

The College of Liberal Arts and Sciences

Code of Academic Honesty

I promise not to lie about my academic work, to cheat, or to steal the words or ideas of others, nor will I help fellow students to violate the Code of Academic Honesty.

Students who choose not to live up to the Code are asked to leave the College.

Honesty is an essential value of our academic community.

You are here to learn and learning depends upon hard work and academic honesty.

Your instructors set high standards and expect you to do your very best, completing your work honestly.

Any student who registers for courses in the College of Liberal Arts and Sciences has, in essence, agreed to the value of learning and thus to the importance of the College's Code of Academic Honesty.

Code of Academic Honesty: Violations

The following are examples of violations against the Code of Academic Honesty in the College of Liberal Arts and Sciences.

Violations are not limited to this list and include other types of cheating, misrepresentation, and dishonesty.

Cheating

- using notes or texts during a quiz or exam when not permitted by the instructor
- using a cell phone or other technology to find information or to copy questions and answers to use or for others to use for an exam or quiz
- allowing others to assist in the completion of your quiz, exam, homework, paper, or project when not permitted by the instructor
- copying someone else's exam, homework, or laboratory work
- allowing others to view your answers or to copy your work and submit it as their own
- not following the guidelines specified by the instructor for an assignment or for a "take home" test or exam

Plagiarism

- claiming the words, sentences, arguments, rhetorical structures, or ideas of another as your own
- failing to properly use quotation marks or to cite sources correctly
- submitting material as your own that was created or written by someone else

Misrepresentation

- providing false information about reasons for class absences when requesting a make-up for a quiz, exam, or homework
- making up statistics or facts
- making up references or quotations for a works cited page
- accepting credit for a group project without doing your share of the work
- submitting the same paper in more than one course without the knowledge and approval of the instructors involved
- failing to provide full information regarding academic performance or enrollments from other courses or institutions

Forgery

- altering a score, grade, or schedule change on an academic record

- signing the name of an instructor, advisor, dean, or another student without proper authorization
- falsifying University correspondence or a student identification card

Facilitating academic dishonesty

- helping or attempting to help someone commit an act of academic dishonesty, such as helping a fellow student do a take-home exam, giving answers to an exam, collaborating with others on work that is supposed to be completed independently.

Consequences of Code Violations

Academic dishonesty diminishes the reputation of the College of Liberal Arts and Sciences and the faculty's intention of serving all students fairly and equally. It harms your fellow students, potentially hurting the classroom experience while undermining the worth of your own achievements.

As a result, the College enforces the consequences below for violations against the Code of Academic Honesty.

CLAS reports any decision concerning these violations of the Code via University e-mail to the student, the academic advisor, the instructor finding the fraud, the instructor's supervisor, the appropriate DEO, and the home college of the student.

1. Instructors in the College of Liberal Arts and Sciences (CLAS) generally fail any assignment that shows evidence that it has been completed dishonestly.
2. Instructors forward all violations against the Code to their immediate supervisor. The report is then given to the Departmental Executive Officer (DEO /Chair) who reviews the charges and forwards them to the Associate Dean in the Office of Academic Programs and Student Development.
3. The College takes the following action:
 - If CLAS finds that the violation is **unintentional**, a disciplinary warning is added to the office file under the student's name. This warning is kept on record until the student graduates or for five years, whichever is sooner. If a second report of an unintentional violation is placed in the student's file, CLAS will treat the fraud according to the guidelines for an intentional violation, below.
 - If CLAS finds evidence of **an intentional** violation of the Code, the following consequences are enforced:

- a. **For a first offense:** The student is placed on disciplinary probation until graduation or until a period of five years from the period of the probation. A notation does not appear on the student's permanent record/transcript for a first offense. However, the violation is kept internally on file until the student graduates or for five years, whichever is sooner. If the student is planning to receive a degree from a UI college other than CLAS, that college is notified of the action taken. The student's advisor, the involved instructor, the DEO of the instructor, and other appropriate persons are notified of the violation.
- b. **For a second offense:** The student is suspended from the College for one calendar year or longer and is not allowed to register at the University during that time. A second offense is recorded on the student's permanent record/transcript during the period of suspension as follows: "Not permitted to Register: Academic Misconduct." CLAS maintains an internal record of the offense until the student graduates or for five years, whichever is sooner.
- c. **For a third offense:** The Dean of the College recommends to the University President that the student be expelled from The University of Iowa. Once expulsion occurs, the offense is recorded on the student's permanent record/transcript as follows: "Not permitted to Register: Academic Misconduct." The report of academic misconduct becomes part of the student's permanent record kept in the Office of the Dean of Students.

CLAS reports any decision concerning violations of the Code via University e-mail to the student, his/her academic advisor, the instructor finding the fraud, the supervisor, the appropriate DEO, and to the home college of the student.

Appeals

If a student believes that the finding of the violation of the Code is in error or that the penalty is unjust, he or she is encouraged to arrange a meeting with the instructor and the head of the department or program to discuss the issue.

If the student is dissatisfied with the result of this meeting, he or she may request a hearing and should write to the Associate Dean for Undergraduate Programs and Curriculum (120 Schaeffer Hall) concerning this matter.

The Associate Dean will review the case and may decide on the matter internally or may refer the matter to the College's Committee to Resolve Student Grievances.

The College's Committee to Resolve Student Grievances is an ad hoc committee composed of faculty and student members. It is constituted when a student requests a hearing to reconsider a finding or penalty administered by a department in a case of violations of the Code.

If the student is not satisfied with the results of the investigation of the complaint, he or she may request a review by the Associate Provost for Undergraduate Education.