

Academic Dishonesty Undergraduate 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, or disciplinary action.

The Columbia College Arts, Entertainment & Media Management Department, as a part of an institution of merit, affirms its commitment to the honesty and excellence of research and creative activity of its students. In the spirit of this commitment, the Arts, Entertainment & Media Management Department 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 Arts, Entertainment & Media Management Department, therefore, requires each student to understand the logic and mechanics of bibliographic methods and documentation. To assure such understanding, each student is responsible for having read and consulted "How to Avoid Plagiarism" and "How Do You Use MLA Documentation" in the *Scott Foresman Handbook for Writers*, a required text for *English Composition I and II*. For students who do not have the text, copies are available in the Arts, Entertainment & Media Management Department office, 7th floor, 618 S. Michigan Building.

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.

Arts, Entertainment & Media Management Department Policy in Cases of Academic Dishonesty: In cases involving charges of academic irregularities during an examination or plagiarism in the preparation of a paper or oral presentation:

1. The instructor shall meet with and inform the student that he or she believes that academic dishonesty has occurred. The student shall be given the opportunity to respond and make explanation. On the basis of this dialogue, the instructor may either:

- recommend remediation such as rewriting the work in question; taking another exam, etc. **OR**
 - inform the student that a failing grade will be entered for either the work in question or for the class. If failing the work in question would result in the student failing the class, the instructor must, if the failure option is chosen, enter a grade of "F" for the class. If failing the work in question would not result in the student failing the class, the instructor must, if the failure option is chosen, enter a grade of "F" for the work in question.
2. In the event the option of failing the student is exercised, the instructor must make a written report to the Chairperson of the Arts, Entertainment & Media Management Department explaining the specifics of the incident, with copies to the student and the student's advisor.

Within ten days of receipt of such notification, 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 with copies to the student and the student's advisor.

The student may appeal the decision of the chairperson following the procedures for resolving grade disputes as described in the *Columbia College Student Handbook*.

3. In cases of academic dishonesty in which the chairperson is the instructor exercising the option of failing the student, the chairperson shall make a written report to the Dean of the School of Fine and Performing Arts, explaining the specifics of the incident, with copies to the student and the student's advisor. Within ten days of receipt of such notification, the student may appeal the decision, in writing, to the Dean of the School of Fine and Performing Arts. In the event of an appeal, the decision of the Dean of the School of Fine and Performing Arts shall be expressed in writing to the instructor with copies to the student and the student's advisor.

The student may appeal the decision of the Academic Dean following the procedures for resolving grade disputes as described in the *Columbia College Student Handbook*.

Columbia College regulations prohibit the exclusion from class of students who fail a class for academic dishonesty. The instructor may, however, recommend that the student discontinue attending the class.

A repeated instance or instances of academic dishonesty will result in a recommendation from the chairperson to the Dean of the School of Fine and Performing Arts and the Dean of Student Affairs that the student be excluded from the college for academic dishonesty.

Adopted by the AEMM Faculty
May, 1999