

Worcester State University  
Department of Mathematics  
**Academic Honesty Policy**

The math department does not tolerate academic dishonesty.

For an explanation of what is considered “academic dishonesty” at Worcester State, please refer to the university catalog.

All instructors in the math department report all incidents of academic dishonesty observed, detected, or otherwise determined to have occurred to the university’s Academic Central File (ACF). Prior to reporting such incidents, instructors in the math department always query the administration to determine if the student has a prior record of academic dishonesty on file.

The university requires that some penalty be imposed for every reported violation of the academic honesty policy. For the following violations the instructor may impose a penalty within the indicated ranges:

1. *Copying off a neighbor’s in-class assessment.* A zero on the question(s) to a zero on the entire assessment.
2. *Using unapproved materials as aids on an in-class assessment (such as calculators or formula sheets).* Lowering the assessment grade at the instructor’s discretion (up to no credit).
3. *Copying a classmate’s homework solutions or projects.* A zero on the question(s) (or portion of the project) or the entire assignment.
4. *Submitting a homework assignment that was completed by looking up public solutions online.* A zero on the question(s) to a zero on the entire assignment.

For the following especially egregious violations of the academic honesty policy the penalty is *not* at the discretion of the instructor:

5. *Multiple violations in the same course:* If an instructor finds that a student they have already reported to the ACF for academic dishonesty has again violated the university’s academic honesty policy, the instructor shall promptly award a grade of “Administrative Failure” to the student for the course. It is the university’s policy that the student may not thereafter attend the class.
6. *Multiple violations across courses:* If an instructor’s query of the ACF uncovers previous incidents of academic dishonesty, then – in addition to the penalty indicated by this document – as the instructor is not privy to the details of previous incidents, the instructor shall initiate a hearing before the Academic Judicial Board (AJB).
7. *Submission of work produced for hire or trade by a third party:* If an instructor determines that a student’s submitted work was produced by a third party (such as Chegg, CourseHero, or similar sites, or a hired individual) the instructor shall initiate a hearing before the Academic Judicial Board. The student shall be awarded a zero on the assignment, and in severe cases an administrative failure may be warranted.
8. *Public dissemination of course assessments:* If a student is found to have publicly disseminated course materials such as quizzes, exams, and/or homework assignments, whether physically or electronically (including uploading such documents to websites such as *Chegg* or *Coursehero*), whether before or after their due dates, the instructor shall promptly award a grade of “Administrative Failure” to the student for the course, and shall initiate a hearing before the Academic Judicial Board recommending expulsion. In such cases the student may also be subject to separate litigation for the violation of intellectual property rights.