DEPARTMENT OF BIOCHEMISTRY - ACADEMIC HONESTY POLICY AND APPEAL PROCEDURE

Academic Dishonesty:

Academic dishonesty can involve cheating; fabrication or falsification of information; plagiarism; destroying, defacing, stealing, or making inaccessible library or other academic resource material; complicity in the academic dishonesty of others; falsifying grade reports; or misrepresenting illness, injury, accident, etc., to avoid or delay an examination or the timely submission of academic work.

All courses taught by faculty members in the Department of Biochemistry will include the following academic integrity statement in their syllabi:

“Students are expected to adhere to guidelines concerning academic dishonesty outlined in Section 4.2 of University’s Student Code of Conduct (http://stuafs.unl.edu/ja/code/). Students are encouraged to contact the instructor for clarification of these guidelines, if they have questions or concerns.”

Incidents of Academic Dishonesty in Department of Biochemistry courses are to be handled in the following manner:

Initial Procedure

Consequences of academic dishonesty in BIOC courses, depending on the degree of severity as interpreted by an instructor, may range from a warning to assigning an F for the course (as specified in Section 4.2.b. of University’s Student Code of Conduct). The instructor must notify the student of suspected dishonesty as soon as possible, but no later than two weeks from the time when incident has been recorded. Before imposing an academic sanction, the instructor shall first attempt to discuss the matter with the student. In all cases, the instructor must document the instance(s) of student activity that constitutes academic dishonesty. Documentation must be kept by the instructor for a minimum of one year and must be made available to appropriate department, college, and UNL authorities, if cases of academic dishonesty result in disciplinary hearings and/or appeals at the those levels. When an academic sanction is imposed that causes a student to receive a lowered course grade, the instructor shall report (in writing) the facts of the case and the academic sanction imposed against the student, to the Chair of the Biochemistry Department and, if necessary to the Office of Student Judicial Affairs. The student shall be provided with a copy of this report. Further, the instructor may recommend CASNR or UNL disciplinary proceedings against the student for violation of the Student Code of Conduct if the instructor, in the exercise of his or her professional judgment, believes that such action is warranted. If the student does appeal, a sanction may not be imposed until the appeal process has been completed.

Appeal Procedure

If a student facing sanctions due to academic dishonesty in a Biochemistry Department course wishes to appeal such a sanction, the following procedure must be followed:

First, an appeal (in writing) to the Academic Honesty Committee, which will make a recommendation to the Department Head. The Department Head will then inform the student and the instructor of the recommendation. If a satisfactory solution is not achieved, the student may appeal to the Department Head (in writing). If the satisfactory solution is not achieved at the department level, the student may then appeal through the appropriate CASNR, COE, or UNL appeal process, subject to the process and requirements of their policy.

Students appealing a decision at any Departmental level must do so within two weeks following the decision.