

PROCEDURE FOR SUSPECTED VIOLATIONS OF ACADEMIC INTEGRITY

Professors who suspect that academic misconduct has occurred are required to investigate the matter. The student may either accept responsibility for the charge or dispute the charge by requesting a hearing with the Academic Discipline Committee. (Academic discipline panels include faculty and students.) All infractions, including those resolved between the faculty member and the student, must be reported to the Associate Academic Dean and reviewed by the Academic Discipline Committee.

PENALTIES

All course-related penalties related to an academic integrity violation are at the discretion of the instructor. Typically such penalties for academic misconduct include an F on the paper, test, or assignment, an adjusted semester grade in the course, or a failing grade in the course. The Academic Discipline Committee routinely assesses additional penalties such as tutorials on ethics or plagiarism.

MULTIPLE OFFENSES

Academic Discipline Committee hearings are automatically convened in the case of second or multiple academic integrity violations. In such circumstances the committee considers such sanctions as suspension, expulsion from the university, and/or other, more severe, recourses.

ADDITIONAL INFORMATION

Please visit www.furman.edu/integrity for more resources regarding academic integrity, including links to Furman policies. Direct any questions or concerns to Associate Academic Dean Dr. Kyle C. Longest, in person (*Administration 209*), by phone (*extension 2064*), or by email (*academic.deans@furman.edu*).

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ACADEMIC INTEGRITY AT FURMAN

“We learned about honesty and integrity – that the truth matters...that you don’t take shortcuts or play by your own set of rules... and success doesn’t count unless you earn it fair and square.” –*Michelle Obama*

“*Rather fail with honor than succeed by fraud.*” –SOPHOCLES

“*Knowledge without integrity is dangerous and dreadful.*”
–SAMUEL JOHNSON

“THE REPUTATION OF A THOUSAND YEARS MAY BE DETERMINED BY THE CONDUCT OF ONE HOUR.” –*Japanese Proverb*

IT IS THE DESIRE OF FURMAN UNIVERSITY TO UNITE ITS MEMBERS IN A COLLECTIVE COMMITMENT TO INTEGRITY. IN SO DOING, FURMAN UNIVERSITY STRIVES TO TEACH ITS MEMBERS TO LIVE LIVES OF HUMILITY, RESPECT, AND RESPONSIBILITY. THEREFORE, IT IS THE EXPECTATION THAT ALL MEMBERS OF THE FURMAN UNIVERSITY COMMUNITY WILL CONDUCT THEMSELVES WITH INTEGRITY IN ALL ENDEAVORS. IN HONORING THESE VALUES AND IDEALS AS FURMAN UNIVERSITY'S FOUNDATION, IT IS WITH UTMOST FAITHFULNESS AND DIGNITY THAT I WILL SUBSCRIBE TO THEM.

–FURMAN INTEGRITY PLEDGE

The Furman Integrity Pledge serves as the cornerstone of life in and out of the classroom at Furman. Within this framework, the healthy functioning of the undergraduate learning community depends upon the six fundamental values of academic integrity: honesty, trust, respect, fairness, responsibility, and courage.* As an institution, Furman expects all members of its community to uphold and comply with the highest standards of academic conduct. Violations of the ethical standards of the institution will have severe consequences.

As a student at Furman, you have a serious responsibility to uphold academic integrity. First and foremost, you must behave honorably in your academic work. This means you must be aware of what constitutes academic dishonesty (see listed examples). If you are unsure of what is required or is not allowed for a particular assignment, it is your responsibility to ask your instructor for clarification. If you have a doubt, ask. You should also carefully consult all the information found in the student section of the Academic Integrity website (furman.edu/integrity). Being informed is vital, since ignorance of what constitutes academic misconduct is not an acceptable defense for violating the community standard.

Additionally, you should commit yourself to promoting academic integrity among your peers. Set the standard for honesty and encourage others to do the same. If you suspect that a fellow student is cheating, you should notify your professor immediately.

* Second Edition of *The Fundamental Values of Academic Integrity* brochure, published by The Center for Academic Integrity, Clemson University, 2014 (academicintegrity.org).

EXAMPLES OF ACADEMIC MISCONDUCT

Furman's academic integrity policy is in effect even if not explicitly stated. Below are general explanations and examples to help educate students on forms of academic misconduct. These examples should not be considered an exhaustive list. Individual instructor or course policies supersede any definition provided here. Remember to ask your course instructor to clarify what is permissible. Don't assume that what applies in one course automatically extends to another.

CHEATING

- Use of information, devices, sources or practices in completing academic activities (e.g., writing papers, preparing reports, solving problems) unless explicitly permitted by the instructor or guidelines.
- Representing work as your own that was obtained from someone else or another source.
- Fabricating or falsifying data.
- Turning in the same assignment in two different classes without the express permission of the instructor.
- Turning in a new version of an assignment completed previously (in high school or college without the express permission of the instructor).

PLAGIARISM

- Presenting ideas, words, expressions, statements, pictures, graphs, or other material from another source as your own, with or without consent of the original author or source, by incorporating it into your work without proper acknowledgment or citation. Please note that this applies to material drawn from any source, human and technological. You should consult with your instructor about the proper citation format for all sources.
- Copying word for word from another source without proper attribution.
- Paraphrasing written ideas from another source and presenting them as one's own.

UNACCEPTABLE COLLABORATION

- Submitting as one's own work the product of collaboration with another person or source, unless explicitly permitted by the instructor or guidelines.
- Working with other people or sources on an assignment intended to be done individually.

FACILITATING MISCONDUCT

- Providing material or information (e.g., term papers, data, answers to questions, information about a test already taken) to another person or source (e.g., website, online discussion board), either deliberately or inadvertently, with the knowledge that these materials or information could be used improperly.

OTHER TYPES OF MISREPRESENTATION

- Cultural Life Program Policy Violations Procedures
- Lying to a university official (instructor, administrator, staff member).
- Forging an official document.