

Hawai'i Pacific University supports and protects the academic freedom of both the faculty and the students. The examination of partisan views, no matter how controversial, within the purview of a course of instruction, is the very life-blood of freedom of thought and inquiry in an educational institution within a free society.

Like all other rights and privileges in a free society, academic freedom is constrained by other freedoms and rights of individuals within the society. Academic freedom necessitates the recognition of significant contrary viewpoints and requires a degree of respect for the rights of others to hold such contrary viewpoints. Academic freedom requires differentiation between personal views and opinions and proven facts of broadly held conclusions within a discipline. It is neither possible nor desirable to attempt to enumerate the limits of academic freedom. In general, academic freedom is abused when important individual rights of others within the community are denied under the guise of academic freedom.

All members of the University will be expected to exercise their rights to academic freedom responsibly. (HPU Policies and Procedures)

POLICY ON ACADEMIC HONESTY

The University's policies and procedures regarding Academic Honesty are published for your review and information. Please read them carefully.

I. General Statement

It is Hawaii Pacific University policy that any act of Academic Dishonesty will incur a penalty up to and including expulsion from the University. Any student, who cheats on an academic exercise, lends unauthorized assistance to others, or who hands in a completed assignment that is not his or her work will be sanctioned. The term "academic exercise" includes all forms of work submitted for points, grade, or credit.

II. Definitions

Academic Dishonesty involves the following:

A. Cheating

1. The intentional use of or attempted use of unauthorized assistance, materials, information, and/or study aids in completing an academic exercise.
2. The act of collaborating and working together on any academic exercise without the approval of the instructor, producing an exercise which is similar in content and form, so as to create doubt as to whether the work was truly the product of individualized effort.
3. Examples of cheating include but are not limited to:
 - a. Giving or receiving unauthorized assistance during examinations;
 - b. Submitting an assignment that is so similar in appearance, content, and form to an assignment submitted by another person that it could not have been independently produced.

B. Plagiarism

1. The deliberate use or reproduction of ideas, words, or statements of another as one's own without proper acknowledgement or citation.
2. Examples of plagiarism include but are not limited to:
 - a. Using verbatim or paraphrased text without proper citation;
 - b. Paraphrasing so as to mislead the reader regarding the source;
 - c. Submitting, without permission, the same written or oral material in more than one course;
 - d. Obtaining research or laboratory data from another individual or source but presenting it as one's own

C. Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another commit an act or acts of academic dishonesty as defined in this policy.

D. Fabrication

1. The intentional or unauthorized falsifying or inventing of any information or citation in an academic exercise or University document.
2. Examples of fabrication include but are not limited to:
 - a. Falsifying data or signatures of an official University document (e.g., registration form, college record, and/or transcript);
 - b. Misrepresenting a fact in order to obtain a course exemption, waiver, or withdrawal.

III. Procedures for Academic Dishonesty

A. Instructor Action

Incidents of Academic Dishonesty substantiated by evidence may be dealt with by the instructor in the classroom in one of the following ways. Suggested penalties are:

1. Require the student to redo the exercise or a new exercise as a condition for continuing in the course or avoiding one of the other penalties below.
2. Give the student an "F" or a "0" for the exercise and permit it to be redone with or without a penalty at the instructor's discretion. For example, the grade on the new exercise could replace the "F" or "0", or it could be averaged with it, or lowered by one letter grade.
3. Give the student an "F" or a "0" for the exercise and not permit it to be redone.
4. Lower the course grade or assign a course grade of "F".

Even if the instructor disposes of the case in the classroom, a Report of Academic Dishonesty must be submitted to the Vice President of Academic Administration via the appropriate dean. The Report should detail the dishonesty act and the disposition. If the student disagrees with the instructor's

decision, the student may make a written appeal to the appropriate dean in accordance with the Academic Grievance Procedures in the current Student Handbook. Students in the School of Nursing should also refer to the Student Nursing Handbook.

B. Academic Dean and Vice President for Academic Administration

The Vice President of Academic Administration maintains a confidential tracking system of repeated acts of Academic Dishonesty. The Vice President of Academic Administration will notify the appropriate dean if the student is a repeat offender, and the dean must then attempt to interview the student to assess the situation. If the student refuses to be interviewed without a verifiable reason (e.g., a documented medical emergency) then this will be noted. After the interview (or reasonable attempts to schedule one), the dean may impose additional penalties, and/or refer the incident to the Vice President of Academic Administration. The Vice President of Academic Administration may then impose additional penalties or uphold penalties already imposed. The Vice President of Academic Administration may refer the incident to the Academic Conduct Review Board. Throughout all these actions, the instructor involved will be kept advised. One possible penalty for repeat offenders is expulsion from the University.

C. Academic Conduct Review Board Action

Action by the Board will conform to the guidance outlined in the Student Handbook. Board action must be approved by the Vice President of Academic Administration prior to execution.

IV. Time Line for Academic Dishonesty Incidents

A. Instructor Action

The Report of Academic Dishonesty should be submitted to the dean of the college in which the course is located within ten (10) working days of discovery of the incident. The instructor may set his or her own time for corrective action but expedience is encouraged.

B. Appropriate Dean Action

The dean of the academic division involved will review the instructor's Report of Academic Dishonesty and forward it to the Vice President of Academic Administration within ten (10) working days. The Vice President of Academic Administration will tell the dean if the student is or is not a repeat offender within another ten (10) working days. The dean will invite the student to be interviewed within another ten (10) working days. If the student cannot meet in this time period, the dean may proceed to the next step immediately, or choose to make a reasonable delay to accommodate the student. If the dean decides to take punitive action, the dean will decide appropriate action within an additional ten (10) working days. The student may appeal the decision to the dean in accordance with the Student Handbook within ten (10) working days of being notified. The instructor may also appeal the recommendation of the dean to the Vice President of Academic Administration within ten (10) working days.

C. Vice President of Academic Administration Action

If the dean forwards the Report of Academic Dishonesty to the Vice President of Academic Administration for action, the Vice President has ten (10) working days to decide on the appropriate penalty or convene the Academic Conduct Review Board.

D. Academic Conduct Review Board Action

Within ten (10) working days of notification of convening, Board members, as identified in a Student Handbook, will meet with the offending student and conduct a hearing to decide on a penalty if appropriate. Results of the Board recommendation will be made to the Vice President of Academic Administration for approval and execution of the penalty within ten (10) working days. Upon approval, the Vice President of Academic Administration will notify the student, concerned dean, and instructor of the Board's decision.

Note: If the student accused of academic dishonesty is nearing his/her graduation date, then this review process will be accelerated accordingly.

(September 2004)