

# Student's Policies and Procedures

## Policy on a Drug Free Environment

The College of Public Health subscribes to the University's drug free policy, which can be viewed at <http://www.uiowa.edu/~our/opmanual/ii/12.htm>.

## Policy on Student Academic Conduct Standards and Procedures

### *Standards of Academic Conduct*

The faculty of the College of Public Health expects the conduct of a student registered or taking courses in the College to be consistent with that of a professional person. Courtesy, honesty, and respect should be shown by students toward faculty, guest lecturers, administrative support staff, and fellow students. Similarly, student should expect faculty to treat them fairly, showing respect for their ideas and opinions and striving to help them achieve maximum benefits from their experience in the College.

### *Academic Misconduct*

If an enrolled student commits an act of academic misconduct and is subsequently subject to disciplinary action by the University, the graduate programs within the College of Public Health reserve the right to impose their own disciplinary action which can include, but is not limited to probation and/or dismissal from the program.

“Academic misconduct is identified as: including the acquisition of honors, awards, certification or professional endorsements, degrees, academic credits, or grades by means of cheating, plagiarism, or falsification, including forgery, with respect to any examination, paper, project, application, recommendation, transcript, or test, or registration document or by any other dishonest means whatsoever, or aiding or abetting another student to do so.” From the University of Iowa Operations Manual, Part IV. STUDENTS, CHAPTER 1: GENERAL REGULATIONS APPLYING TO STUDNETS (Amended 9/93; 10/94; 7/95; 9/98)  
<http://www.uiowa.edu/~our/opmanual/iv/01.htm>.

#### A. Plagiarism, Cheating and Falsification

Plagiarism is the unacknowledged use of another's ideas expressed in either the author's original words or in a manner similar to the original form. When using ideas, direct quotes, or paraphrases, the source must be footnoted or referenced. This principle applies even if the writer discovers that an idea, initially thought to be his or her own, has already been published by someone else. **It is the student's responsibility to seek clarification of any situation in which he/she is uncertain whether plagiarism is/has been involved. Students who are uncertain about what constitutes plagiarism should first consult with their instructor, and second, consult with their advisor or other faculty members.**

“Plagiarism includes but is not limited to the following:

- presentation of ideas of others without credit to the source;
- use of direct quotations without quotation marks and without credit to the source;
- paraphrasing without credit to the source;
- participation in a group project which present plagiarized materials;
- failure to provide adequate citation for material obtained through electronic research;
- downloading and submitting work from electronic databases without citation;
- submitting materials created/written by someone else as one's own;
- including purchased term/research papers.

Cheating includes but is not limited to the following:

- accepting credit for a group project without doing one's share;
- copying from someone else's exam, homework, or laboratory work;
- allowing someone to copy or submit one's work as his/her own;
- submitting the same paper in more than one course without the knowledge and approval of the instructors involves;
- using notes or other materials during a test or exam without authorization;
- not following the guidelines specified by the instructor for a 'take home' test or exam."

From the College of Liberal Arts and Sciences Student Academic Handbook; X Student Rights and Responsibilities. (Accessed 8/23/2010 <http://www.clas.uiowa.edu/students/handbook/x/>)

Falsification includes but is not limited to the following:

- changing or misrepresenting data or experiments;
- making up data, experiments or other significant information in proposing, conducting or reporting research;
- misrepresenting significant matters, such as the credentials of an investigator in a research proposal.

#### B. Procedures for addressing alleged academic misconduct

In the event that academic misconduct is suspected, the following procedures will be followed

1. The instructor will meet as soon as is feasible with the student to clarify the situation.
2. If the meeting results in a no sanction or only a relatively minor sanction (such as requiring student to re-do an assignment with no grading penalty), and the student accepts the sanction, the process will be considered completed. No additional reporting will be required, nor will there be any information related to the situation entered into the student's permanent record.
3. If, after the meeting with the student, the situation is either not resolved to the satisfaction of either the Instructor or the student, or if the resulting sanction is not of a relatively minor nature, the Instructor will bring the matter to the attention of either the Department Head or Graduate Program Director, depending on prior

determination by the Department. (If the instructor is also the Department Head, the Associate Dean of Education and Student Affairs will assume the role in these proceedings that the Department Head would typically assume. If the instructor is also the Program Director, the Department Head will assume the role in these proceedings that the Program director would typically assume.)

The Department Head/or Program Director will appoint a review committee consisting of 2-3 primary faculty members from the Department. One Committee member will be designated as Chair. Once appointed the committee will proceed with all deliberate speed to render their recommendation. All attempts will be made to keep allegations and procedures confidential.

4. The Instructor will provide the Committee with a written description of the suspected plagiarism or academic misconduct. Information serving to identify the student will be removed from this material. To the extent feasible the Committee chair will work with the Instructor to obtain all necessary background information for the Committee to review. The Committee will then review the documentation.
5. If necessary, a meeting will be convened to allow the student an opportunity to discuss the alleged plagiarism or academic misconduct. The Committee will preside over the meeting with the Instructor, student and Department Head/Program director in attendance. The Department Head/Program Director will serve as a process advisor to ensure that the Committee's deliberative process follows Departmental and Graduate College guidelines.
6. The Committee will make a determination of whether academic misconduct has occurred and determine the resulting sanction. Sanctions may range from no action, to re-doing the assignment, to significantly lowering the grade, to failure of the assignment, to failure of the course. The Committee may also recommend to the full Departmental faculty that the student be dismissed from the degree program. Consideration of such a dismissal recommendation will be held within 14 calendar days of the transmittal of the Committee's formal recommendation.
7. The student(s) may contest the Committee's sanction within 14 calendar days of written notification of that action by appealing, in writing, to the Associate Dean for Education and Student Affairs. Students dissatisfied with the resolution of this appeal may seek an audience with the Dean of the Graduate College. A final appeal may be made to the Provost.
8. For students enrolled in degree programs outside the Department, the Committee's review of the facts, findings and sanctions will be directly communicated to the DEO of the department in which the student is currently enrolled by the instructor.
9. A copy of the final determination document will be maintained by the Department, and an additional copy will be furnished to the Associate Dean for Education and Student Affairs.

## **Additional Policies & Regulations Affecting Students**

The following University of Iowa policies and regulations affecting students are established by the Division of Student Services and are on the web at <http://dos.uiowa.edu/current-policies-and-regulations-affecting-students-2010-2011-academic-year/index>

- A. Student Bill of Rights
- B. Policies Related to Students Rights and Responsibilities
- C. Student Records Policy
- D. Student Complaints Concerning Faculty Actions
- E. Student Complaints Concerning Actions by Teaching Assistants
- F. University Policy on Human Rights
- G. Office of the University Ombudsperson
- H. University Policy on Sexual Harassment
- I. University Policy on Consensual Relationships Involving Students
- J. University Policy on Anti-Harassment
- K. Student Employee Grievance Procedure
- L. Complaints of Discrimination
- M. Disability protection Policy
- N. Anti-Retaliation Policy
- O. Statement on Religious Diversity and the University Calendar