

## **Academic Honesty**

All students are expected to adhere to basic standards of academic honesty and integrity. All work submitted is expected to be the student's own thought and expression unless another source is acknowledged and appropriately footnoted. Violation of academic honesty is regarded as an extremely serious offense. Discovery of such a violation may result in an "F" grade for the course, and possible termination as a student at the ACTS, or revocation of a degree previously granted. In any case, faculty members are obligated to report all apparent violations of academic honesty to the Dean.

## **Plagiarism**

Plagiarism is literary theft, or offering the words or ideas of another as if they were one's own, with no acknowledgment of the source. Whenever the ideas or words used are taken from a source, this source must be given credit. This applies not only to direct quotations, but also to indirect quotations (in which the original statement is paraphrased). Sources that must be given credit include not only published books, journals, magazines, newspapers, etc., but also other types of media, such as electronic resources (CDROM, Internet, etc.), film, television, radio, and cassette recordings, as well as lectures and the work of other students. The principle also holds true for less direct borrowings, if the ideas in question are distinctive to the source as opposed to being considered common currency (this is often a matter of judgment; when in doubt, students are advised to err on the side of giving too many citations, rather than too few).

The prohibition of plagiarism applies to dissertations, theses, projects, term papers, class reports, take-home examinations, and any other work (whether in writing or in another media for communicating ideas) intended to fulfill requirements for a class or degree program. The School recognizes that plagiarism is culturally defined. Consequently, students not experienced in the U.S. educational system may be asked to rewrite plagiarized work without the assumption of dishonest intent on the student's part. Nevertheless, under no circumstances is plagiarized work acceptable, and all students are expected to learn what constitutes plagiarism in the U.S. educational context. Cheating involves the use of any kind of assistance (e.g., written, oral, aural, or visual) that has not been specifically authorized. In regard to take-home examinations, students are not to receive assistance from others unless it has been clearly specified that a certain form of assistance is permissible (e.g., in the preparation for, as distinct from the actual writing of, the examination), or that the exam is to be a cooperative effort.

## **Consequences**

If it is determined that cheating or academic dishonesty has taken place, the minimum consequences are as follows:

- The professor will report the student's name to the Office of the Dean so repeat offenses can be tracked.
- A letter regarding academic dishonesty will be issued by the Faculty. It will be placed in the student's official file in their Populi account and a copy will be sent to the student.
- The student will be penalized.
  - For the first offense, the student may receive a warning or a grade of F for the assignment from the professor. The student will be referred to the Faculty assigned to Introduction to Theological Research and Writing for further education on plagiarism.
  - For the second offense, the student will fail the course. The Dean will report this failure to the Registrar, the professor involved and the student as soon as a determination has been made.
  - For the third offense, the student will be dismissed from the School. The Dean will inform the Registrar's Office, the student and the professor involved. Stricter penalties can be imposed by the

professor, in consultation with the Dean. If an instructor stipulates on their syllabus that a student may fail a course due to a single incident of plagiarism, particularly on major projects, papers, or examinations, that policy will be recognized by ACTS and Dean.

### ***Appeal Process***

Any appeal must be made in writing to the Committee on Academic Procedures (CAP) within 15 days of notification. The decision of the Committee on Academic Procedures is final. If the professor involved is currently serving on CAP, the Dean will appoint another faculty person to replace the professor involved for the discussion and vote on the appeal. The Dean may be present during CAP's deliberations as an ex-officio member.