IPFW Women’s Studies Program Policy on Academic Honesty

Overview and Definitions

Two of the principal goals of the Women’s Studies Program are to encourage the open exchange of ideas among our students and their instructors and to provide opportunities for students to produce their own scholarship and research on gender issues. To achieve these goals, students must develop and demonstrate an appreciation for the standard of academic honesty. For this and other reasons, the Women’s Studies Programs views academic dishonesty to be a serious offense against academic principles and a violation of professional standards of conduct. We believe instructors have among their responsibilities the job of fostering students’ knowledge about what constitutes academic dishonesty. We also encourage our instructors to provide students with the skills necessary to avoid acts of unintentional academic dishonesty. However, ultimately it is the student who is responsible for knowing how and doing what is necessary to avoid academic misconduct.

Academic dishonesty can include, but is not limited to, the following: sharing information during an exam; using notes and cheatsheets during an exam when prohibited by the instructor; fabricating or falsifying data or other information; turning in someone else’s work as one’s own; buying a paper and submitting it as one’s own; paraphrasing ideas or borrowing words from other sources without appropriately documenting and citing the source, and so on.

Within Women’s Studies courses, the most common form of academic dishonesty is plagiarism within essays. Students have plagiarized when they:

- Borrow or buy a paper from another person or an online source and submit it as a your own
- Incorporate ideas from another person’s work, published or unpublished, in print or online, without properly citing the source
- Use the structure or organization of ideas from another person’s work, published or unpublished, in print or online, without properly citing the source
- Cut and paste or retype passages or phrases from another person’s work, published or unpublished, in print or online, without properly citing the source
- Inappropriately summarize a source by substituting synonyms for the source’s original words or by simply rearranging the word order of the source
- Fail to place quotation marks around any words, phrases, or sentences taken from a source
- Fail to include acknowledgments and citations that attribute words, phrases, sentences, or ideas to their original source

What the IPFW Bulletin Has to Say about Academic Honesty and Misconduct

The following is the IPFW policy on academic honesty, as detailed in the IPFW Bulletin and Student Handbook:

Policy

Academic honesty is expected of all students. [Students] are responsible for knowing how to maintain academic honesty and for abstaining from cheating, the appearance of cheating, and permitting or assisting in another’s cheating.
[The] instructor is responsible for fostering the intellectual honesty as well as the intellectual development of students, and for applying methods of teaching, examination, and assignments that discourage student dishonesty. If necessary, [the] instructor will explain clearly any specialized meanings of cheating and plagiarism as they apply to a specific course.

[The] instructor will thoroughly investigate signs of academic dishonesty, take appropriate actions, and report such activity properly to prevent repeated offenses and to ensure equity.

Procedures

An instructor who has evidence of cheating will initiate a process to determine guilt or innocence and the penalty, if any, to be imposed.

During an informal conference within 10 class days of discovering the alleged cheating, [the] instructor will inform [the student] of charges and evidence and allow [him or her] to present a defense. [The] instructor will make an initial determination after this conference. [The student] may be assigned a grade of Incomplete (I) if the matter cannot be fully resolved before course grades are due in the registrar's office.

Reporting

During the period in which [students] are permitted to drop courses, the instructor will inform the registrar promptly of any allegation of cheating, so that [the student] cannot withdraw from the course. The instructor who makes an initial finding that academic dishonesty has been practiced will impose an academic sanction. Then, within 10 class days, the instructor will supply a written report to [the student], the chair of [the] department, the dean or director of [the student’s] college/school or division, and the dean of students. The report will summarize the evidence and penalties assessed.

Appeal

If [the student’s] course grade is affected by the penalty, [he or she has] the right to appeal the penalty imposed by an instructor in accordance with the grade-appeals policy (see 18. Grade Appeals).