

DEPARTMENT OF BIOCHEMISTRY - ACADEMIC HONESTY POLICY AND GRADE APPEAL PROCEDURES

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 II.A of University’s Student Code of Conduct (<http://stuafs.unl.edu/dos/code>). Students are encouraged to contact the instructor for clarification of these guidelines if they have questions or concerns. 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 or NP (no pass) for the course. If there is an F or NP (no pass) assigned for the course when academic dishonesty is charged, a student will not be able withdraw from the course.”

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

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 or NP (no pass) for the course. **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 and/or non-academic sanction(s), the instructor shall first attempt to discuss the matter with the student if redress is possible. If the instructor decides to move forward with the allegation of Academic Dishonesty, the instructor shall use the UNL Student Conduct and Community Standards Academic Integrity Form (8/14/2020 and after) (https://cm.maxient.com/reportingform.php?UnivofNebraskaSystem&layout_id=117).

If the sanction(s) include(s) a lower grade(s), the instructor shall make a report in writing the facts of the case and the academic sanction imposed against the student, to the Biochemistry Department Chair, the Academic Honesty Committee and, if necessary, to the UNL Director of Student Judicial Affairs. The student shall be provided with a copy of this report. In all cases, the instructor must document the instance(s) of student activity that constitutes academic dishonesty. Documentation must be kept by the instructor and the department for a minimum of two years 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 those levels.

Appeal Procedure:

If a student feels that s/he has been unfairly graded in a Biochemistry Department course or if the student facing a lower grade or any other sanctions due to the academic dishonesty, s/he must ordinarily take the following sequential steps within the first three weeks of the semester following the awarding of the grade **one month of the class grade assignment** (<https://catalog.unl.edu/undergraduate/agricultural-sciences-natural-resources/>).

1. Student should meet with the course instructor. Most concerns are resolved at this point.
2. If the matter is not resolved, the student should submit a BIOC Appeal Form to their academic advisor, the Department (or Program) Chair, and the Academic Honesty Committee.
3. The Academic Honesty Committee should then initiate a review of the matter consistent with its written policy. Depending on the nature of the incident, the appeal is to be handled in the following manner:
 - a. **Grade appeal (not including the academic integrity violation)** - The Academic Honesty Committee will evaluate all facts and inform the student and the instructor of the final recommendation.
 - b. **Appeal to Academic Dishonesty related sanction including a lower grade, or any other academic and/or non-academic sanction** - These incidents must be reported to the Student Conduct & Community Standards (SCCS) Office, in accordance with current UNL policy for suspected violations of the Student Code of Conduct. In this case, the Academic Honesty Committee will accept the SCCS Office decision. The decision of the SCCS Committee is based on the information provided in the report by the instructor and by the student account of the incident.
 - If the student conduct is found “not in violation”, the SCCS Office will notify the instructor that the evidence does not support the violation and the grade/sanction will be revoked and changed accordingly. In this case, however, the instructor should inform the Academic Honesty Committee which may submit the appeal to the CASNR Associate Dean for Student Affairs for review by the College.
 - If the SCCS Office finds that the evidence supports the sanction described in the incident report, there will not be further action and the imposed grade/sanction(s) will be final. The Academic Honesty Committee should forward the documentation and paperwork to the CASNR Associate Dean for Student Affairs for review by the College.
4. If the concern is not resolved at the unit level, the final step for the student is to submit the appeal to the Dean of their College (CASNR or CAS).

CASNR

<https://catalog.unl.edu/undergraduate/agricultural-sciences-natural-resources/>

Students contact the Dean's Office, 103 Agricultural Hall. Notification to the Dean must be in writing and will include in the notice a statement of the grounds of appeal. Both the student and the instructor will be given an opportunity to present materials to the Dean in the presence of each other.

CAS

<https://cas.unl.edu/grading-appeals>

A student wishing to appeal to the College Committee should present to the Dean a written statement of the grounds of his or her appeal within one week of receiving the decision of the departmental committee. Except under special circumstances, the committee will not hear appeals during the summer. The statement should provide the following information:

1. An account of the facts surrounding the awarding of the grade.
2. Evidence that the student has sought to resolve the case in consultation with the instructor.
3. Evidence that the student, failing to resolve the case, has attempted to resolve by recourse to the Departmental Grading Appeals Committee and the Department Chair.
4. Evidence that the student has carried through the appeal with the greatest expedition possible under the circumstances. The College Committee will normally only accept appeals which have been initiated in the semester following the awarding of the grade.

The appellant should be as specific as possible in the evidence introduced, giving dates, places and times supplying documentary evidence when this is available (e.g., e-mail communications). The statement is intended as a source of information for the Dean, members of the College Committee, and the other party concerned, and should not be a vehicle for unsubstantiated charges.