare for and attend the hearing. An advisor must be a current student, full-time faculty member or full-time staff member of Dickinson College. This person must not have a law degree and cannot speak on behalf of the respondent or complainant during the hearing.

The complainant and the respondent may each have witnesses who have relevant information pertaining to the incident appear during the hearing or, in lieu of appearing, submit statements from witnesses in writing in advance according to the schedule described in this policy. Witness information must be submitted in advance, and witnesses must be approved by the Director of Student Conduct before information is shared with the hearing administrator or hearing panel. Similarly, any written statements from the respondent or complainant must be submitted in advance.

The Director of Student Conduct will make reasonable efforts to accommodate schedules of the parties and their witnesses, but accommodating all schedules is not always possible and may unreasonably delay the timely disposition of the violations. When the date and time of the panel hearing has been set, no further efforts to accommodate schedules of witnesses will be made. Witnesses who cannot attend a scheduled panel hearing may submit written statements.

## **NOTICE OF HEARING**

Once a faculty member submits a claim of academic misconduct, the Associate Provost, or designee, makes an initial determination of whether the student may have violated the Community Standards and/or College policy. The Director of Student Conduct then sends a notice letter to the student, offering information about the policy or policies violation(s) that are alleged to have taken place. This notice letter provides a student with the date, time, and place of the hearing, as well as the name(s) of the person(s) hearing the case. Any documents a student receives related to a hearing are confidential and must not be shared with anyone other than the hearing advisor, who is also expected to maintain confidentiality.

If an informal resolution or administrative hearing is scheduled, notice is provided no less than two (2) business days in advance of the proceeding. In general, notice of a hearing before a hearing panel will be given approximately five (5) business days before the scheduled date of the hearing. Time frames set forth in this policy are meant to provide guidance, and the College may alter or set new time frames as appropriate. Under extenuating circumstances, the timeframes set forth in this section may be extended by the Director of Student Conduct.

If the student wishes to contest their hearing officer or panel member(s) based upon a perceived conflict of interest, they should contact the Director of Student Conduct within 24 hours after receiving notice of an informal resolution or administrative hearing and within three (3) business days before the date of a hearing before a hearing panel. A conflict of interest exists where, based upon facts and circumstances, the hearing officer or panel member cannot listen without bias or render a fair and impartial decision.

### **ACCOMMODATIONS**

If a student requires accommodations for a disability during the hearing process, they must inform the Director of Student Conduct no later than 24 hours prior to the scheduled informal resolution, administrative hearing, or hearing panel. The Director of Student Conduct will work with Access and Disability Services and the student to determine if the accommodation is appropriate and the nature of the accommodation.

### **THE HEARING PROCESS**

Administrative and panel hearings are generally held on Zoom and are audio-recorded. The audio recording is created for reference by the hearing panel or officer during deliberations and for review by the appellate officers during an appeal. No other recordings of conduct proceedings are permitted, and no other access to the recordings is permitted.

The hearing panel board or the administrative hearing officer will listen to and consider all relevant information presented at the hearing. Information supporting the violation(s) alleged may be offered in the form of documents and/or oral information from the complainant and other individuals. The respondent shall be provided with an opportunity and is encouraged to respond to the allegations and present any information or documents available to support their position regarding the alleged violation(s). Individuals that either party intends to call as witnesses either in person or by written statement must be identified within 24 hours in advance of an administrative hearing and within three business days before the date of a hearing panel. Likewise, any documents that either party intends to use in conduct proceedings, including statements of witnesses, must be submitted 24 hours in advance of an administrative hearing and within three business days before the date of a hearing panel. The parties will be notified of the approval of documents and witnesses at least two business days before the resolution proceeding. The Director of Student Conduct will share the identity of witnesses and any documents, including witness statements, to be offered to the other party at least two business days before the proceeding.

Parties and other individuals who offer information at a hearing are expected to respond to questions presented via the hearing panel chair and/or by the panel members themselves. Once all the information has been presented, everyone will be dismissed from the hearing room so that the panel or administrative hearing officer may deliberate in private.

The hearing panel or hearing officer will determine whether it is more likely than not, based upon the available information, that the respondent is responsible for the alleged violation. If it is determined that the student violated College community standards, the panel or

hearing officer will determine sanctions, considering any previous disciplinary action for which the respondent has been responsible.

The result of the hearing and any sanction imposed are typically communicated to the respondent and complainant within five (5) business days from the date of the hearing.

Students are expected to attend scheduled hearings. If a student fails to attend a hearing for any reason other than an emergency, the hearing may be held in the absence of the student. Students can request a hearing to be rescheduled. Requests to reschedule must be submitted to the Director of Student Conduct within 24 hours after receiving notice of an administrative hearing or hearing panel. Requests must come directly from the student receiving a notice letter.

If a hearing must be held at or after the end of the semester and/or a hearing panel cannot be convened, those matters will proceed either with a modified panel or an administrative hearing.

## **OUTCOMES**

Academic honesty and integrity are a necessary foundation for scholarly work. Cheating and/or plagiarism in any form is unacceptable. Hearing panels or administrative hearing officers who find a student responsible for academic misconduct will issue sanctions, including but not limited to those outlined below. Sanctions may be issued individually, or a combination of sanctions may be imposed. The determination of sanctions is based upon several factors, including: *the severity of the violation*; any previous conduct violations; and any mitigating or aggravating circumstances.

Possible outcomes for academic misconduct violations include:

### **Warning**

A warning is given **only** as an outcome for informal resolutions.

### **Academic advisor meeting**

Students may be required to meet with their Academic Advisor to discuss the incident, explore academic goals at Dickinson, and discuss what changes are necessary to achieve these academic goals.

### **Consultation with Librarian**

Students may be required to schedule an appointment with a librarian to review the appropriate use of citations, the use of paraphrasing and appropriate citations, and how to avoid plagiarism in written work.

### **SOAR Consultation**

Students may be required to schedule regular meetings with SOAR staff to support academic progress and accountability. These meetings can help reduce anxiety and provide guidance to manage coursework more effectively.



#### Writing Center Appointment

To improve academic writing skills and better understand citation practices, the student may be required to schedule and complete a session with the Writing Center.

#### Wellness Center Workshop

If the violation is associated with stress, time management, or other wellness-related concerns, the student may be referred to a workshop at the Wellness Center to develop strategies for academic and personal success.

#### Reflective Paper

Students may be required to submit a written reflection exploring the impact of their actions, the importance of academic integrity, and strategies for making better decisions in the future.

#### Redo the Assignment

The student may be given the opportunity to redo the original assignment or complete an alternative version, with or without credit, as determined by the faculty member and in consultation with the hearing officer.

#### “F” on the assignment in question

A student will be given the grade of “F” (59%) on the assignment in question, and the student's final grade will be calculated based on the grading information stated in the course syllabus.

#### A zero on the assignment in question

A student will be given a grade of 0 on the assignment in question, and the student's final grade will be calculated based on the grading information stated in the course syllabus.

#### Probation

Probation is a specific period requiring maintenance of exemplary conduct. Further violations during this time will result in more serious sanctions.

#### Required withdrawal from the course with a penalty grade of “F.”

Student immediately loses the privilege of attending the class. A letter grade of "F" will be recorded on the student's academic record and a value of 0.00 will be calculated into the semester and cumulative GPA. A failed course may be retaken for credit. Both the original grade and the new grade are calculated in the cumulative grade point average. All "F" grades continue to appear on the student's academic record regardless of course repetition.

Outcomes limited to hearing panels include:

#### Suspension

During the period of suspension, students are not allowed on campus property, or College sponsored events off-campus at any time, for any reason, other than as prearranged and approved in writing by the Vice President and Dean of Student Life's Office. Such approval will only be granted for the purposes of handling administrative business related to the student's suspension and subsequent return.

Courses taken at another institution during this period of suspension will not be accepted for transfer at Dickinson. Once the suspension becomes effective and processed (at the end of the appeal period) access to the Dickinson Gateway will be disconnected, including email, Moodle, D2L etc.

#### Expulsion

Expulsion is permanent termination of student status, which includes the prohibition from a student's presence on or at any Dickinson College property, College sponsored or College affiliated events. A person expelled from the College is denied the rights and privileges of inclusion in the Dickinson College community both as a student and as an alum.

In most situations, conduct files of students who have been found responsible for academic misconduct but have not been suspended or expelled are destroyed seven (7) years after graduation or permanent separation from the College. Conduct files of students who withdrew with pending disciplinary action or have been suspended or expelled from the College are maintained in the Vice President and Dean of Student Life Office indefinitely. In incidents where a student is found responsible for an academic violation, the Registrar's Office will be notified.