

## **General Guidelines for Proposal to Revise an Academic Policy**

- This form is used to make revisions to existing university academic policies such as those included in the Academic Requirements and Regulations section of the undergraduate catalog.
- A proposal to revise an existing academic policy at the program or college/school level should be submitted using the proposal to revise a program.
- Proposals to revise academic policies are **action items**.
- **Item 1** should briefly state the proposed revision to the academic policy.
- **Item 2** should state the current policy as printed in the catalog.
- **Item 3** should state the proposed policy to be printed in the catalog.
- **Item 4** should cite specific justification for the revision including supporting data, if appropriate. Is the revision a result of state or federal requirements or other governing or oversight agencies?
- **Item 5** should indicate the impact on any existing policies that may be affected by this revision, including the impact upon the populations that may be affected. Note that revisions in academic policies may impact non-academic policies.
- **Item 6** should indicate when the proposed revision goes into effect and any special provisions for currently enrolled students.

Proposal Date:

**College Name**  
**Department Name**  
**Proposal to Revise an Academic Policy**  
**(Action Item)**

Contact Person: Jennifer Hammonds, [jennifer.hammonds@wku.edu](mailto:jennifer.hammonds@wku.edu), 270-745-5030

Identification of proposed policy revision:

**1. Catalog statement of existing policy:**

## Academic Offenses

The maintenance of academic integrity is of fundamental importance to the University. Thus, it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

A student who believes a faculty member has dealt unfairly with them in a course involving academic offenses such as plagiarism, cheating, or academic dishonesty, may seek relief through the Student Complaint Procedure. Questions about the complaint procedure should be directed to the Student Ombuds Officer at [student.ombudsman@wku.edu](mailto:student.ombudsman@wku.edu).

### Academic Dishonesty

Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected, or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct for disciplinary sanctions.

### Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project that is submitted for purposes of grade determination.

### Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be their own. One must give any author credit for source material borrowed from them. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

## Other Types of Academic Dishonesty

Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Conduct at (270) 745-5429 for further action. <http://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>.

### 2. Catalog statement of proposed policy:

## Student Rights and Responsibilities

### Code of Student Rights and Responsibilities

The Code of Student Rights and Responsibilities is set forth in writing to provide students general notice of their rights and responsibilities at Western Kentucky University. Further rights and responsibilities are set forth in other University rules and policies, including the [Code of Student Conduct](#), [Student Handbook](#), Residence Hall contracts, graduate and undergraduate catalogs, and academic unit websites. It is the students' responsibility to be aware of all University rules and policies; students should check with the Dean of Students Office or Office of Student Conduct if they have any questions about the purposes or intent of these policies.

## Academic Integrity

Students are expected to pursue their studies with commitment to intellectual honesty and personal integrity. The maintenance of academic integrity is of fundamental importance to the University. Examples of academic offenses include (but are not limited to): any act of plagiarism, cheating, or falsification or misuse of academic records. Thus, it should be clearly understood that acts of plagiarism or any other form of cheating will not be tolerated and that anyone committing such acts risks punishment of a serious nature.

A student who believes a faculty member has dealt unfairly with them in a course involving academic offenses such as plagiarism, cheating, or academic dishonesty, may seek relief through the Student Complaint Procedure. Questions about the complaint procedure should be directed to the Student Ombuds Officer at [student.ombudsman@wku.edu](mailto:student.ombudsman@wku.edu).

### Academic Dishonesty

Academic dishonesty is defined as engaging or attempting to engage in any activity that compromises the academic integrity of the institution or subverts the educational process. This definition applies to work submitted face-to-face or through on-line or electronic means and work submitted for face-to-face, hybrid, and on-line courses. Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which

the act is detected, or a failing grade in the course without the possibility of withdrawal. The faculty member may also present the case to the Office of Student Conduct for disciplinary sanctions and the Office of the University Registrar if action by these offices are required. Students may be held responsible for committing academic dishonesty while enrolled even if the student withdraws from the course.

## Cheating

No student shall receive or give assistance not authorized by the instructor in taking an examination or in the preparation of an essay, laboratory report, problem assignment, or other project that is submitted for purposes of grade determination.

## Plagiarism

To represent written work taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of a student must be their own. One must give any author credit for source material borrowed from them. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage without reference to the source after having changed a few words is also plagiarism.

## Multiple Submissions

Submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more courses without approval of the instructors involved, including when repeating a course; or submitting the identical or substantially the same assignment or portions thereof from a previously completed course to fulfill the requirements for another course without the approval of the instructor of the latter course; or submitting the identical or substantially the same assignment or portions thereof to fulfill the requirements for two or more academic assignments within a course without the approval of the instructor.

## Other Types of Academic Dishonesty

Other types of academic offenses, such as the theft or sale of tests, should be reported to the Office of Student Conduct at (270) 745-5429 for further action. <http://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>.

### **3. Rationale for proposed policy revision:**

To provide clarity of the process and procedure as well as include the role of students in the policy. Our current policy had several gaps, such as multiple submissions, which needed to be updated and included.

**4. Impact of proposed policy revision on existing academic or non-academic policies:**

4.1 Impact on policies: N/A

4.2 Impact on populations that may be affected: N/A

**5. Proposed term for implementation: Fall 2022**

**6. Dates of prior committee approvals:**

University Senate Academic Quality Committee

Department/ Unit \_\_\_\_\_

**3/15/22** \_\_\_\_\_

College Curriculum Committee (if applicable)

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UCC Academic Policy Subcommittee (if applicable)

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Undergraduate Curriculum Committee

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University Senate

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