

University of North Texas
School of Library and Information Sciences
Academic Misconduct Policy

Approved April 15, 2005

I. Purpose of Policy

The School of Library and Information Sciences (SLIS) expects all students to demonstrate both academic rigor and academic integrity. The purpose of this policy is to inform SLIS students of their responsibilities regarding the University of North Texas (UNT) Code of Student Conduct and Discipline and the procedures enforced by SLIS for cases of misconduct. The SLIS Academic Misconduct Policy is derived from the UNT Code, and some text in the SLIS policy is based on text in the Code.

II. Student Responsibility

Enrollment in any School of Library and Information Sciences course is considered implicit acceptance of all SLIS and UNT student policies. It is the responsibility of the student to understand and adhere to these policies.

The student is responsible for obtaining all published materials and updates from the Vice President for Student Development Office relating to the code and to become familiar with other rules and guidelines which have bearing on student behavior and responsibilities.

(Code of Student Conduct and Discipline, Section I, Fall 2003)

Prior to enrollment in their first SLIS course or as part of their application to the School, all new students are required to sign a form acknowledging that they understand and will follow the SLIS and UNT academic misconduct policies.

III. Categories of Misconduct

The two categories of most relevance to SLIS are cheating and plagiarism. The UNT Code of Student Conduct and Discipline defines these in its categories of misconduct:

A. Acts of Dishonesty, including but not limited to:

- 1. Academic dishonesty – cheating.** The term “cheating” includes, but is not limited to:
 - (a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - (b) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - (c) the acquisition, without permission, of tests, notes or other academic material belonging to a faculty or staff member of the university;
 - (d) dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s).
 - (e) any other act designed to give a student an unfair advantage.

- 2. Academic dishonesty – plagiarism.** The term “plagiarism” includes, but is not limited to:
 - (a) the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement and
 - (b) the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in the selling of term papers or other academic materials.

(Code of Student Conduct and Discipline, Section V, Fall 2003)

Many excellent resources about plagiarism and how to avoid it are available; see *Tips for Coursework*, available on the SLIS website.

IV. Disciplinary Procedures

To address problems of academic integrity, SLIS has zero tolerance for violations of the SLIS Academic Misconduct Policy. The following apply:

- The SLIS Academic Misconduct Policy applies to any work submitted for SLIS courses or degree requirements, including the master's degree Capstone Experience.
- SLIS will obtain and retain students' signed statements acknowledging their understanding of the SLIS Academic Misconduct Policy. SLIS instructors will not accept students' claims that they were unaware of SLIS and UNT policies, including definitions of forms of academic misconduct.
- SLIS instructors will follow UNT regulations for reporting suspected violations to UNT, imposing academic sanctions, and recording sanctions for confirmed violations.
- An academic sanction is a penalty imposed on a student for academic misconduct. Sanctions may range from reduction of a test or assignment grade to revocation of an academic degree.
- SLIS instructors retain the right to determine specific sanctions for their courses and to set additional policies and procedures that do not conflict with SLIS or UNT policies.
- Students who have received academic sanctions are not eligible for SLIS awards, honors, or other benefits.

Specific procedures are as follows:

1. A SLIS instructor determines that a violation has occurred through appropriate analysis of the student's work and documentation of the violation.
2. The instructor contacts the student (via telephone, email, and/or letter) to indicate a suspicion of academic misconduct. The instructor and student may discuss the suspected violation.
3. The instructor determines the academic sanction and completes the UNT Center of Student Rights and Responsibilities (CSRR) form, Faculty Disposition of an Academic Dishonesty Case (<http://www.unt.edu/csrr/resources.htm>).
4. The instructor sends the following to the student via registered mail: letter explaining the violation, sanction, and appeal process; documentation of the violation; and CSRR form. The faculty member may also email the student about the decision.
5. Copies of the instructor's letter, documentation, and CSRR form are sent to the SLIS Dean and the student's academic advisor. These and all subsequent documents pertaining to the case are placed in the student's academic file.
6. Copies of the instructor's letter, documentation, and CSRR form are sent to the CSRR office, where a Judicial Officer may impose additional non-academic sanctions. These and all subsequent documents pertaining to the case are sent to CSRR to be placed in the student's disciplinary file.
7. The student may choose to sign the CSRR form stating acceptance of the sanction and return the form to the instructor. This decision is final.
8. The student may choose to sign the CSRR form stating disagreement with the charge and intent to appeal and return the form to the instructor.
9. The student must appeal in writing to the SLIS Dean (with a copy to the instructor) within three official UNT business days of notification of the instructor's decision.
10. The Dean decides whether to support the instructor's decision and notifies the student in writing.
11. The student may choose to write an acceptance of the Dean's decision. This decision is final.
12. The student may choose to write a rejection of the Dean's decision. The Dean refers the case to the CSRR Judicial Officer for a decision.
13. If the student rejects the Judicial Officer's decision, he/she may pursue additional UNT procedures for student appeal hearings.

These procedures comply with the UNT Code of Student Conduct and Discipline, Section VIII.A.1 (Fall 2003).