

HUMAN DEVELOPMENT, FAMILY STUDIES, & COUNSELING

Academic Integrity Policy for Graduate Programs in HDFSC

The Department of Human Development, Family Studies, and Counseling (HDFSC) places a high value on academic integrity, and we expect all members of our academic community to act with honesty, trust, fairness, respect, and responsibility. Students who engage in academic dishonesty damage not only their own reputation but also potentially that of the program and institution. The Department of HDFSC follows the TWU policy on academic integrity and has also put in place department specific sanctions for violation of the policy.

TWU Academic Integrity Policy (URP 06.210)

<https://public.powerdms.com/TWU1/documents/1748544>

TWU Academic Integrity Statement

Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance and that they have abided by all other provisions of the Academic Integrity Policy and the Student Code of Conduct as found on the TWU website and in the TWU Student Handbook. Cheating, plagiarism, collusion, dual submission of a paper, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, removal from an academic program, or being suspended or expelled. Allegations of academic dishonesty in this course may be reported to the Office of Civility and Community Standards. The specific disciplinary process for academic dishonesty is in the TWU Student Code of Conduct (<https://public.powerdms.com/TWU1/documents/1745742>) and Academic Integrity Policy (<https://public.powerdms.com/TWU1/documents/1748544>). For details on avoiding plagiarism, review the Library Tutorial: Avoiding Plagiarism (<https://libguides.twu.edu/c.php?g=270163&p=1803990>).

Academic Dishonesty Definition

TWU defines academic dishonesty as “cheating, plagiarism, collusion, fabrication, falsification, falsifying academic records, or other acts that provide an unfair advantage to the student” (TWU URP: 06.210).

Cheating

Cheating includes “intentionally or unintentionally giving or receiving unauthorized aid or notes on examinations, papers, class assignments, or other course-related activities intended to be individually completed. Cheating also includes the unauthorized copying of tests or any other deceit or fraud related to the student’s academic conduct or violating the guidelines set out by a faculty member” (p. 3)

Plagiarism

Plagiarism occurs “when a student obtains portions or elements of someone else’s work, including materials prepared by another person or agency, and presents those ideas or words as

their own academic work. Plagiarism may be intentional or unintentional” (p. 4). The Department of HDFSC acknowledges this to include:

- Copying someone else’s work, such as single or multiple sentences or paragraphs from original articles or books, from another student, or from the internet.
- Paraphrasing that is too close to the original text. This includes synonymized plagiarism in which words from the original text are substituted with synonyms.
- Dual submission of an assignment (or parts of an assignment) to multiple classes

Multiple Submissions

Students are expected to complete assignments specifically for each course and not “double-dip.” “When a student submits all or portions of the same work for credit for more than one assignment without the instructor’s explicit permission” (p. 4), it is considered academic dishonesty.

Collusion

Collusion occurs “when a student collaborates with another person, without authorization, in the preparation of any assignment, including examinations, classroom assignments, homework, and papers” (p. 3). Students should receive advance authorization from the faculty member prior to the use of tutors and other instructional support

Fabrication

Fabrication is when a student is “making up qualitative or quantitative data, information, or results and recording or reporting them” (p. 3)

Falsification

Falsification occurs when a student manipulates materials “in such a way that procedures or results are inaccurately misrepresented. Manipulation may include changes or omissions” (p. 4). Falsification of academic records (such as transcripts, grade reports, curriculum vitae, diplomas, etc.) is also considered academic dishonesty.

Facilitating Academic Dishonesty

“The facilitation of academic dishonesty occurs when students knowingly or negligently aid others or allow their work to be used in a dishonest academic manner. Students also facilitate academic dishonesty when they are aware of, but fail to report, violations of the code of academic integrity” (p. 4). The Department of HDFSC acknowledges this to include:

- Sharing papers, assignments, or test answers with other students
- Failing to report their knowledge of other students engaging in academic dishonesty to a faculty member or department chair

Consequences of Academic Dishonesty for Graduate Students

Any evidence of academic dishonesty will result in the filing of an Academic Dishonesty Report with the Office of Civility and Community Standards, and individual course instructors may impose academic sanctions in accordance with their syllabus policy.

Effective Jan. 2024

Academic dishonesty in any form by an HDFSC graduate student will also be referred to the Department for additional sanctions:

- First time a student is found responsible:
 - Student is placed on department **probation**
 - Student must complete academic integrity training and submit an academic integrity statement to the Department Chair

- Second time a student is found responsible:
 - Student will be **dismissed** from the program and cannot reapply to any program within the department for a period of 6 years

Students from programs outside of HDFSC who engage in academic dishonesty in any of our courses (HDFS, COUN, and MFT) will be referred to the Department Chair or Director of their home department.