

UNIVERSITY OF DELAWARE  
NEWARK, DELAWARE  
19711

UNIVERSITY FACULTY SENATE  
303 HULLIHEN HALL  
PHONE: 302-738-2829

October 28, 1974

MEMORANDUM

TO: All Faculty Members

FROM: E. Paul Catts, Vice President  
University Faculty Senate

SUBJECT: Regular Senate Meeting, November 4, 1974



In accordance with Section IV, paragraph 6 of the Constitution, the regular meeting of the University Faculty Senate will be held on Monday, November 4, 1974, at 4 PM in Room 110, Memorial Hall.

AGENDA

- I. Adoption of the Agenda.
- II. Approval of the minutes of October 7, 1974.
- III. Announcements - None.
- IV. Old Business - None.
- V. New Business
  - A. Resolution concerning faculty participation in Board of Trustee committee meetings (John McLaughlin, Floor Sponsor, see Attachment 1).
  - B. Policy on academic honesty approved by Judicial Policy Board on September 24, 1974 (see Attachment 2).
  - C. Such items as may come before the Senate. (No motion introduced at this time may be acted upon until the next meeting of the Senate.)

Attachments are in the hands of your Senators. Distribution also includes one copy for each ten faculty members of each department.

EPC/dpe

Attachments

RESOLUTION CONCERNING FACULTY PARTICIPATION IN  
BOARD OF TRUSTEE COMMITTEE MEETINGS

Be it resolved that the Senate recommends to the Board of Trustees that in order to obtain responsible and quality advisement from faculty representatives to the Trustee Committees, the faculty representatives be provided in advance with an agenda of the meeting together with full information relevant to matters where advisement is expected. Full information is understood to mean information as full and as timely as that received by the Trustee members of the Committees.

Be it further resolved that a copy of this resolution be sent to all faculty representatives to Trustee Committees at the time of their appointment.

Jointly sponsored by: Gordon R. Bonner  
E. Paul Catts  
Raymond F. Goodrich  
Robert N. Hill  
Sheila A. McMahon  
Ludwig Mosberg  
Edward E. Schweizer  
F. Loren Smith

October 28, 1974

POLICY ON ACADEMIC HONESTY

(APPROVED SEPTEMBER, 1974 BY JUDICIAL POLICY BOARD)

A. TO THE STUDENTS

Academic dishonesty, whether in the form of cheating on examinations or plagiarism on papers, is a most serious offense within and against the University community. It is but one form of theft and deception, both of which work to destroy that foundation of trust on which depend not only the operation of any society, but also relationships between individuals. Those who cheat harm themselves because they deprive themselves of the educational benefits they would otherwise have derived; they mock the investment and trust society has placed in them and the very principles by which society must exist; and they render an injustice to their fellow man because they have stolen what is not theirs and granted themselves an unfair advantage. Those who do not cheat should therefore be greatly concerned if only because they are hurt by those who do; hence, they should not tolerate it in their midst. Finally, every student has the responsibility to acquaint himself with University policies on cheating and plagiarism as set forth in the Student Guide to Policies.

B. TO THE FACULTY

1. At the beginning of each term, faculty members should clearly explain to their classes what is meant by plagiarism and cheating. Students should be warned of the seriousness of plagiarism and cheating, and be referred to the statement on these issues found in the Student Guide to Policies. In addition, faculty members should specifically explain the academic penalties which may be levied on those found guilty of academic dishonesty. A warning against plagiarism should be made at the time of assignment of major papers, and it is strongly recommended that warnings against cheating precede examinations.
2. Do not leave classrooms during the administration of an examination.
3. Try to seat students alternately during examinations, especially final examinations. The scheduling office already tries to arrange final exams to permit alternate seating and should therefore be notified when it has not; but you may also request the use of an empty classroom for the administration of hour exams during the semester.
4. If alternate seating does not prove practicable in some cases, and if you use multiple-choice exams, try to use alternate-form testing procedures. The committee has been informed that the computer can produce alternate forms of tests.
5. Where possible, give essay exams. The committee is concerned about the widespread use of multiple-choice exams because they lend themselves more easily to cheating.

6. Do not leave students' papers outside your office doors where they can be picked up and used by other students.
7. Make clear your own policies on matters on which there may exist lack of clarity or agreement, e.g. whether you regard as dishonest a student's submitting in your course a paper which he prepared for another course.
8. It is recommended that a question concerning faculty attitude toward academic dishonesty be included in the instructor evaluation with a cross-check included in the faculty questionnaire.

The implementation of these suggestions directly depends on the cooperation, above all the financial cooperation, of the administration of the University, to which the committee consequently directs the following section.

C. TO THE ADMINISTRATION

It is the responsibility of the administration to acquaint students and faculty with their obligations, to insure that they observe their obligations, and to establish sufficient safeguards to reduce the possibilities for cheating. This will require a financial commitment from the administration. The committee recommends in particular the following:

1. In the Freshmen Orientation Program state clearly University policies on cheating and plagiarism.
2. Incorporate in the revised edition of the Faculty Handbook the pertinent section from the Student Guide to Policies on cheating and plagiarism.
3. Abolish the sale of bluebooks in the Bookstore and establish University control of official, stamped bluebooks to be administered by the departments and their faculty at the time of examinations.
4. Move toward implementing the already-existing guidelines on the use of proctors, on the ratio of 1 proctor for every 25 students, to supervise the administration of exams, particularly of final exams.
5. Provide facilities for the alternate seating of students in exams, especially finals. This might require the use of gymnasias.
6. Attempt to eliminate very large classes, which are noticeably susceptible to cheating on a large scale; or provide adequate secretarial services so that the alternate/form tests can be employed; or provide adequate numbers of readers so that faculty members teaching large courses can rely more on essay and less on multiple choice exams.

7. With respect to final examinations:

- a. No student should have to take more than two exams per day.
- b. Should any student have a graduate record, MEDCAT, or LSAT exam on the same day as the final, he/she may reschedule the exam at a time mutually agreed upon by the student and the professor.

D. TO THE STUDENT JUDICIAL SYSTEM

The area of academic dishonesty presents an especially difficult problem for the court or hearing officer charged with administering justice, the factors which must be taken in consideration are generally so complicated as to make any set of predetermined guidelines useless or worse, confusing. Not only is the hearing body charged with the responsibility for making such decisions, it is also uniquely able to accomplish its task. However, all members of the University community should be made cognizant of the fact that such offenses are attacks on the very foundation of an institution of higher learning and as such often warrant the extreme sanction of suspension from the community.

Furthermore, the Judicial Policy Board is aware of its responsibility to examine these cases and insure justice as well as maintain the necessary degree of consistency between the actions taken by the court, the administrative hearing officer, and the appellate court.

VLA/dpe

October 28, 1974