**School of Public Health and Information Sciences**

<table>
<thead>
<tr>
<th>Policy/Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subject: Policy on Student Academic Honesty</td>
</tr>
<tr>
<td>Author: Peter L. Walton, M.D., Associate Dean</td>
</tr>
</tbody>
</table>

**Purpose:** Statement of policy on student academic honesty and discussion of violations of the policy

**Policy:** The school demands and expects complete academic honesty of its students. Violations of academic honesty may result in failure of the course and expulsion from the school and university.

**Coverage:** This policy applies to all students.

**Terminology:** Unless otherwise modified, each of the following words or phrases has the meaning indicated:
- university = University of Louisville
- provost = provost of the university
- school = School of Public Health and Information Sciences
- dean = dean of the school
- associate dean = associate dean responsible for academic affairs

**Procedure:**

**Determination of a Violation of Academic Honesty**

A violation of academic honesty is determined solely by the director of the course involved or, in the event that the violation of academic honesty is not related to a specific course, the director of the student’s academic program. Prior to making a determination, the course director (or program director) is required to meet with the student involved to discuss the incident and may, at the course director’s (or program director’s) sole discretion, consult with, as applicable, chair of his or her department, the program director, chair of the department in which the program is located, and the associate dean.

A determination of a violation of academic honesty may not be made more than one year after the actual occurrence of the violation. If the date of the violation is unclear but the course director (or program director) believes it to be no more than a year prior to the discovery of the violation, a determination of a violation of academic honesty may be made.

**Disciplinary Actions for a Violation of Academic Honesty in a Course or Program**

The course director or, if the violation is not related to a specific course, the program director may take whatever disciplinary action or actions with regard to the course or program, respectively, that he or she determines to be appropriate in response to the violation of academic honesty, except as noted below. For a course these actions may include, for example, failing the course or receiving a score of 0 or its equivalent on the test or paper in which academic honesty was violated. For a program these actions may include, for example, denying successful completion of the requirement or requiring the student to redo the requirement.

The actions taken by the course or program director may not include dismissal or expulsion from the program, the school, or the university. These actions require the course or program director to recommend pursuit of further disciplinary actions, as discussed below.

**Communication Requirements**

Within five business days after the determination of the violation of academic honesty, the course director or, if the violation is not related to a specific course, the program director notifies the student of the disciplinary actions taken by the course director or program director. In addition the course or program director, as applicable, notifies the student that the incident has been reported to the associate dean, who will be notifying the student whether additional disciplinary actions will be pursued. *The course or program director shall not disclose to the student his or her recommendation whether to pursue further disciplinary actions or not.*
Within five business days after the determination of the violation of academic honesty, the course
director or, if the violation is not related to a specific course, the program director notifies the
associate dean in writing about the violation and disciplinary actions taken, along with a
recommendation whether to pursue further disciplinary actions. The latter recommendation is
based solely on the judgment of the course or program director, as applicable, with regard to the
single incident being reported.

Within ten business days after receiving the latter notification, the associate dean notifies the
student in writing whether any further disciplinary actions will be pursued and, if so, the process
for determining whether and which further disciplinary actions will be taken. (See Examples,
below, for samples of these notifications.)

If further disciplinary actions were pursued, then within five business days after being notified of
the final disposition of the case (see below) regarding further disciplinary actions, the associate
dean notifies the student of the disposition. (See Examples, below, for sample of this notification.)

Documentation Maintained by Associate Dean

The associate dean maintains a record of each violation of academic honesty not in the student’s
permanent record maintained by the school. This documentation includes the notification received
from the course or program director, all notifications sent to the student, and the minutes of all
panels discussed below. These records are confidential and are used only as described herein;
copies of these records are not included in the student’s records except as stated below.

If the determination is made to pursue further disciplinary actions against a student, any records of
previous violations of academic honesty are transferred to the student’s permanent record
maintained by the school.

Upon graduation or other separation of a student from the school, any records of academic
honesty violations by the student maintained by the associate dean are destroyed. Such destruction
does not apply, however, to documentation in the student’s permanent record maintained by the
school.

Procedure for Determining Whether to Pursue Further Disciplinary Actions

If the course or program director, as applicable, recommended not pursuing further disciplinary
actions and the associate dean has no previous record of a violation of academic honesty by the
student, then no further disciplinary actions is pursued, and the student is so notified.

In all other cases, within five business days after receiving notification of a violation of academic
honesty, the associate dean convenes a panel to determine whether to pursue further disciplinary
actions. The panel consists of the course or program director; the associate dean, who serves as
chair; and the associate dean for student affairs. The following information is made available to
the panel:

- The notification sent by the course or program director to the associate dean, including
  the recommendation whether to pursue further disciplinary actions
- Any records maintained by the associate dean responsible for academic affairs
  concerning previous violations of academic honesty by the student
• The student’s permanent record maintained by the school
• This policy, which includes the provision that the student’s permanent record maintained by the school includes a record of the violation of academic honesty if the panel votes to pursue further disciplinary actions

The panel’s activities are limited solely to discussing the case and any previous cases and then voting on the motion to pursue further disciplinary actions on the student. The chair may participate freely in the discussion and voting. The motion is approved by majority vote; no abstentions are permitted by panel members.

Procedure for Pursuing Further Disciplinary Actions

Within ten business days after the determination was made to pursue further disciplinary actions, the associate dean convenes a second panel to consider recommending further disciplinary actions. The panel consists of the following, as available within the required timeframe and as applicable:
• Chair of the department in which the program is located
• Chair of the department in which the course is located
• Program director
• The student’s faculty advisor
• A student representative selected (elected or appointed) by the school’s student association and not in the same course or program as the student under consideration
• Faculty appointed by the associate dean (at least one but not more than the number needed to have the total number of panel members equal seven)
• Associate dean

No member of the panel may be the person who made the determination of a violation of academic honesty. The associate dean chairs the panel. (Note: The constitution of the panel to include faculty at-large and a student is consistent with policies of the university and the Family Educational Rights and Privacy Act of 1974 (FERPA). See Discussion, below, for additional information and references.)

The panel interviews the course director (or program director, as applicable); the student under consideration, if he or she agrees to be interviewed; and, in addition, other persons the panel determines to be appropriate. The panel may not consider the student’s refusal to be interviewed as evidence against the student. The panel may also request physical evidence. However, the student may not be compelled to provide such physical evidence, and the panel may not consider the student’s refusal to do so as evidence against the student. Persons interviewed by the panel may provide physical evidence as they deem appropriate.

Within ten business days after being convened, the panel forwards to the dean its recommendation, which is one of the following decided by majority vote and includes an explanation for the recommendation:
• No further disciplinary action
• Further disciplinary action with specified action or actions
• No recommendation

Within ten days after receipt of the panel’s recommendation, the dean, at his or her sole
discretion, either accepts the panel’s recommendation or reaches his or her own separate
determination. The dean notifies the associate dean in writing of his or her decision and actions to
be taken. If one such action is to recommend to the provost expulsion of the student from the
university, the dean does so in writing as soon as practicable. Within four weeks the provost
notifies the dean in writing of his or her decision and subsequent action or actions, if any.

Dismissal or expulsion from a program within the school results solely from dismissal or
expulsion from the school. There is no provision for dismissal from a program within the school
or for denial of repeating a course for violation of academic honesty.

Panel Members’ Privacy Obligations

The above two panels and their members are bound by the university’s guidelines to protect the
privacy of student records. (See Discussion, below, for additional information and references.)
There are three guidelines in particular that are important for the panels:
- Panel membership does not include inherent rights to any and all education record
  information.
- Disclosure of student information to the panel does not constitute authorization to share
  that information with a third party without the student's written permission.
- Student information, when it has fulfilled its originally specified purposes with the
  panel, should be properly destroyed or returned to the originating office for appropriate
disposition.

Student Record Documentation Requirements

If, and only if, further disciplinary actions were pursued, the following are included in the
student’s permanent record maintained by the school:
- The notice sent by the course director or, if the violation is not related to a specific
course, the program director to the associate dean responsible for academic affairs about
the violation and disciplinary actions taken within the course or program, as applicable
- Minutes of the panel that determined to pursue further disciplinary actions
- The notice sent by the associate dean to the student that the school intends to pursue
  further disciplinary actions and the process for determining any further disciplinary
  actions to be taken
- Minutes of the panel that recommended any further disciplinary actions to the dean
- The decision of the dean sent to the associate dean
- If applicable, the recommendation for expulsion or dismissal sent by the dean to the
  provost
- If applicable, the notice sent by the provost to the dean of his or her decision and any
  actions
- The notice sent by the associate dean to the student of the final disposition of the case if
  further disciplinary actions were pursued by the school

Absence of Consideration for Ignorance of Policies on Academic Honesty

Students are expected to be familiar with applicable policies on academic honesty. Ignorance of
one or more of these policies neither excuses a violation nor is considered in determining
disciplinary actions.
Absence of Right of Appeal

The determinations or actions of the course director or program director, dean, and the provost are final and may not be appealed by the student or a third party or reversed or modified by a third party, including but not limited to, the university.

Student’s Right to File a Grievance

The student may file a grievance if he or she feels that he or she has been treated unfairly, inconsistently, not in accord with this policy, or has been discriminated against in the determination of a violation of academic honesty or of subsequent disciplinary actions. However, neither determination may be reversed or modified by the outcome of the grievance process.

Plagiarism, Electronic Sources of Information, and Common Knowledge

The following is intended to amplify and emphasize the inclusion of electronic sources of information as sources that must be cited as references when material is used from them. Information that is available through the Internet or from other electronic sources is not considered to be common knowledge solely because it is available widely and electronically. Designation of common knowledge is limited to knowledge that is widely known either generally or within a specific field or discipline. If a student is unclear whether an item of information is common knowledge or not, he or she is strongly advised to cite the source.

Preventive Measures by Students

Students should carefully read and consider this policy and other information about academic honesty made available to them by instructors, the school, and the university.

If a student is uncertain whether a planned activity or behavior could be construed as a violation of academic honesty, the student is strongly advised to discuss the matter with the course director or, if applicable, the program director prior to engaging in the activity or behavior.

If a student is uncertain whether the use of ideas or paraphrases from a source other than the student himself or herself may constitute plagiarism, the student is advised to cite the source.

Students are strongly encouraged to use plagiarism-prevention software made available to them by course instructors for analyzing preliminary drafts of their written works for possible problems. Reports of such analyses are available only to the submitting student.

Preventive Measures by School, including Plagiarism-Prevention Software

The school presents information on academic honesty and violations thereof during student orientation at the beginning of the academic year and makes such information available to students electronically.

Course directors are strongly encouraged to present and discuss information on academic honesty and violations thereof at the beginning of each course that they teach.
Course instructors use a range of strategies (including plagiarism-prevention software provided by the university) to compare student works with private and public information resources in order to identify possible plagiarism and academic dishonesty. Comparisons of student works require students to submit electronic copies of their final works to the plagiarism-prevention service. The service delivers the works to instructors along with originality reports detailing the presence or lack of possible problems. The service retains copies of final works and may request students’ permission to share copies with other universities for the sole and limited purpose of plagiarism prevention and detection.

In addition instructors provide the opportunity for students to submit preliminary drafts of their works to the service to receive reports of possible problems. Such reports are available only to the submitting student. Copies of preliminary drafts are not retained by the service.

**Disclaimers**

Each student is solely responsible for his or her own academic honesty. Failure by the university or its employees to do or not do anything described in this policy does not excuse the student from violations of academic honesty or reduce the severity or extent of any resulting disciplinary actions.

Discussions by a student with the course director or other university personnel regarding future behaviors that may constitute violations of academic honesty do not excuse the student from investigations for violations of academic honesty or any subsequent actions against the student for such violations, regardless of the information received by the student.

Lack of availability or use of plagiarism-prevention software may not be considered to be grounds for excusing a student’s violation of academic honesty or for reducing the severity of any disciplinary actions.

The information on academic honesty and on academic dishonesty presented in the university policy, reproduced below, represents guidelines to help students understand several major aspects of academic honesty and dishonesty. These guidelines cannot and do not exhaustively define academic honesty or dishonesty. Any lack of completeness of this information may not be considered to be grounds for excusing a student’s violation of academic honesty or for reducing the severity of any disciplinary actions.
### Examples:

**Sample notice to student that no further disciplinary actions are to be pursued:**

Dear <student>:

This notice is to inform you that the school does not intend to pursue further disciplinary actions beyond those already instituted by the course or program director in response to your recent violation of the school’s policy on academic honesty.

Documentation or reference to this violation will not be included in your permanent record. However, a confidential record of this violation will be maintained for reference in the event of a future violation of academic honesty by you.

I strongly encourage you to review the school’s policy on academic honesty and to appreciate the second chance you are being given. The outcome of this violation is not a precedent; a future violation may result in more severe disciplinary actions and may be included in your permanent record.

If I can clarify any aspect of the school’s policy on academic honesty, please do not hesitate to contact me.

A copy of this notice has not been included in your permanent record.

Sincerely,

<associate dean>

**Sample notice to student that further disciplinary actions are to be pursued:**

Dear <student>:

This notice is to inform you that the school intends to pursue further disciplinary actions beyond those already instituted by the course or program director in response to your recent violation of the school’s policy on academic honesty.

Within the next ten business days, I will convene a panel to consider recommending further disciplinary actions. In addition to me, the panel will consist of, as they are available within the required timeframe and as applicable:

- Chair of the Department of <department of program>
- [Chair of the Department of <department of course>]
- [Director of <program>]
- <student’s faculty advisor>
- A student representative selected (elected or appointed) by the school’s student association and not in the same course or program as the student under consideration
- Faculty appointed by the associate dean (at least one but not more than the number needed to have the total number of panel members equal seven)

No member of the panel will have made the determination of a violation of academic honesty. I shall chair the panel. (Note: The constitution of the panel to include faculty at-large and a student is consistent with policies of the university and the Family Educational Rights and Privacy Act of
The panel will interview <course director or program director>; you, if you agree to be interviewed; and, in addition, other persons the panel determines to be appropriate. The panel will not consider your refusal to be interviewed as evidence against you. The panel may also request physical evidence. However, you will not be compelled to provide such physical evidence, and the panel will not consider your refusal to do so as evidence against you. Persons interviewed by the panel may provide physical evidence as they deem appropriate.

Within five business days after being convened, the panel will forward to the dean its recommendation, which will be one of the following decided by majority vote:

- No further disciplinary action
- Further disciplinary action with specified action or actions
- No recommendation

Within ten days after receipt of the panel’s recommendation, the dean, at his sole discretion, will either accept the panel’s recommendation or reach his or her own separate determination. The dean will notify me in writing of his or her decision and actions to be taken. If one such action is to recommend to the provost your expulsion from the university, the dean will do so in writing as soon as practicable. Within four weeks the provost will notify the dean in writing of his or her decision and subsequent action or actions, if any.

Dismissal or expulsion from a program within the school results solely from dismissal or expulsion from the school. There is no provision for dismissal from a program within the school or for denial of repeating a course for violation of academic honesty.

If you have questions about this notice, please contact me at <phone #>. I will notify you of the date and time of the panel meeting at which you will be interviewed, which you may decline to do if you so choose. Please let me know if you will be declining to be interviewed.

A copy of this notice is included in your permanent record.

Sincerely,

<associate dean>

Sample written notice to student of final disposition of case in which further disciplinary actions were pursued:

Dear <student>:

This notice is to inform you that the final disposition of your violation of academic honesty has been determined and is as follows:
<description of final disposition, such as “No further disciplinary action” or “Dismissal from the school and university”>

If you believe that you have been treated unfairly, have been discriminated against, or have had your rights abridged by the issuance of this final disposition, you may file a grievance with the school’s Student Academic Grievance Committee, pursuant to the provisions of the Student
Academic Grievance Procedure. The Student Academic Grievance Committee or any appellate grievance committee may not substitute its judgment on the merits for the judgment of the person or persons making this final disposition, who are the dean of the school or provost.

A copy of this notice is included in your permanent record.

Sincerely,

<associate dean>

Discussion: Additional Information on Academic Honesty

The school expects its students to hold to the highest standards of professional, academic, and interpersonal ethics. These include strict and unwavering adherence to the school’s policy on academic honesty, presented in this document.

The school’s policy on academic honesty is based on the academic dishonesty policies of the university. These are excerpted below as of the date of this policy, as revised; however, the student is responsible for being familiar with the official policies as maintained by the university.

Relevant Excerpts from the University Student Handbook

The following is excerpted from “Student Handbook: Code of Student Rights and Responsibilities” (http://campuslife.louisville.edu/cloffice/handbook/pages/studentrights/) and is included here for the student’s convenience. The official Student Handbook is maintained by the university and is the source document upon which the school’s policy is based.

Section 5. ACADEMIC DISHONESTY

Academic dishonesty is prohibited at the University of Louisville. It is a serious offense because it diminishes the quality of scholarship, makes accurate evaluation of student progress impossible, and defrauds those in society who must ultimately depend upon the knowledge and integrity of the institution and its students and faculty.

Academic dishonesty includes, but is not limited to, the following:

1. CHEATING:
   a. Using or attempting to use books, notes, study aids, calculators, or any other documents, devices, or information in any academic exercise without prior authorization by the teacher.
   b. Copying or attempting to copy from another person's paper, report, laboratory work, computer program, or other work material in any academic exercise.
   c. Procuring or using tests or examinations, or any other information regarding the content of a test or examination, before the scheduled exercise without prior authorization by the teacher.
   d. Unauthorized communication during any academic exercise.
   e. Discussing the contents of tests or examinations with students who have not yet taken the tests or examinations if the instructor has forbidden such discussion.
   f. Sending a substitute to take one's examination, test, or quiz, or to perform one's field or
2. **FABRICATION:**
Inventing or making up data, research results, information, or procedures, such as:
   a. Inventing or making up data, research results, information, or procedures.
   b. Inventing a record of any portion thereof regarding internship, clinical, or practicum experience.

3. **FALSIFICATION:**
Altering or falsifying information, such as:
   a. Changing grade reports or other academic records.
   b. Altering the record of experimental procedures, data, or results.
   c. Altering the record of or reporting false information about internship, clinical, or practicum experiences.
   d. Forging someone's signature or identification on an academic record.
   e. Altering a returned examination paper in order to claim that the examination was graded erroneously.
   f. Falsely citing a source of information.

4. **MULTIPLE SUBMISSION:**
Submission of substantial portions of the same academic work, including oral reports, for credit more than once without prior authorization by the teacher involved.

5. **PLAGIARISM:**
Representing the words or ideas of someone else as one's own in any academic exercise, such as:
   a. Submitting as one's own a paper written by another person or by a commercial "ghost writing" service.
   b. Exactly reproducing someone else's words without identifying the words with quotation marks or by appropriate indentation, or without properly citing the quotation in a footnote or reference.
   c. Paraphrasing or summarizing someone else's work without acknowledging the source with a footnote or reference.
   d. Using facts, data, graphs, charts, or other information without acknowledging the source with a footnote or reference.

Borrowed facts or information obtained in one's research or reading must be acknowledged unless they are "common knowledge". Clear examples of common knowledge include the names of leaders of prominent nations, basic scientific laws, and the meaning of fundamental concepts and principles in a discipline. The specific audience for which a paper is written may determine what can be viewed as "common knowledge": for example, the facts commonly known by a group of chemists will differ radically from those known by a more general audience. Students should check with their teachers regarding what can be viewed as "common knowledge" within a specific field or assignment, but often the student will have to make the final judgment. When in doubt,
footnotes or references should be used.

6. **COMPLICITY IN ACADEMIC DISHONESTY:**
Helping or attempting to commit an academically dishonest act.

The academic units may have additional guidelines regarding academic dishonesty. It is the student's responsibility to check with their teachers and academic units to obtain those guidelines.

**Section 6. DISCIPLINE PROCEDURES FOR ACADEMIC DISHONESTY**

Charges of academic dishonesty shall be handled through the appropriate academic unit level procedures.

An academic unit that determines that a student is guilty of academic dishonesty may impose any academic punishment on the student that it sees fit, including suspension or expulsion from the academic unit. A student has no right to appeal the final decision of an academic unit. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the academic unit may file a grievance with the Unit Academic Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the Unit Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the academic unit.

An academic unit that suspends or expels a student from the academic unit because the student has been found guilty of academic dishonesty may recommend to the university provost in writing that the student also be suspended or expelled from all other programs and academic units of the university. Within four weeks of receiving such a recommendation, the provost shall issue a written decision. Neither the student nor the academic unit shall have the right to appeal the provost's decision. However, a student who believes that he or she has been treated unfairly, has been discriminated against, or has had his or her rights abridged by the issuance of a decision by the provost may file a grievance with the University Student Grievance Committee, pursuant to the provisions of the Student Academic Grievance Procedure; the University Student Academic Grievance Committee may not substitute its judgment on the merits for the judgment of the provost.

[End of excerpt]

**University Policy Relevant to Composition of Panel To Include Students and Faculty At-Large**

The following is excerpted from “Guidelines to Protect the Privacy of Student Records at the University of Louisville,” [http://library.louisville.edu/uarc/stupriv/guidpriv.htm](http://library.louisville.edu/uarc/stupriv/guidpriv.htm):

[start of excerpt]

**PURPOSE**

These guidelines are intended to help U of L students, faculty, staff, and administrators comply with the federal Family Educational Rights and Privacy Act.
WHAT IS THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT?

The Family Educational Rights and Privacy Act of 1974 (sometimes referred to as the Buckley Amendment, but more often by its acronym, FERPA) affords students certain rights concerning their education records. Under FERPA, U of L students have the right

- to inspect and review their education records;
- to seek to have their records amended; and
- to have some control over the disclosure of information from their records.

No one, not even a U of L student's parent or legal guardian, will have access to a student's education records, nor will their contents be disclosed, without the written consent of the student, except as provided by the Act.

U of L may release certain categories of "directory information," however, unless a student asks that some or all of that information not be disclosed.

FERPA, as amended, may be found at 20 U.S.C. 1232g; its final revised regulations may be found at 34 CFR 99. It is administered by the Family Policy Compliance Office of the U. S. Department of Education; for additional information, see the FPCO website at http://www.ed.gov/offices/OM/fpco.

DISCLOSING EDUCATION RECORDS WHERE THE STUDENT'S CONSENT IS NOT REQUIRED

U of L may disclose education records to the following persons without the student's consent:

3. U of L officials with legitimate educational interests. A university official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including the student grievance officer, law enforcement unit personnel, and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Although a person may be regarded as a "university official," he or she does not have inherent rights to any and all education record information. The university official must demonstrate a legitimate educational interest to the records custodian as opposed to a personal or private interest and such determination must be made on a case-by-case basis. When necessary, this determination is made by the director, University Archives and Records Center, who shall use the following criteria: a) is the person performing appropriate tasks that are specified in his or her position description or by a contract agreement; b) performing a task related to a student's education; c) performing a task related to the discipline of a student; d) providing a service or benefit relating to the student or student's family, such as health care, counseling,
job placement, or financial aid. Disclosure to a university official having a legitimate educational interest does not constitute authorization to share that information with a third party without the student's written permission. Furthermore, such information, when it has fulfilled its originally specified purposes, should be properly destroyed or returned to the originating office for appropriate disposition. Appropriate U of L units must establish procedures for initially instructing and periodically reminding university officials of FERPA's confidentiality requirements before giving them access to computer systems containing student education records. These university officials must also be informed of the university's criteria for determining legitimate educational interest and their responsibility for assuring that access is not abused. [Emphases not in original.]

[end of excerpt]