

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

Committee Members Present:

Timothy Altman (Senator)
Robert Arndt (Chair, Subcommittee on Academic Support Services)
Paul Flowers (Chair, Subcommittee on Curriculum)
Deborah Hummer (Senator)
Jennifer Jones-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)

Members Absent:

Cynthia Locklear (Senator)

Guests:

Art Malloy
Crystal Walline
Derek Oxendine
Emily Sharum
Meg Dutnell
Renee Lamphere
Scott Billingsley
John Lillis

Agenda

- I. Call to Order**
Meeting called to order at 3:30 pm
- II. Approval of Minutes from the January 19, 2022 meeting**
Minutes approved by acclamation. Add the word minutes to the approved minutes. Robin Snead to correct before sending them onto Maria.
- III. Approval of the Agenda**
Agenda approved as circulated by acclamation.
- IV. Determination of Secretary (rotating)**
Deborah Hummer, volunteer
- V. Report from Chair**
 - Curriculog Deadlines:

- 1 month from final Curriculog deadline so if any one needs to submit proposals for consideration for next year's catalog that needs to happen very soon
- Ran numbers in Curriculog Friday 2/11/2022; and at that time 136 curriculum proposals
- Curriculum proposals are definitely ramping up for March & April

VI. Report from Administration

- Dr. Zoe Locklear deferred her time to Drs. Malloy and Billingsley, who will speak to us about the academic honor code. Dr. Zoe Locklear offered a brief report on several searches in progress. Provost search is underway; 2 candidates have come to campus and 1 more is scheduled next week. Expecting candidates for the 2 Dean positions, School of Business and College of Health Sciences, toward the end of March. Also searching for the Endowed position for the agricultural science programs; and have had 2 candidates come to campus. Also wrapped up the search for the Chair of the Department of Nursing; Dr. Camille Reese to join us March 7, 2022. On-campus interviews for the Chair of the Department of Kinesiology begin Thursday 2/17/2022.

VII. Reports from Subcommittees

A. Academic Support Services

Robert Arndt- See report.

B. Curriculum

Paul Flowers, Curriculum Chair, brought forth the following course proposals:

1. Curriculum Proposals Requiring Action (View at <https://uncp.curriculog.com/agenda:172/form>)
 - From the department of Biology—new course proposal, BIO 3015 Medicinal and Poisonous Plants. Presented by: Dr. Crystal Walline
 - New course proposal, BIO 3015 approved by acclamation
 - Goes to Faculty Senate March 2, 2022
 - 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. Presented by: Dr. Renee Lamphere. This will give students a full semester of ethics training which has been identified as a need.
 - Program revision proposal, BA in Criminal Justice, adds CRJ 3700 Ethics in Criminal Justice as a required core course approved by acclamation
 - Goes to Faculty Senate March 2, 2022

2. Approved Curriculum Proposals for Information

- 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
- 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

Shilpa Regan, Chair, Enrollment Management Subcommittee

Brought up 1 item prior to the action item: A concern brought up to EMS, ICC courses would be designated on the degree audit. There is no way for advisers to track that, so Derik Oxendine is taking charge of tracking ICC designated courses through the system to make sure that they appear as such on degree audits.

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. (Revisions appear in green)
 - Only affects a small number of students
 - Just affects credit to satisfy a requirement; does not impact grade replacement
 - Motion carries and goes forth to Faculty Senate
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

Joseph Van Hassel, Chair, General Education Subcommittee.

Still looking at potential revision of general education; and been talking with Joe West and the executive committee.

VIII. Unfinished Business

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

1. UNC-Pembroke documents
 - [POL 02.05.05](#) Academic Honor Code Policy ([Appendix A](#))
 - 2 Sections that seem pertinent: first is the bulleted list of definitions of things that violate the honor code. And second, Section 8 which contains the phrase any special requirements, or permission regarding academic honesty in this course.
 - [Student Handbook](#) information on the Academic Honor Code, pp. 53-54 ([Appendix B](#))
2. UNC system schools and peer institutions statements related to submission of work for duplicate credit ([Appendix C](#))
3. UNC system schools and peer institution documentation—[visit this OneDrive link](#) (You must be logged in with your UNCP credentials.)

Meg Dutnell, Director of Student Conduct, Art Malloy and Scott Billingsley present to speak on this conduct Concern. The concern that faculty have is that they have submitted honor code violations for students who have had submitted work for duplicate credit in more than 1 course and that has not been upheld by student conduct as an honor code violation. Dr. Meg Dutnell prefaced her comments by stating that she is unable to talk about specific cases but can speak in generalities. The majority of cases that come to conduct are signed settlements with faculty members so if a student has not had any previous violations and if the student has agreed with what the faculty member is putting forth and signs it it's a done deal. If a hearing does take place, it really comes down to upholding our policy as it stands. Dr. Malloy addressed that self-plagiarism is not a part of the policy as it is written. Student Affairs would never define the policy; we can

look to our system's office and our sister schools for guidance. As it stands right now for this academic year, unless there's some changes that happen pretty soon, we are going to adhere to the policy as it is written. Any statement in the syllabus by faculty will be upheld as long as the syllabus aligns with the policy. The syllabus cannot create new policy. Dr. Billingsley addressed that Academic Affairs comes in when there is an appeal, and either Dr. Billingsley or Dr. Zoe Locklear will hear and rule on these appeals. They are guided by policy. Dr. Robin Snead, addressing the Academic Affairs Committee members, stating that if we want multiple submissions of work to be enforced, then it needs to appear in Section 2 under Acts that violate the honor code. Discussion ensued regarding an appropriate, easily understood definition of self-plagiarism and multiple submissions of work for credit. Dr. Snead brought up that self-plagiarism may be difficult for students to understand; and multiple submissions of work for credit while essentially is the same thing maybe more easily understood. Additionally, looked at statements from Western Carolina University; NC State; UNC Charlotte; and UNC Chapel Hill. Derek Oxendine asked that once we come up with something the faculty agree with would you mind running it by student government and getting their input. That gives a student voice and that it's clear and students are saying that we understand what it means. Dr. Billingsley also added graduate students as well.

2.1.F Multiple Submission of Work for Credit. Multiple submission of work for credit is defined as reusing work that you have already published or submitted for a class or in fulfillment of any academic requirement at any institution without prior permission of the faculty member. It can involve re-submitting an entire paper, or copying, or paraphrasing passages from previous work without permission and without proper citation.

After statement was authored by the Academic Affairs Committee, further discussion ensued regarding if revisions are made by either Student Government or Graduate Council, Academic Affairs is asking for revisions to be sent back to Academic Affairs; and Academic Affairs will send to Faculty Senate. Dr. Billingsley was asked about next steps after Faculty Senate. Office of Student Conduct is the responsible office for this policy and it's under the Chancellor's authority. Dr. Billingsley to seek clarification on the process from legal counsel.

2.1.F Multiple Submission of Work for Credit. Multiple submission of work for credit is defined as reusing work that you have already published or submitted for a class or in fulfillment of any academic requirement at any institution without prior permission of the faculty member. It can involve re-submitting an entire paper, or copying, or paraphrasing passages from previous work without permission and without proper citation. Motion to approve 2.1.F Revision to the Academic Honor Code made by Dr. Flowers; Seconded by Dr. Timothy Altman. Motion passed by acclamation.

B. March meeting date

- Third Wednesday in March is Spring Break.
- We do need to meet in March.

- Wednesday March 23, 2022 is meeting free
- Purpose of the meeting: Dealing with Curriculum
- We will need a quorum (50% + 1 = 7 members of the committee)
- Motion: Special called meeting Wednesday March 23, 2022 @ 3:30 pm for purposes of clearing curriculum proposals. Motion made by Eric Voecks; and seconded by Jennifer Jones-Locklear. Motion carried by acclamation.

IX. New Business

No new business

X. Announcements

- Dr. Shilpa Regan is on the Revision Committee to consider student essays and they are getting the word out to ask for faculty to recommend any student essays for the next time around. Great student publication.
- ICC proposals: not very many. If you have colleagues who were thinking about doing that, please encourage them.

XI. Adjournment

Meeting adjourned @ 4:49 pm

Appendix A

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.

[Back to Agenda](#)

Appendix B

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.

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.

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 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.

...

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.

[Back to Agenda](#)

Appendix C

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.”

[Back to Agenda](#)