

OVERVIEW

The integrity and reputation of the Tulane School of Social Work depends on the honesty of the entire academic community in all of its endeavors.

This implies that the School's faculty, students, administration and staff are willing to adhere to and uphold the Code of Academic Conduct. Every member of the academic community has the duty to take action by reporting any observed or suspected Code violations. Under no circumstances should any member of the academic community tolerate any form of academic dishonesty.

Students are expected to represent themselves honestly in all work submitted for academic purposes. When a student puts his or her name on any material submitted as an academic assignment, he or she vouches that both the content of the assignment and the process through which the assignment was produced conform to the standards of the Code of Academic Conduct. This principle applies to all forms of academic assignments including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs.

The authority for adopting a Code of Academic Conduct is pursuant to paragraph II (b) of the Unified Graduate Student Code of Academic Conduct for Tulane University.

RIGHTS AND RESPONSIBILITIES

All members of the academic community shall foster an environment that encourages adherence to the principles of honesty and integrity.

Every student enrolled in a course in the School of Social Work is responsible for adhering to and upholding the Code of Academic Conduct. Every student matriculated in the Tulane School of Social Work will receive a copy of the Code at either orientation or registration. Students have the responsibility to become thoroughly familiar with the Code and to conduct themselves at all times in a manner consistent with its principles. Lack of familiarity either with the Code or with the application of its principles to any specific assignment does not constitute an excuse for non-compliance.

The School's faculty, administration, and staff are also responsible for adhering to and upholding the Code of Academic Conduct. Faculty, administration, and staff also have the responsibility to become thoroughly familiar with the Code and to conduct themselves at all times in a manner consistent with its principles. As in the case of students, lack of familiarity either with the Code or with the application of its principles does not constitute an excuse for non-compliance.

All parties shall protect the integrity of academic materials including testing materials, software, and copyrighted documents.

ACADEMIC CONDUCT VIOLATIONS

Any action that indicates a lack of academic honesty and integrity shall be considered a violation of the Code of Academic Conduct. Examples of violations include:

Cheating

Unauthorized giving, receiving, or use of material or information in academic assignments, or the attempt to do so.

Plagiarism

Use of ideas, data or specific passages of another person's work that is unacknowledged or falsely acknowledged. Any paraphrasing or quotation must be appropriately acknowledged.

<u>Falsification of Research</u>	Fraudulent or deceptive generation of data or the knowing use of data gathered in such a manner.
<u>Unauthorized Collaboration</u>	Unauthorized collaboration in the performance of course assignments.
<u>Multiple Submissions</u>	Presentation of the same assignment for credit in two distinct courses.
<u>Misrepresentation</u>	Performance of an academic assignment on behalf of another student.
<u>Falsification of Academic Records</u>	Forging the signature of either an instructor or advisor on registration, course waiver, practicum, or change of grade forms.
<u>False Testimony</u>	Knowingly presenting false accusations or false testimony before the Academic Review Committee or its representatives.
<u>Improper Disclosure</u>	Failure of an Honor Board member to maintain the strict confidentiality of honor board proceedings.

These examples of violations pertain to all forms of academic assignments including, but not limited to, papers, tests, homework assignments, artistic productions, laboratory reports, presentations, and computer programs.

Persons Who Should Report

Outside a Course

If a faculty member, staff member, student, or administrator suspects that a violation of the Code of Academic Conduct has occurred outside the context of a particular course (e.g., in the case of falsification of records), he or she should notify the Director of Student Affairs in writing within ten working days of discovery.

Within a Course

When a faculty member, staff member, student or administrator suspects that a violation of the Code of Academic Conduct has occurred within the context of a particular class, he or she should immediately notify the faculty member designated as the instructor of record for that course. The faculty member designated as the instructor of record should consider the appropriateness of informal resolution before reporting the suspected violation to the Director of Student Affairs.

STEPS TO RESOLUTION

Prevention. It is the explicit intent of this policy that prevention should be viewed as the optimum approach regarding Code of Academic Conduct violations.

Administrative Role in Prevention. The Administration will provide incoming students information about the needed skills and knowledge related to APA formatting and citation. Enrolled students will be provided with a minimum of 1 hour APA review training in the first semester.

Faculty role in prevention. Each faculty member should indicate at the beginning of his or her course how the Code of Academic Conduct applies to course assignments and examinations. For example, a faculty member should give students specific directions about the form and extent of

collaboration permitted (if any) in course assignments and examinations, as well as APA citation expectations

Student role in prevention: each student has responsibility to know the Code of Academic Conduct and in particular, should undertake skill building around APA format. If a student is unsure about how a particular course assignment is affected by the Code of Academic Conduct, including APA expectations or provisions regarding collaboration with other students on an assignment, he or she bears the responsibility for consulting with the instructor.

Informal Resolution only in Response to low-level APA citation violations.

All faculty members are encouraged to exercise prudent judgment with APA citation problems.

Informal resolution (IR) is the preferred course of action if

- it is the first semester of the program
- the citation problems are related to inadequate skill/knowledge about APA and not meant to be intentional plagiarism

In these instances, the faculty member should

1. Meet with the student(s) involved to discuss the nature of the APA violation (missing or incorrect citations) and the sanction(s) that he or she will impose including revising of the paper, grading implications and/or further APA training.
2. Faculty members can write a brief report discussing the incident and agreed upon resolution, signed by both the instructor and the student. It should include that the student is informed of the need for further training and also their right to a grievance. The student should be notified that the report will be entered in their file in case of repeated violation, but kept only until graduation.

OR

1. Administrative Conference. The faculty member can choose to request an Administrative Conference with the Director of Student Affairs, the advisor, and the student. If brought to Administrative Conference, a summary of this meeting will be written by the Director of Student Affairs that includes the facts and resolution. This will be provided to faculty, advisor and student and included in the student's file. The student should be informed of the right to appeal through the grievance process if she or he is not satisfied with the procedural steps or sanction.
2. Information about the incident will be shared with other faculty only if there are repeated violations.

Formal Resolution Required in Case of Some APA and All Other Honor Code Violations

An Academic and Professional Standards Review (APSR) will be called for APA violations or other Honor Code Violations if:

- the faculty member believes that the APA violation's severity (intended plagiarism) merits consideration of an APSR or
- the student has violated any other honor code item (besides APA); i.e. cheating, falsification, multiple submissions, etc.
- no negotiated informal resolution around APA citation violations has been reached or
- a 2nd violation of APA requirements in the program

Timing. The faculty member should provide the Director of Student Affairs written notification within 10 working days of discovery or three days after an Administrative Conference.

Procedures Written notification initiates the formal procedures of the School of Social Work's Academic and Professional Standards Review process, including the right of the student to appeal any

finding of that Review. See the procedures for APSR in this *Student Handbook for Policies and Procedures*.

If the APSR committee determines that a violation did occur, the violation will be noted in the violator's permanent academic record. The penalties for violating the Code of Academic Conduct include, but are not limited to, any or all of the following:

1. A failing grade for the work in which the violation occurred.
2. A failing grade for the course in which the violation occurred.
3. School Probation - which includes a letter in the violator's permanent file signifying that the violator is not in good standing for a specified period of time.
4. Abstention or withdrawal of institutional support of a violator's application to other programs
5. Suspension from the university for a specified period of time.
6. Expulsion from the university.

Documentation

The school will maintain a record in the student's file of all Academic Review decisions wherein a student has been judged in violation of the Code of Academic Conduct. The record will include a copy of all evidence submitted to the committee, the report of Academic Review committee, and the letter to the student. The School will retain at all times a copy of the permanent record. To create documentation within the University, all incidents related to the Code of Academic Conduct must be reported to the University Office of Student Affairs.

PLEDGE ACCEPTANCE OF POLICIES AND PROCEDURES

I have received a copy of the *Tulane University School of Social Work Handbook for Student Rights and Responsibilities*, a compilation of agreements about how we work together within our School. Guided by Tulane University policies and the NASW Code of Ethics, the handbook covers both academic and professional standards that are critical to the school and the profession.

I agree to abide by the Handbook, which includes the Professional Expectations of the Learning Community and the Code of Academic Conduct, knowing there are mechanisms in place to protect my rights, and to make changes to the policies if required.

I agree to foster an environment that encourages adherence to the principles of honesty and integrity and a safe and engaging learning environment.

PLEASE PRINT NAME AND STUDENT IDENTIFICATION NUMBER / signature / date