All criminal justice professionals are bound by duty and professionalism to uphold the highest ethical standards in order to maintain a just society. As a result, criminal justice majors and all students in criminal justice classes are expected to be especially scrupulous in upholding the Wayne State University Student Code of Conduct.

PROHIBITED CONDUCT

Students are bound by the entire Student Code of Conduct [See Dean of Students Office Student Judicial Services web link: www.doso.wayne.edu/judicial/index.htm]. Relevant portions are reproduced herein and are explicitly part of the Department of Criminal Justice Academic Misconduct (Cheating and Plagiarism) Policy.

Wayne State University Student Code of Conduct

Section 4.0 Prohibited Conduct

The following conduct is subject to disciplinary action when it occurs . . . in connection with a University course . . .

4.1 All forms of academic misbehavior.

Section 2.0 Definitions

2.1 “Academic misbehavior” means any activity which tends to compromise the academic integrity of the institution or subvert the educational process. Examples of academic misbehavior include, but are not limited to: (1) cheating . . .; (2) fabrication . . .; (3) plagiarism . . . .

2.3 “Cheating” means intentionally using or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

2.5 “Fabrication” means intentional and unauthorized falsification or invention of any information or citation.

2.8 “Plagiarism” means to take and use another’s words or ideas as one’s own.

Further Explanation of Prohibited Conduct
Cheating can take many forms. It includes surreptitiously using unauthorized information as when a student relies on hidden written or aural information on a “closed book” examination; exchanging information with another student during a closed book examination; surreptitiously looking at the blue book or answer sheet of another student during a closed book examination; having the assistance of another person while taking an on-line quiz or examination where the rules specify solo completion, and the like.

Plagiarism may also take a variety of forms that are indicative of different levels of culpability.
- Using quotes or phrases from a source without citing or crediting the source. Students may do this by cutting and pasting material from web sites.
- Paraphrasing or summarizing the work of another without citing or crediting the source.
- Directly copying the work of another without citing or crediting the source.
- Purchasing or copying papers produced by others.

For more detailed information consult the Wayne State University Writing Center document, “What Is Plagiarism” (available at http://www.english.wayne.edu/writing/plagiarism-c.pdf). This source includes links to other plagiarism web sites.

DISCIPLINE AND PENALTIES

An instructor is allowed a range of disciplinary action or penalties based on his/her rules and/or evaluation of the case. An instructor may impose one or more of the following:

* Require the student to redo the plagiarized writing assignment (and not allow the student to drop the course)
* Require the student to take a remedial course on plagiarism issues at the Writing Center
* Fail the student for the assignment
* Fail the student for the course
* Refer the student’s case to the Department Chair with the recommendation that the case be sent to the Student Conduct Officer in the Office of the Dean of Students with a request that the student:
  * Not be allowed to major in Criminal Justice
  * Have the academic misbehavior finding placed on student’s transcript (permanently or for a set time period)
  * Be suspended from Wayne State University
  * Be expelled from Wayne State University

After consulting with the faculty members, the Department Chair will make the decision on whether to send the student’s case to the Student Conduct Officer.

In all cases of cheating or plagiarism, the instructor is required to notify the chair of the Department of Criminal Justice. The chair will keep this information. In the event that a student engages in academic misconduct a second time the chair will file academic misbehavior charges with the Student Conduct Officer with the recommendation of a more severe sanction.
PROCEDURES AND DUE PROCESS

Grade adjustment. The Student Code of Conduct [SCC], section 10.1 a) states:

When a faculty member is persuaded that academic misbehavior has occurred, the faculty member may, without filing a charge, adjust the grade downward (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course.

In such a case the faculty member shall either:

* orally notify the student or students “in the presence of the department” chair, of the downgrading and the reason(s) for it, and
* provide the Criminal Justice Department chair a written statement of the action taken, OR
* notify the student or students by first class mail of the downgrading and the reason(s) for it, and
* provide a copy of the letter to the chair.

For purposes of SCC 10.1 a), oral notice to the student or students followed by informing the department chair in writing (of the downgrading and the reason(s) for it) will be considered informing the student in the presence of the chair. If the student requests to be informed of the downgrading of his/her grade in the physical presence of the chair, this should be arranged within five days of the notification.

In addition the faculty member must provide a student with

* a copy of SCC section 10.1, and
* a copy of the Ombudsperson’s memorandum explaining the role of the Ombudsperson.

These materials must be hand delivered or mailed within five days of the notification of cheating/plagiarism.

Appeal

Appeal to Chair. “The student may appeal the action by filing with the department [chair] a statement in writing, within ten school days of oral notice or postmark of the written notice. The department or unit head shall give the student an opportunity to appear personally before him/her within fifteen school days of the student’s statement, and shall notify the student of his/her decision, in writing, within ten school days of the opportunity for an appearance” (SCC Section 10.1 A) ¶2).

If the Department Chair Has Determined That Academic Misbehavior Occurred in His/her Course and Sanctions the Student, the Student May Appeal to the Academic Dean (See SCC Section 10.1 A) ¶2).

A student’s appeal of an instructor’s plagiarism decision is a private meeting with the department’s chair. A student who appeals an instructor’s plagiarism decision to the chair must
bring a copy of the course syllabus, a folder containing all the written work submitted in the class, and must submit a written statement that shows why the instructor’s decision that the student plagiarized is incorrect. The chair will not hold an appeal meeting unless these materials are provided.

**Notice:** In the event the department chair decides that the student’s academic misconduct warrants a more serious sanction than that imposed by the faculty member, the chair will file academic misbehavior charges with the student conduct officer with the recommendation of a more severe sanction, including placing the finding of academic misconduct on the student’s record and not allowing the student to major in criminal justice.

**Appeal to Academic Dean.** The student may appeal the decision of the chair to the academic dean of the college of liberal arts and sciences, “in writing, within ten school days of the postmark of the unit head’s decision... the academic dean shall notify the student of his/her decision within ten school days of the postmark of the student’s appeal. The academic dean’s decision shall be final” (See SCC Section 10.1 A) ¶2).

**Sources**

For a complete definition of plagiarism see information provided by the Learning Center, available at [Http://www.english.wayne.edu/writing/plagiarism-c.pdf](http://www.english.wayne.edu/writing/plagiarism-c.pdf).

Copies of the student due process policy are available from the Office of the Vice President for Student Development and Campus Life, 470 Student Center, or from the Offices of the deans of each school and college. See Dean of Students Office Student Judicial Services Web Link: [Www.doso.wayne.edu/judicial/index.htm](http://Www.doso.wayne.edu/judicial/index.htm).