

History Department Academic Integrity Policy

*The Department of History honors the principles of academic integrity and expects faculty and students alike to uphold the core values of honesty, fairness and respect. The Department's academic integrity policy revolves around **six principles and guidelines**.*

1. Academic Integrity as Part of our Educational Mission

Faculty and graduate student instructors should approach issues of academic integrity as part of the educational mission of the History Department, not simply through the lens of punitive rhetoric about plagiarism. This philosophy distinguishes between deliberate forms of academic misconduct and unintentional instances of plagiarism, such as incorrect citation practices. It is our responsibility to teach undergraduate (and graduate) students the disciplinary expectations regarding source citation, research ethics, and other forms of academic integrity.

In addition to appropriate discussions in the classroom, each instructor should:

- a. **Provide** students with a clear resource for academic citation, such as the [Chicago Manual of Style Online](#) or another discipline-specific or course-specific set of guidelines.
- b. **Clarify** the disciplinary and course rules, and academic standards, for source citation. Not all high school graduates realize that paraphrasing material from a website without explicit citation is a form of plagiarism. Not all students in college history courses at U-M understand that citations must be provided for all material drawn from a source, rather than just direct quotations. Many students are confused about how to cite new media sources, and etc. And while History 202 provides an introduction to disciplinary standards of citation and expectations of academic integrity for majors, we should recognize that many of our students are non-majors who are often instructed to follow different procedures in various departments.
- c. **Specify** not only the course guidelines for citation but also the sanctions for plagiarism and other forms of academic dishonesty—on the syllabus and/or in assignment guidelines. These guidelines should refer students to this History Department document and should include explicit mention of the LSA Academic Integrity Policies.

2. What Are LSA's Academic Integrity Policies?

Faculty and graduate student instructors should formulate and implement course policies on academic integrity based on the [LSA Academic Integrity Policies](#)—available in full at this link, with key points highlighted below. It is crucial that all instructors become familiar with LSA policies, which clearly define the parameters of academic misconduct and are carefully crafted to protect students' rights while laying out the various processes for faculty to follow in the event of a violation.

3. What Counts as Academic Misconduct?

Students in History courses are responsible for following the standards of academic integrity set forth by LSA, the Department of History, and the individual faculty or graduate student instructor. Students (and instructors) should be familiar with LSA's list of [examples of academic misconduct](#), including:

- a. Cheating during an exam
- b. Submitting someone else's work as your own
- c. Submitting the same/similar paper in two different courses
- d. Plagiarizing deliberately (copying, paraphrasing, or borrowing from any source without proper attribution)
- e. Unacceptable collaboration
- f. Falsification of data
- g. Aiding and abetting someone else's academic misconduct
- h. Classroom disturbances
- i. ([Click here](#) for more examples)

4. What Should Instructors Do in the Case of Academic Misconduct?

History instructors **must comply** with LSA's [mandatory reporting provision](#) (to the Office of the Assistant Dean for Undergraduate Education) for any cases of **deliberate** academic dishonesty that result in formal sanctions of any kind. This important step:

- a. Ensures [due process for the student](#), who has the right to see the evidence of an academic violation and the right to appeal any sanction to the dean and ultimately the Academic Judiciary Board.
- b. Allows the College to maintain an official record of academic dishonesty cases, which is essential to track repeat violators.
- c. Offers a support structure for instructors unsure about how to proceed.
- d. Mandatory reporting does not cover unintentional forms of plagiarism addressed educationally without formal penalty.

LSA policy allows for instructor discretion in dealing with cases of academic misconduct by distinguishing between resolution of a case through [faculty admonition](#) and escalation of a case through a [formal complaint of academic misconduct](#).

- a. Faculty admonition: For less egregious violations, the primary faculty instructor can resolve the case through discussion with the student, who must accept responsibility, and imposition of a penalty ranging from a warning, to remedial/makeup work, to a grade deduction or zero on the test or the assignment. The admonition sanction may not exceed a failing grade on the specific assignment. Faculty may or may not choose to seek the advice of the dean's office or the DUGS during the interim stages of this process, but in all cases faculty *must notify the dean's office of the violation and sanction upon its resolution*. For first-time violators, the admonition process will not result in

any additional penalties at the College level. See the [LSA admonition guidelines](#) for more details.

b. **Formal complaint of academic misconduct:** To impose a sanction greater than failure on the assignment, and/or if the student denies the misconduct charge, the primary faculty instructor must first report the case to the Assistant Dean for Undergraduate Education. The memo should reproduce the course policy on academic integrity, provide detailed evidence of the academic misconduct, and specify the proposed sanction (up through failure of the course). If the misconduct is disputed, the Assistant Dean will meet with the student and then inform all parties of the determination. Students have the right to appeal a finding of guilt to the Academic Judiciary Board. At the conclusion of this process, the Assistant Dean will consult with the faculty instructor regarding the sanction, but the final decision on course-related penalties rests with the faculty member. Faculty instructors have the discretion to fail a student for the course, or impose a lesser penalty, but may not impose any sanction if the Assistant Dean rules that no deliberate misconduct occurred. See the [LSA complaint of academic misconduct guidelines](#) for more details.

LSA's [Frequently Asked Questions by Faculty Members](#) provides further information, and faculty also are encouraged to consult the Director of Undergraduate Studies regarding questions of policy and procedure.

5. What Are the Responsibilities of Graduate Student Instructors?

Graduate student instructors running discussion sections in lecture courses should refer any case of academic misconduct to the faculty supervisor/primary instructor of the course. Faculty supervisors are ultimately responsible for meeting with the undergraduate student, determining sanctions, and overseeing communications with the dean's office. The faculty instructor should consult the GSI throughout the process but may not defer these responsibilities to a graduate student instructor.

Graduate student instructors teaching a History 195 course should follow the guidelines for primary instructors in #4 above and are encouraged to consult the Director of Undergraduate Studies.

6. What Are the Rights of Students?

Department and LSA policies are designed to protect the rights of students, to guarantee that each student is treated fairly, and to assure due process in all cases or charges of academic misconduct. In the event of a violation, students have the right to:

- a. Receive formal notification and evidence of misconduct from the faculty instructor.
- b. Schedule a meeting. In the case of an [admonition](#), a meeting with the faculty instructor is an essential part of the resolution process. In the case of a [formal complaint of academic misconduct](#), students may also seek a meeting with the

instructor(s). Please note that in difficult cases, faculty instructors have the right to forego a personal meeting and ask the student to deal directly with the dean's office.

c. Appeal any findings of academic dishonesty and/or formal sanctions to the [Office of the Assistant Dean for Undergraduate Education](#), and ultimately the Academic Judiciary Board. In some cases, students may wish to pursue the avenues for appeal set forth in the [History Department Grade Grievance Policy](#). For further information, see [LSA's Frequently Asked Questions by Students](#).

Template Syllabus Paragraph

Note: Instructors are welcome to add material to this paragraph, but each of these basic points should be included in each syllabus.

Academic Integrity Policy: History XXX follows the academic integrity guidelines set forth by the College of LSA [<http://www.lsa.umich.edu/academicintegrity/>]. Students should familiarize themselves with this document, which explains the standards of academic integrity and clarifies the prohibited forms of academic misconduct [*specific examples of misconduct delineated in the guidelines might be specified here*]. Students in History XXX should utilize the [Chicago Manual of Style Online](#) [*or alternative guides*] for all issues of source citation, along with any specific guidelines provided in the course assignments. Clarifying the disciplinary standards of research ethics and source citation is part of the educational mission of this course, and students should consult the faculty instructor and/or GSI regarding any questions. The penalties for deliberate cases of plagiarism and/or other forms of academic misconduct are _____ [*faculty should specify individual policies, such as zero on the assignment or failure for the course, within the parameters of LSA policy*]. Cases that the instructor judges to be particularly serious, or those in which the student contests the charge of academic misconduct, will be handled by the office of the Assistant Dean for Undergraduate Education. All cases of deliberate academic misconduct that result in formal sanctions of any kind will be reported to the dean's office, as required by LSA policy, which also ensures due process rights of appeal for students.