

Academic Affairs Committee
February 16, 2022 at 3:30 pm
Via WebEX: <https://uncp.webex.com/meet/robin.snead>

Committee Members:

Timothy Altman (Senator)
Robert Arndt (Chair, Subcommittee on Academic Support Services)
Paul Flowers (Chair, Subcommittee on Curriculum)
Deborah Hummer (Senator)
Jennifer Jones-Locklear (Senator)
Cindy Locklear (Senator)
Zoe Locklear (Ex Officio, Interim Provost)
Shilpa Regan (Chair, Enrollment Management Subcommittee)
Gretchen Robinson (Senator)
Robin Snead (Senator; Chair, Academic Affairs Committee)
Joseph Van Hassel (Chair, General Education Subcommittee)
Eric Voecks (Senator)

Agenda

- I. **Call to Order**
- II. **Approval of Minutes from the January 19, 2022 meeting (Appendix A)**
- III. **Approval of the Agenda**
- IV. **Determination of Secretary (rotating)**
- V. **Report from Chair**
- VI. **Report from Administration**
- VII. **Reports from Subcommittees**
 - A. **Academic Support Services**
 - B. **Curriculum**
 1. Curriculum Proposals Requiring Action (View at <https://uncp.curriculog.com/agenda:172/form>)

- a. From the department of Biology—new course proposal, BIO 3015 Medicinal and Poisonous Plants
 - b. From the department of Sociology and Criminal Justice—program revision proposal, BA in Criminal Justice, adds CRJ 3700 Ethics in Criminal Justice as a required core course
2. Approved Curriculum Proposals for Information
 - a. From the department of History—course revision proposal, HSTS 4xxx, changes the course title and description to clarify that this is a research-intensive course
 - b. From the department of History—course revision proposal, HST 5200, changes the course title and description to correlate with the dual-listed undergraduate course (HST 4050)

C. Enrollment Management

1. Motion to revise policy on repetition of course work (Academic Catalog <https://catalog.uncp.edu/content.php?catoid=25&navoid=1504>) as shown:

Repetition of Course Work

A student who wishes to repeat a course must adhere to the following policies:

1. The original course and the repeat course must be taken at UNCP, **unless the repeat course satisfied the requirements of a conferred AA or AS under the Comprehensive Articulation Agreement or AFA under the Uniform Articulation Agreement.**
2. The course being repeated must be the same course taken previously; no substitutions are allowed.
3. Students may repeat a course twice. Exceptions to this limit require approval of the chair of the department offering the course and the appropriate dean.
4. All grades received in courses repeated will be used to compute the quality point average, unless the student elects to use a grade replacement (see "Grade Replacement Policy" below).
5. A student will receive credit (earned hours) for a course one time, and highest grade will be used in meeting graduation requirements.

6. All entries remain a part of the student's permanent record.

D. General Education

VIII. Unfinished Business

A. Honor code concerns regarding duplicate work for credit/self-plagiarism

1. UNC-Pembroke documents
 - a. [POL 02.05.05](#) Academic Honor Code Policy ([Appendix B](#))
 - b. [Student Handbook](#) information on the Academic Honor Code, pp. 53-54 ([Appendix C](#))
2. UNC system schools and peer institutions statements related to submission of work for duplicate credit ([Appendix D](#))
3. UNC system schools and peer institution documentation—[visit this OneDrive link](#) (You must be logged in with your UNCP credentials.)

B. March meeting date

IX. New Business

X. Announcements

XI. Adjournment

Appendix A

Academic Affairs Committee

January 19, 2022 at 3:30 pm

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Zoe Locklear (Ex Officio, Interim Provost)

Shilpa Regan (Chair, Enrollment Management Subcommittee)

Gretchen Robinson (Senator)

Robin Snead (Senator; Chair, Academic Affairs Committee)

Joseph Van Hassel (Chair, General Education Subcommittee)

Eric Voecks (Senator)

Members absent: Zoe Locklear

Guests- Dr. Elizabeth Normandy

Agenda

XII. Call to Order

Call to order 3:30PM

XIII. Approval of Minutes from the November 17, 2021 meeting

Minutes approved by acclamation

XIV. Approval of the Agenda

Agenda approved as circulated by acclamation

XV. Determination of Secretary (rotating)

Tim Altman, volunteer

XVI. Report from Chair

Information from Senate

- From Governance

- Discussing the makeup of Senate membership, qualifications for Senate Chair, and qualifications for Pro Tem.
- Discussing the requirement of roll call voting, as Senate and Senate committees are not policy making bodies
- Ruled that a vote of a simple majority, without consideration of abstentions, is sufficient to pass a motion. Abstentions from voting do not affect quorum.
- Moved to change the membership of FERS to 8 total members including a representative from each division, one at-large member, and a digital portfolio administrator appointed by the Provost. This passed the Senate.
- Moved to clarify that ex-officio members of committees and subcommittees do have voting rights. This passed the Senate.
- From FIAC—motion to clarify that individual self-evaluations do not need to be included in tenure and promotion portfolios, only the summaries
- Special committee on SEIs is making progress but may not have anything ready until next year
- Information on the two-year residency requirement presented by Dr. Jeffrey Howard

Information on the ICC

- There were no proposals establishing new courses seeking ICC designation
- February 2 is the deadline for existing Gen Ed courses seeking ICC designation; March 2 is the deadline for existing non-Gen Ed courses seeking ICC designation
- At this point, the routing form has not been launched in Curriculog for ICC designation

XVII. Report from Administration-

Dr. Locklear not able to attend. Dr. Normandy- no report. Available to answer questions.

Dr. Flowers asked if Merit Pay was involved in this pay raise. Dr. Normandy replied that state is giving 2.5% to all faculty. Campus has allocated an amount for Merit pay increases (related to Merit ratings from evaluations). That process will take some time to get through. May see it in March (or later). Robert Arndt- has not had evaluation (from Dean of Library) in several years. Would this apply to Library? Dr. Normandy replied that the Dean of Library will deal with their increases.

XVIII. Reports from Subcommittees

A. Academic Support Services

Robert Arndt- no report

B. Curriculum

Paul Flowers- considered 9 proposals, pre-requisite changes for history courses, and other. But, nothing for AA to vote on today. More coming later in the Spring.

C. Enrollment Management

Shilpa Regan- No report

D. General Education

No report

XIX. Unfinished Business- no Unfinished Business

XX. New Business

Academic Honor Code questions have arisen regarding plagiarism. University definition of plagiarism does not include self-plagiarism. Some faculty include self-plagiarism in their definition in syllabus. This was discussed by AA committee. The committee will move forward with collecting information about this (involving Student Conduct, etc.).

Academic Affairs meeting in March- Academic Calendar Change -moving beginning of Spring semester, then moved Spring Break dates (over March AA meeting). March and April meetings are busiest meetings of the year.

Robin Snead will send poll to see if March 23 will work as an alternate date (since regular meeting fell during new spring break week).

XXI. Announcements

Next meeting Feb. 16 at 3:30PM

XXII. Adjournment

Adjourned at 4:05PM

Appendix B

POL 02.05.05 Academic Honor Code Policy

Authority: Chancellor

History:

- First Issued: Prior to July 2004
- Revised: July 2004
- Last Revised: November 10, 2015

Related Policies:

- [UNC Policy Manual 700.4.1 – Minimum Substantive and Procedural Standards for Student Disciplinary Proceedings](#)
- [UNC Policy Manual 700.4.2 – Policy on Student Conduct](#)

Additional References:

- [Request for Appellate Consideration](#)
- [Settlement of a Violation of the Academic Honor Code](#)
- [UNCP Student Handbook](#)
- Lancaster, J. (2008). Student conduct practice the complete guide for student affairs professionals. Sterling, Va.: Stylus Pub
- [The University of North Carolina. \(2017\). Academic Dishonesty. In The Instrument of Student Judicial Governance \(pp. 5-6\). Chapel Hill, NC.](#)

Contact Information: Office of Student Conduct, 910-521-6851.

1. STATEMENT OF PRINCIPLES

1.1 Academic honor and integrity are essential to the existence of a university community. If high standards of honesty are not maintained by everyone, the entire community and society itself suffer. Maintaining standards of academic honesty and integrity is ultimately the formal responsibility of the instructional faculty. Therefore, when any academic dishonesty is suspected, a faculty member has the responsibility to, and must, follow the policies and procedures of the UNCP Academic Honor Code.

1.2 Students are important members of the academic community. As responsible citizens of the UNCP community, students are obligated to uphold basic standards of honesty and to actively encourage others to respect and maintain those standards. Allowing academic dishonesty is just as dishonest as committing a dishonest act oneself.

1.3 The Academic Honor Code applies to both undergraduate and graduate students who attend the University of North Carolina at Pembroke.

2. ACTS THAT VIOLATE THE ACADEMIC HONOR CODE

2.1 While specific violations may take many forms, the general categories of acts that violate the Academic Honor Code are as follows:

2.1.a. Cheating. Cheating means the use of or attempted use of unauthorized materials and methods (notes, books, electronic information, submission of work composed by another entity, telephonic or other forms of communication, or other sources or methods) in any academic exercise, whether graded or otherwise. This definition includes both giving unauthorized information (in either oral or written form) and receiving such information during any academic exercise, whether graded or otherwise.

2.1.b. Plagiarism. Plagiarism is defined as the representation of another's words, thoughts, creative works, images or ideas as one's own without proper attribution in connection with submission of academic work, whether graded or otherwise.

2.1.c. Fabrication and falsification. Fabrication and falsification is defined as the alteration, invention or citation of any information or material in any academic exercise, whether graded or otherwise. Falsification is a matter of altering information or material, while fabrication is a matter of inventing or counterfeiting information or material for use in any academic exercise, whether graded or otherwise.

2.1.d. Abuse of Academic Materials. Abuse of Academic Materials is defined as the destruction, defacement, stealing, altering, or making inaccessible library or other academic material.

2.1.e. Complicity in Academic Dishonesty. Complicity means knowingly helping or attempting to help another person to commit any act of academic dishonesty. For example, complicity would include allowing another student to look at test answers or to copy a paper. Simply stated, don't help someone else be dishonest.

3. PENALTIES FOR VIOLATIONS OF THE ACADEMIC HONOR CODE

3.1 The UNCP community takes the Academic Honor Code very seriously. Consequently, violations may lead to severe penalties. All acts of academic dishonesty violate standards essential to the existence of an academic community. Some first offenses are properly handled and penalties determined by the faculty member teaching the specific course in which they occur. The faculty member must use the settlement procedure described below to handle such an offense.

3.2 Penalties which individual faculty members may impose are limited to the following:

3.2.a. a formal written warning or reprimand;

3.2.b. a reduced grade (including F) for the assignment;

3.2.c. a reduced grade (including F) for the entire course; and

3.2.d. supplemental educational assignment(s) in conjunction with the penalties above.

3.2.1 In all cases, whatever the penalty, a signed Settlement of a Violation of the Academic Honor Code form will be kept for ten years in the Office of Student Conduct. When submitting the form to the Office of Student Conduct, all information on the form must be completed in its entirety as well as signed by both the faculty member and the student. The purpose of this record-keeping is to deter students from repeating offenses and to maintain continuity of recordkeeping regarding academic misconduct. A second purpose is to be sure students who violate the Academic Honor Code a second time are appropriately adjudicated.

3.3 The Conduct Hearing Board (CHB) handles all second offenses, some more serious first offenses, and any charges that the student feels are unfounded. In addition to any of the penalties available to an individual faculty member, the CHB may implement educational sanctions (i.e. educational courses on academic integrity, referral to academic support services, referral to counseling, etc.) suspend the student from the university for a designated period of time, (one semester, one year, etc.) or dismiss the student from the university.

3.4 Several factors are considered in determining what penalty to impose for a violation of the Academic Honor Code. Those factors include:

3.4.a. the nature and seriousness of the offense;

3.4.b. the injury or damage resulting from the violation;

3.4.c. the student's prior disciplinary record; and

3.4.d. the student's attitude and behavior after the violation was committed.

4. PROCEDURES FOR HANDLING CHARGES OF VIOLATIONS

4.1 If the faculty member responsible for a course obtains evidence, either directly or through information supplied by others, that a student may have violated the Academic Honor Code, the faculty member has a duty to investigate and document the incident by collecting whatever relevant information is available.

4.2 If the faculty member decides that the information is sufficient to support a charge against the student, the faculty member is to contact the director of student conduct, who will determine from the records of past violations whether the student in question has previously admitted to, or been found responsible in a previous case of, an Academic Honor Code violation.

4.3 If the suspected violation would be a second offense, the faculty member must take the case to the CHB. If the charge would be a first offense and the faculty member believes that a penalty no greater than F in the course would be appropriate, the charge may be settled between the faculty member and the student (as described below), with the settlement form signed and filed

with the Office of Student Conduct . If the suspected violation would be a first offense, but one for which the faculty member considers the appropriate penalty to be more severe than F in the course, the case must be brought to the Office of Student Conduct for referral to the CHB.

4.4 Once a student has received notice that he or she is alleged to have violated the Academic Honor Code and has been notified of the allegation, he or she may not withdraw from the course or the university in order to avoid the penalty.

5. SETTLEMENT PROCEDURE TO BE USED BY INDIVIDUAL FACULTY MEMBERS

5.1 The faculty member should meet via phone, email, video conferencing, or in person with the student suspected of violating the Academic Honor Code, present the evidence of the violation, and request an explanation from the student. After hearing the explanation, if the faculty member decides that a violation has occurred, he or she fills out and signs the Settlement of a Violation of the Academic Honor Code form, which is available to all faculty members online or in hard copy through the Office of Student Conduct. The faculty member indicates the nature of the violation and the penalty to be applied, and then gives a copy of the form to the student. After receiving the form, the student has three (3) calendar days to consider and seek advice on whether to admit responsibility and accept the penalty by signing the form.

5.2 If the student agrees to sign, admitting responsibility and accepts the penalty proposed, he or she does so in the presence of the faculty member or email communication with the faculty member. The faculty member then imposes the penalty. The faculty member will then make two (2) copies of the signed form. The faculty member will provide one copy to the student and keep one copy for their files. The faculty member will send the original signed settlement form to the director of student conduct, who keeps a record of first offenses for ten years, and thus the matter is ended. If the student decides not to admit responsibility or not to accept the penalty, the faculty member must take the case to the Office of Student Conduct for the incident to be referred to the CHB, if any penalty is to be imposed.

6. CONDUCT HEARING BOARD

6.1 Composition of the CHB is as follows:

6.1.a. a minimum of five (5) students recommended by the president of the student body, and/or interested students may be recommended by university departments, or interested students may apply to the Office of Student Conduct for selection for consideration by the chancellor. Students that are recommended and/or selected will be appointed by the chancellor;

6.1.b. a minimum of five (5) faculty members recommended by the faculty senate chairperson and appointed by the chancellor;

6.1.c. a minimum of five (5) administrative members recommended by the vice chancellor for student affairs and appointed by the chancellor.

6.2. Hearings follow procedures outlined in the UNCP Student Handbook, Chapter IV., Rights and Responsibilities. The CHB will judge the student as responsible or not responsible of the charges contained in the form submitted by the faculty member. The faculty member who has submitted the violation will provide information to the CHB to support his/her position. The student who has been charged with a violation may provide information to the CHB to support his/her position. Members of the CHB may question either the student or the faculty member or both and may ask for additional materials as they see fit to do so. In a closed session, the CHB will come to a conclusion about the validity of the charges.

6.3 If the student charged with a violation of the Academic Honor Code is found not responsible, the CHB prepares a written report of the case and sends it to the director of student conduct, who will maintain a confidential file of materials related to the case. No part of the file becomes part of the student's disciplinary record. The case is closed and no penalty may be imposed.

6.4 If a student is found responsible of violating the Academic Honor Code, the CHB will determine an appropriate penalty. Both the student and faculty member who submitted the violation may give evidence and make statements concerning the appropriate penalties to be imposed. The director of student conduct will supply the student's previous academic honor code disciplinary record (if any) to the CHB.

6.5 After hearing the evidence on the appropriate penalty, the CHB will determine the penalty, and prepare a written report to the student and the director of student conduct. The director of student conduct notifies the faculty member and the provost and vice chancellor for academic affairs of the contents of that report. If the CHB decides that a penalty of a grade of F in the course (or one less severe) is appropriate, the faculty member imposes that penalty and no other penalty. If a more severe penalty is deemed appropriate, the director of student conduct implements the penalty indicated in the report. The student will be notified by the director of student conduct within five (5) days of the CHB's determination of penalty.

7. CONDUCT APPEAL BOARD

7.1 If the CHB has found a student responsible of violating the Academic Honor Code, the student has the right to appeal that decision. If the student does not file a notice of appeal, the decision of the CHB will be final.

7.2 In order for a student to appeal a determination of the CHB in an Academic Honor Code violation, the student must contact the Office of Student Conduct to complete the "Request for Appellate Consideration" form. A student must submit the "Request for Appellate Consideration" form within five (5) calendar days to the director of student conduct. The director of student conduct will deliver the request as well as all related materials to the Conduct Appeal Board.

7.3 The composition of the Conduct Appeal Board and its powers are in Chapter IV., Rights and Responsibilities. For Academic Honor Code violations and their appeals, the provost and vice chancellor for academic affairs (or his or her designee) will represent the vice chancellor for student affairs.

7.3.1 All charges for alleged Academic Honor Code violations occurring one week prior to exams and going through exam week and during summer sessions will be heard by the administrative hearing officer. Appeals will be directed solely to the provost and vice chancellor for academic affairs or his or her designee.

8. WHAT TO EXPECT FROM FACULTY

8.1 Faculty members have been instructed that they should outline their expectations pertaining to the Academic Honor Code at the beginning of each course. Students should be aware that some faculty members authorize or prohibit specific forms of student conduct which are unique to their courses or disciplines. All faculty members should refer students to the Academic Honor Code which is published in the UNCP Student Handbook. Further, faculty members have been advised to include the following statement in all course syllabi:

8.1.a Student Academic Honor Code. Students have the responsibility to know and observe the UNCP Academic Honor Code. This code forbids cheating, plagiarism, abuse of academic materials, fabrication or falsification of information, and complicity in academic dishonesty. Any special requirements or permission regarding academic honesty in this course will be provided to students in writing at the beginning of the course, and are binding on the students. Academic evaluations in this course include a judgment that the student's work is free from academic dishonesty of any type; and grades in this course therefore should be and will be adversely affected by academic dishonesty. Students who violate the code can be dismissed from the university. The normal penalty for a first offense is an F in the course. Standards of academic honor will be enforced in this course. Students are expected to report cases of academic dishonesty to the instructor.

8.2 In general, faculty members should, and will, take preventive measures to avoid cases of academic dishonesty (for example, examinations should be carefully proctored). However, a faculty member's failure to take such measures is no excuse for academic dishonesty. Academic honesty and integrity, in the final analysis, are matters of personal honesty and individual integrity on the part of every student.

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Appendix C

UNC-Pembroke Student Handbook pp. 53-54

https://www.uncp.edu/sites/default/files/2021-11/20200920_StudentHandbook_v8_FinalWebReady.pdf

ACADEMIC HONOR CODE

STATEMENT OF PRINCIPLES

For the most updated version of this policy, please refer to: [uncp.edu/pr/pol-020505-academic-honor-code-policy](https://www.uncp.edu/pr/pol-020505-academic-honor-code-policy).

1.1 Academic honor and integrity are essential to the existence of a university community. If high standards of honesty are not maintained by everyone, the entire community and society itself suffer. Maintaining standards of academic honesty and integrity is ultimately the formal responsibility of the instructional faculty. Therefore, when any academic dishonesty is suspected, a faculty member has the responsibility to, and must, follow the policies and procedures of the UNCP Academic Honor Code.

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2.1.d. Abuse of Academic Materials: Abuse of Academic Materials is defined as the destruction, defacement, stealing, altering or making inaccessible library or other academic material.

2.1.e. Complicity means knowingly helping or attempting to help another person to commit any act of academic dishonesty. For example, complicity would include allowing another student to look at test answers or to copy a paper. Simply stated, don't help someone else be dishonest.

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Appendix D

UNC SYSTEM SCHOOLS AND PEER INSTITUTIONS STATEMENTS RELATED TO SUBMISSION OF WORK FOR DUPLICATE CREDIT

Note: In this document, I've pulled and am quoting text related to submission of work for duplicate credit from student codes of conduct, handbook language, policy statements, etc. of the various universities. You may see the full policy statements or handbook language from which these quotations are excerpted in the shared OneDrive folder (link on agenda, log in with UNCP credentials). UNC system schools (universities only) are shown first, followed by peer institutions. (Snead)

UNC System Schools

In summary:

Eight (8) of fourteen UNC system schools contain an explicit statement against submission of work for duplicate credit.

Appalachian State University

Among the list of Academic Integrity Code Violations is listed "Multiple Submission without an Instructor's Consent. Submitting the same work more than once without permission."

East Carolina University

Among the definitions of academic integrity violations is listed "Multiple submission: The submission of substantial portions of the same academic work for credit more than once without authorization from the faculty member who receives the later submission. Examples of multiple submission include, but are not limited to: submitting the same essay for credit in two courses without first receiving written permission; making minor revisions to an assignment that has already received credit in a course and submitting it in another class as if it were new work."

Elizabeth City State University

No related statement

Fayetteville State University

No related statement

NC A&T

No related statement

NC Central

No related statement

NC State University

Item j under the definition of cheating reads “Submitting, without prior permission of the faculty member, any work by a student which has at any time been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution”

UNC Charlotte

In the list of prohibited academic conduct contained in the Code of Student Academic Integrity, item E reads “**Multiple Submission** means submitting academic work or substantial portions of the same academic work (including oral reports) in more than one academic exercise without Authorization” and there is a link to examples.

UNC Asheville

UNC Asheville includes no definitions and no list of prohibited conduct. Their policy states “any act of plagiarism or cheating is academic dishonesty.”

UNC Chapel Hill

In the list of actions that constitute academic dishonesty, one item under “violating procedures pertaining to the academic process” reads “Submitting an assignment that is the same as or substantially similar to one’s own previously submitted work(s) without explicit authorization of the instructor.”

UNC Greensboro

Included in the discussion of falsification is the statement “work submitted for the requirements of any pre/post-secondary course cannot be submitted to meet the requirements in another course without the expressed permission of the instructor(s) to whom the work is to be submitted.”

UNC Wilmington

Item d in the definition of plagiarism includes the language “Students must receive approval by their instructor(s) in advance for submitting any assigned work for course credit previously written and submitted by the student for another class.”

Western Carolina University

Included in the definitions of academic integrity violations: “*Self-plagiarism* Reusing work that you have already published or submitted for a class. It can involve re-submitting an entire paper, copying, paraphrasing passages from your previous work, or recycling old data.”

Winston-Salem State University

No related statement

Peer Institutions

In summary:

Six (6) of eleven universities include have explicit prohibition of submitting work for duplicate credit. Two (2) other universities include statements that could encompass submission of duplicate work (ENMS and NSU).

Austin Peay State University

No related statement

Eastern New Mexico Main Campus

No explicit statement, but in defining “acts of dishonesty”—including cheating and plagiarism—the policy includes the language “any other form of academic dishonesty” as misconduct subject to disciplinary sanctions.

Francis Marion University

No related statement

Frostburg State University

No related statement

Lander University

Included in the list of academic honor code violations is the statement “Submitting in one course work that has been previously submitted and graded in another course, without express permission of both instructors involved.”

Middle Georgia State University

In Section 4.1.5.1 (“Definitions”) of the Student Code of Conduct, part 16, definition of plagiarism includes “(4) the use of one's own previous work in another context without citing that it was used previously, also known as self-plagiarism.”

Northeastern State University

In the definition of cheating, states “engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.” Also includes “other forms of academic dishonesty” in their statement on acts of dishonesty.

Northwestern State University of Louisiana

The definition of plagiarism: “Plagiarism (including duplicity): Misrepresenting another's words, ideas, phrases, sentences, or data as one's own; the failure to properly acknowledge source material with citations and references; or the submission for credit substantially unchanged work in more than one course.”

SUNY Buffalo (Buffalo State College)

In the list of examples of academic misconduct: “Submitting previously submitted work. Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.”

University of Wisconsin-Parkside

UWS 14.03(2) lists examples of academic misconduct including “submitting, if contrary to the rules of a course, work previously presented in another course.”

Virginia State University

The definition of cheating includes the statement “Cheating also includes, but is not limited to: . . . (2) submitting without authorization the same assignment for credit in more than one course.”

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