

From the Student Handbook

<https://www.se.edu/wp-content/uploads/2023/08/Student-Handbook-2023-2024-final.pdf>

STUDENT OBLIGATIONS AND REGULATIONS – pp. 4&5

1. Acts of Dishonesty: No student shall commit acts of dishonesty, including but not limited to the following:

a. Cheating:

i. Unless the instructor specifies otherwise, all examinations and other assignments, including homework, are to be completed by the student alone, without inappropriate assistance of any kind.

ii. Improper collaboration is considered cheating. When an instructor syllabus permits or encourages “working together” it is expected that group study sessions may result in similar responses or answers to exam questions or other work product. When working together is not permitted, such similar responses will be considered as evidence of academic misconduct.

iii. Unless the instructor specifies otherwise, it is assumed that all work submitted for a grade will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, research data, etc.

b. Plagiarism:

i. All writing assignments are to be composed entirely of words generated (not simply found) by the student, except where words written by someone else are specifically marked as such with proper citation. This includes copying words from the internet, a periodical, or a book without proper reference. Simply documenting the source in a footnote or bibliography isn't good enough. You must also indicate that the words themselves are quoted from someone else. For this reason, sentences that should have quotation marks but appear in the paper without quotation marks are plagiarism.

ii. It is plagiarism to copy words and then modify them slightly. Paraphrasing is fine when you cite the source and indicate the new expression is actually your own. When the expression remains substantially similar to the source as a whole or in one of its parts – it is plagiarism.

iii. Self-plagiarism or “recycled academics” occurs when a student submits the same project or paper for multiple classes and violates the crucial assumption that academic work is performed on a class-by-class basis in order to achieve learning, practice, and growth. Unless the second instructor expressly permits a project or paper from a prior class for credit, this is not permitted.

c. Other academic dishonesty:

i. Facilitating or aiding in the cheating, plagiarism, or dishonesty of another student.

- ii. Attempting at cheating, plagiarism or other academic dishonesty even if not successful.
- iii. Lying in order to gain academic advantage, including dishonesty about why a class was missed, dishonesty to gain an extension on a project or assignment, or dishonesty to gain admission to a program.

STUDENT DISCIPLINARY PROCEDURES – pp. 13&14

Authority of Chief Student Affairs Officer: The Chief Student Affairs Officer, or their designee such as the Assistant Dean of Students, are authorized by the President to investigate potential violations of university regulations or law and to determine and administer appropriate penalties using a preponderance of the evidence standard. At a minimum, individuals involved in the student conduct process, including members of the Committee on Student Conduct, will receive annual training on issues relating to dating violence, domestic violence, sexual assault, and stalking. This training will include how to conduct the investigation and hearing process that protects the safety of victims and promotes accountability. The University is committed to enforcing a prompt, fair, and impartial process from an initial investigation to the final result. The Office of Student Affairs has the responsibility for handling as many conduct complaints as possible, except for those cases which by their nature require initial action by another University department, such as:

- Matters of Academic Dishonesty and Classroom Conduct: Academic dishonesty matters may first be considered by the faculty member who may recommend penalties such as withdrawal from the course, reduction or changing of a grade in the course, test, assignment, or in other academic work; denial of a degree and/or performing additional academic work not required of other students in the course. Acceptance of the faculty member's recommended penalties by the student shall make the penalties final and constitute a waiver of further administrative procedures.

If the student does not accept the decision of the faculty member, the student may have the case reviewed by the academic department chair. If the student does not accept the decision of the academic department chair, the student may have the matter referred to the Vice President for Academic Affairs. Student(s) seeking to be heard about a grade dispute should file an appeal with the Academic Appeals Committee. The Academic Appeals Committee will serve as an appeals board upon receipt of written requests from faculty or students who seek to have grades or records altered. The Committee will also act on appeals of students who are on academic probation or who have been suspended for academic reasons. The decision of the Academic Appeals Committee will be final.

If a student is dismissed from class due to classroom misconduct, the student must seek permission from the conduct officer before returning to that class. Faculty reserve the right to include in their syllabi statements of expectation and penalties for academic dishonesty and classroom misconduct. (Note: Faculty members are authorized to dismiss students from classes pending other action, and it shall be a further offense for any student not to leave a classroom when told to do so by a faculty member.)