

## **HAAS SCHOOL POLICY FOR HANDLING INCIDENTS OF ACADEMIC DISHONESTY**

There is a perception that more and more cases of academic dishonesty are going unreported to the campus Center of Student Conduct and Community Standards (CSCCS) – either because the instructor does not want to invest the time required to conform to campus policy or because the instructor believes that a significant investment of time might result in sanction that is insufficient. To begin to reverse this trend, the Office of the Dean wants to create a culture where all faculty and students know that the faculty expects any instance of academic dishonesty to be reported, and that certain types of academic dishonesty will result in sanctions more severe than in the past.

To this end, the Haas School's ladder faculty members are resolved that:

1. To ensure that Campus has a formal record, a faculty member will report any incident of academic dishonesty to the appropriate degree program office.
2. In resolving the incident, the degree program office will take the lead in dealing with both the student(s) and the campus Center of Student Conduct and Community Standards (CSCCS), involving the faculty member only when necessary.
3. In cases of blatant academic dishonesty (as defined below), the presumption will be that the faculty member will assign to the student a final course grade of "F" and recommend to the Center of Student Conduct and Community Standards (CSCCS) a one-semester suspension. Blatant academic dishonesty includes (but is not limited to)
  - Arranging for another student to take an exam, or taking another student's exam,
  - Plagiarism consisting of inclusion without proper citation of more than 50 words composed by someone else,
  - Submitting an exam answer that is virtually verbatim to that of another student, or willfully allowing other students to copy one's own exam answers
  - Communicating with another student or using a resource (e.g., the internet) during the taking of an in-class or take-home exam, where the instructor has explicitly stated in writing that such communication or resource usage is impermissible.

Based on the specific circumstances of any particular incident, the faculty member retains the right to assign a final grade higher than an "F" and/or recommend to the Center of Student Conduct and Community Standards (CSCCS) a sanction that is less or more severe than one-semester suspension. In any case, the campus Center of Student Conduct and Community Standards (CSCCS) retains final authority to determine a student's actual academic sanction(s), as per campus policy.

4. At the beginning of each academic year, the Senior Assistant Dean for Instruction (ADI) will send an email to all students that stresses the importance of academic integrity, provides a link to a website

with clear definition and examples of plagiarism, and emphasizes the Haas School's policy regarding academic dishonesty.