ELI FACULTY HANDBOOK (Approved by Faculty May 2009)

ELI POLICY AND PROCEDURES ON ACADEMIC DISHONESTY

ELI Code of Conduct Violations Defined:

Academic Dishonesty

- **Cheating**—stealing an exam either physically or electronically; giving another student an answer during a test; handing in work or papers written by someone else; posing as someone else to take a test for her/him; copying an answer from another student’s paper or test; peeking at notes when notes are not to be used during an exam

- **Plagiarism**—stealing another person’s idea or illustration and using it as one’s own without giving credit to the original author or source; copying sentences of paragraphs directly from an article or book or web to use in an essay without giving credit to the original author (ELI Faculty Handbook, Section I., Code of Conduct, p. 4-5.)

If you believe a student has committed a minor or inadvertent act of cheating or plagiarism, you may, at your discretion, warn the student on the first violation and, at your discretion, you may require the student to do the work again. However, egregious acts of cheating or plagiarism* are actionable and should impact a student’s grade.*

After a second violation, at your discretion, you may have the student do the work again for a lower grade and/or fail the student on that assignment. You will also complete a Formal Notice of Academic Dishonesty form (see www.udel.edu/eli/facbook, under “academic honesty”) and give a duplicate copy to the Chair of the Student Attendance and Conduct Committee, who will make a notation in the student database.**

After the third violation, whether in the same class or a future class, the teacher will take the following actions:

- Fill out a Formal Notice of Academic Dishonesty form and give a duplicate copy to the Chair of the Student Attendance and Conduct Committee.
- Give the student a zero for the test or assignment in question.

The Chair of the Student Attendance and Conduct Committee is responsible for keeping track of this information and making a notation in the student database. After the third violation (second Formal Notice of Academic Dishonesty form), the Chair will notify the student, requiring him/her to attend a hearing to determine if the student should be dismissed from the program. Teachers involved are also notified to attend the hearing.
*Egregious acts of cheating or plagiarism include: (1) submitting the work of another as one’s own; (2) downloading a paper (in whole or in part) from the internet and submitting as one’s own; (3) stealing or copying an exam either physically or electronically; and (4) plagiarizing a paragraph or more from another source. (Teachers in lower levels may show more latitude for point (4), and teachers in upper levels have the latitude to be more strict.) In general, however, violations falling under (1), (2), or (3) above should result in a failing grade.

Egregious acts must be reported to the Committee on Student Conduct and Attendance (Lowell R., Scott, Joe), which will provide a letter warning the student that a second violation may lead to dismissal from the program and, if applicable, withdrawal of the University’s offer of conditional admissions. Faculty members must submit the plagiarized paper or stolen exam to the committee as evidential material.

**A second egregious violation, either with the same or different instructor, will result in a hearing of the Committee on Student Conduct and Attendance to consider dismissal of the student.

All faculty members should attach a student copy of the academic dishonesty policy to their syllabi and review with students at the start of each session of RW classes.