
POLICIES & PRACTICES

- ISU policies regarding the appropriate use of university facilities and the ethics of personal behavior apply to the use of all forms of electronic communication. In addition, users of any electronic communication facilities, such as electronic mail, networks, bulletin boards and newsgroups, are obligated to comply with the restrictions and acceptable practices established for those specific facilities. Certain types of communications are expressly forbidden. This includes the random mailing of messages; the sending of obscene, harassing, or threatening material; or the use of the facilities for commercial or political purposes.
- Hardware, software, manuals, supplies, etc., must not be removed from computing sites without proper authorization.
- Abuse or misuse of any computer hardware or software will be regarded as illegal and/or unethical behavior.

Violations of the University Code of Computer Ethics are treated like any other ethical violation as outlined in the Student Information Handbook and applicable faculty and staff handbooks. Violators may also be billed for illegal use of the computer systems and may be prosecuted for statutory violations, including Chapter 716A, Computer Crime, of the Iowa Code.

XIII. Academic Dishonesty

Academic dishonesty occurs when a student uses or attempts to use unauthorized information in the taking of an exam; or submits as his or her own work themes, reports, drawings, laboratory notes, or other products prepared by another person; or knowingly assists another student in such acts or plagiarism. Such behavior is abhorrent to the university, and students found responsible for academic dishonesty face expulsion, suspension, conduct probation, or reprimand. Instances of academic dishonesty ultimately affect all students and the entire university community by degrading the value of diplomas when some are obtained dishonestly, and by lowering the grades of students working honestly.

Examples of specific acts of academic dishonesty include but are not limited to:

- a. Obtaining unauthorized information.** Information is obtained dishonestly, for example, by copying graded homework assignments from another student, by working with another student on a take-home test or homework when not specifically permitted to do so by the instructor, or by looking at your notes or other written work during an examination when not specifically permitted to do so.
- b. Tendering of information.** Students may not give or sell their work to another person who plans to submit it as his or her own. This includes giving their work to another student to be copied, giving someone answers to exam questions during the exam, taking an exam and discussing its contents with students who will be taking the same exam, or giving or selling a term paper to another student.
- c. Misrepresentation.** Students misrepresent their work by handing in the work of someone else. The following are examples: purchasing a paper from a term paper service; reproducing another person's paper (even with modifications) and submitting it as their own; having another student do their computer program or having someone else take their exam.
- d. Bribery.** Offering money or any item or service to a faculty member or any other person to gain academic advantage for yourself or another is dishonest.
- e. Plagiarism.** "Unacknowledged use of the information, ideas, or phrasing of other writers is an offense comparable with theft and fraud, and it is so recognized by the copyright and patent laws. Literary offenses of this kind are known as plagiarism."

One is responsible for plagiarism when: the exact words of another writer are used without using quotation marks and indicating the source of the words; the words of another are summarized or paraphrased without giving the credit that is due; the ideas from another writer are borrowed without properly documenting their source.

Acknowledging the sources of borrowed material is a simple, straightforward procedure that will strengthen the paper and assure the integrity of the writer. The *English 104-105 Student Manual*, provides guidelines to aid students in documenting material borrowed from other sources, as does almost every handbook on writing style.

Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty or academic misconduct is therefore subject to appropriate academic penalty; to be determined by the instructor of the course, as well as sanctions under the university *Student Disciplinary Regulations*.

If an instructor believes that a student has behaved dishonestly in a course, these steps are to be followed:

1. The instructor should confront the student with the charge of dishonesty and arrange a meeting with the student to discuss the charge and to hear the student's explanation.
2. If the student admits responsibility for academic misconduct, the instructor shall inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade.

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Because academic dishonesty is also a student conduct violation under Section 4.2.1 of the Student Disciplinary Regulations, **the instructor must report the incident in writing to the Dean of Students.** After investigating the incident and discussing it with the instructor, the Dean of Students, or his/her designee, will meet with the student and depending on the severity of the offense as well as on the student's past conduct record, may handle the matter through an administrative hearing or schedule a hearing before the All University Judiciary (AUJ). This hearing, conducted according to the procedures outlined in the *Student Disciplinary Regulations*, is to determine the disciplinary action to be taken. In any case, the student's academic adviser will be informed of the incident but may not insert any record of it in the student's academic file.

3. If the student claims to be not responsible for the alleged violation of academic misconduct, the instructor may not assign the student a grade for the work in question until the question of responsibility is resolved, unless circumstances require that an interim grade be assigned. The instructor shall consult with his or her department chair and report the incident in writing to the Dean of Students.

The Dean of Students will refer the case to the Office of Judicial Affairs for investigation. After reviewing the report and completing an investigation, the Office of Judicial Affairs will file a formal complaint against the student if it is determined that there is cause to believe academic misconduct occurred. The case may be adjudicated through an administrative hearing or referred to a hearing before the All University Judiciary (AUJ) depending on the nature and severity of the violation as set forth in the *Student Disciplinary Regulations*.

If the case is referred to the AUJ both the student and instructor will be invited to attend an AUJ hearing and present pertinent information. If the Administrative Hearing Officer (in a minor case) or the AUJ (in a major case) finds the student responsible for the charge of academic misconduct, the instructor will inform the student (a) of the grade on the work in which the dishonesty occurred, and (b) how this incident will affect subsequent evaluation and the final grade. The Administrative Hearing Officer or AUJ will determine the appropriate disciplinary action with respect to the nature of the violation.

If the Administrative Hearing Officer or AUJ finds the student "not responsible" for academic misconduct, the instructor will grade the student accordingly on the work in question and the student's grade in the course will not be adversely affected. If the student is found responsible the student's adviser will be informed of the decision but shall not insert any record of the action in the student's academic file.

4. If a student either admits dishonest behavior or is found responsible for academic misconduct by the AUJ, the Office of Judicial Affairs (OJA) or AUJ may impose any of the following sanctions:

- a. Disciplinary Reprimand**

An official written notice to the student that his/her conduct is in violation of university rules and regulations.

- b. Conduct Probation**

A more severe sanction than a disciplinary reprimand, to include a period of review and observation during which the student must demonstrate the ability to comply with university rules, regulations, and other requirements stipulated for the probation period.

- c. Suspension**

- Deferred Suspension**

The suspension is deferred subject to a definite or indefinite period of observation and review. If a student is found responsible for a further violation of the University *Student Disciplinary Regulations* or an order of a judiciary body, suspension will take place immediately.

- Defined Length**

The student is dropped from the university for a specific length of time. This suspension cannot be for less than one semester or more than two years.

- Indefinite Suspension**

The Student is dropped from the university indefinitely. Reinstatement may be contingent upon meeting the written requirements of the AUJ specified at the time the sanction was imposed. Normally, a student who is suspended indefinitely may not be reinstated for a minimum of two years.

- d. Expulsion**

The student is permanently deprived of the opportunity to continue at the University in any status.

5. A student accused of academic misconduct has the option to stay in the class or to drop the class if the drop is made within the approved time periods and according to the regulations established by the University. If the student chooses to drop the class, the student will be required to sign a statement of understanding that if the student is later found responsible for academic misconduct, then the student will receive an "F" for the course.

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6. Procedures for appeal of either the All University Judiciary's conduct decision or the instructor's grade are outlined in the *Student Information Handbook*.
7. In instances in which the student admits responsibility or is judged to be responsible by OJA or the AUJ, a staff member of the Dean of Students Office will counsel with the student in an effort to deter any further such incidents.
8. Student records concerning academic dishonesty are maintained in the Dean of Students Office for a period of seven years, after which the file records are purged. These student records are confidential; nothing from them appears on a student's academic transcript.
9. In the event that an instructor is uncertain how to handle an incident of suspected academic dishonesty, the Dean of Students is available at any time to provide advice and assistance to the instructor in deciding a proper course of action to be taken.
10. Students enrolled in the College of Veterinary Medicine are bound by an honor code. A charge of academic dishonesty may be made by a student or instructor to the Interclass Honor Board chairperson according to the procedures outlined in the Honor Code, or the instructor may follow procedures outlined above. The Interclass Honor Board functions as the judiciary of the College of Veterinary Medicine for the allegations presented to it.

Other violations related to academic misconduct may include subsection 4.1.11 *Misuse of Computers* and subsection 4.2.20 *Unauthorized Sale of Others' Intellectual Works*. These subsections are located in the Iowa State University *Student Disciplinary Regulations* under section 4 of the Conduct Code.

XIV. Activity Authorizations

In order to maintain an orderly environment and to facilitate scheduling, activities of organizations which occur on university property must be scheduled in advance by utilizing the Event Authorization Process. Organizations planning to sponsor an activity that is covered by one of the following three policies (i.e., Picketing and Demonstrations, High Risk Events, Fundraisers, Concerts/Dances, Theme Weeks, Events during VEISHEA, Solicitation, and Voter Registration) must contact the Student Activities Center (294-1023) to seek authorization of the activity. Authorization will acknowledge agreement by the sponsoring organization to abide by the established procedures for that building or area. Some events (including those mentioned below) may also require additional authorization through the Event Authorization Process (see the SORM (Student Organization Resource Manual) and/or Event Authorization Process online at www.sac.iastate.edu).

PUBLIC EVENTS WITHIN DESIGNATED PUBLIC FORUM AREA

The Edward S. Allen Area of Free Debate, located west and south of the Hub, and the area south of the Campanile have been designated as public forums for noncommercial expression. If these areas have not been reserved for use for university purposes or by student, faculty or staff organizations, any member of the public or of the university community may use these areas for expressive activities on a first-come, first-served basis. Signs or placards, each of which is carried by one or two persons, are permitted. Freestanding displays are permitted as long as the display occupies a space of less than 200 cubic feet, weighs less than 300 pounds and is accompanied at all times by an individual responsible for the display. Leafleting may be conducted in a way that avoids substantial littering of the campus. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes.

PUBLIC EVENTS OUTSIDE OF DESIGNATED PUBLIC FORUM AREAS

Organizations and groups of persons wishing to use outdoor areas other than a designated public forum for a public event must file with the Student Activities Center a notice of intent to use an area. If possible, such notice should be given at least 24 hours in advance of the event but, in any case, must be given at least 3 hours prior to the event. No approval is necessary if the event meets the following criteria:

- On weekdays between the hours of 8 a.m. and 4 p.m., the event will be held at least 100 feet away from buildings that normally hold classes;
- No other person or group has been authorized to use the area or has filed a notice of intent to use that area or an adjacent area;
- The organizers do not intend to use amplification equipment or equipment requiring use of electrical power connections. Hand-held megaphones are permitted if used so as to direct the sound away from nearby buildings that normally hold classes;
- Participants will not use displays other than signs or banners carried at all times by one or two participants (unattended displays may not be used without permission);
- If the event is not held at one of the two public forum areas, the event will occur only between the hours of 8 a.m. and 10 p.m.; and
- The sponsor of the event indicates that the event will comply with the general restrictions indicated above.