

Academic Dishonesty Graduate Students

The *Columbia College Student Handbook* statement on academic integrity reads:

Academic honesty is a cherished principle in the life of the college community. Students are urged to adhere to this principle by avoiding plagiarism of materials, by refraining from the use of unauthorized aids on tests and examinations, by turning in assignments which are products of only their own efforts and research, and by refusing to give or receive information on tests and examinations. A person who violates these principles of simple honesty risks embarrassment, course failure, and disciplinary action.

The AEMM graduate program, as a part of an institution of merit, affirms its commitment to the honesty and excellence of research and creative activity of its graduate students. In the spirit of this commitment, the AEMM program demands that students exercise the utmost care in planning and preparing work for academic consideration.

What is Plagiarism?

Plagiarism may be defined as the appropriation or duplication of the language, ideas, thoughts, or creative work of another person, and the representation of them as one's original work. Any written material or oral presentation or creative presentation submitted to a member of the faculty by a student is understood to be the product of that student's own special investigations and efforts. All source materials must be acknowledged in the preparation of such materials.

Because the student may be careless in, or ignorant of correct procedures for the acknowledgment of sources, the instructor is often unable to distinguish a conscious attempt to plagiarize from a poorly documented but well-intended paper. The AEMM Graduate Program therefore requires each student to understand the logic and mechanics of bibliographic methods and documentation. To assure such understanding, each graduate student is responsible for having read and consulted *A Manual for Writers of Term Papers, Theses and Dissertations* (sixth edition) by Kate L. Turabian.

It is the responsibility of faculty members to define any special procedures governing particular assignments. When collaboration between two or more students is authorized, the results of the presentation of the collaborative effort will, necessarily, be treated as the achievement of each individual student.

AEMM Policy in Cases of Academic Dishonesty: In cases involving academic irregularities during an examination or plagiarism in the preparation of a paper or oral presentation or creative work, the instructor shall assign a grade of "F" for the course in which the incident occurred.

The instructor must, in cases of academic dishonesty, make a written report to the Chairperson of the AEMM Graduate Program explaining the specifics of the incident. In turn, the chairperson must send a copy of the instructor's report to both the student and the student's advisor.

Within ten days of receipt of notification of action to be taken, the student may appeal the decision, in writing, to the chairperson. In the event of an appeal, the decision of the chairperson shall be expressed in writing to the instructor making the original report, the student, and the student's advisor. The decision of the chairperson shall be the final decision.

The Chairperson and the student's advisor may, depending upon the nature and severity of the incident, recommend additional action, including expulsion from the AEMM Graduate Program.

In cases of academic dishonesty in which the chairperson is the instructor, the chairperson shall make a written report to the Dean of the School of Fine & Performing Arts explaining the specifics of the incident. In turn, the dean must send a copy of the chairperson's report to both the student and the student's advisor.

Within ten days of receipt of notification of action to be taken, the student may appeal the decision, in writing, to the Dean of the School of Fine & Performing Arts. In the event of an appeal, the decision of the dean shall be expressed in writing to the chairperson, the student, and the student's advisor. The decision of the dean shall be the final decision.

The Dean and the student's advisor may, depending upon the nature and severity of the incident, recommend additional action, including expulsion from the AEMM Graduate Program.

A repeated instance or instances of academic dishonesty may result in a decision by the chairperson to expel the graduate student from the AEMM graduate program. Within ten days of such a decision, the student may appeal, in writing, to the Dean of the School of Fine & Performing Arts. The dean may, at his discretion, call in the student and appropriate other parties to discuss the case. The dean will make a decision within two weeks of the student's written appeal. The decision of the Dean of the School of Fine & Performing Arts shall be expressed in writing to the AEMM chairperson, to the student, and to the student's advisor. The decision of the Dean of the Graduate School, in the event of an appeal, shall be the final decision.

Adopted by the AEMM Faculty
March 24, 1993

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