

Section II: Departmental Policies

Student rights and responsibilities

As stated in the University of Utah Code of Student Rights and Responsibilities (“Student Code”; <http://www.regulations.utah.edu/academics/6-400.html>), “Students at the University of Utah are members of an academic community committed to basic and broadly shared ethical principles and concepts of civility.” Students are expected to treat others and to be treated with integrity, autonomy, justice, respect and responsibility. If a student in the Department perceives inappropriate conduct or a violation of ethical principles either toward themselves or others, or is accused of such, they should first discuss their concerns with their thesis advisor or the involved faculty member. If the advisor has a conflict of interest, students may bring their concerns to their thesis committee, to the Director of Graduate Studies (DGS), or to the Department Chair. The Department Chair should be informed of all instances of perceived academic misconduct, as described below. The Department encourages informal resolution of problems, but concerns regarding inappropriate conduct or ethical issues that cannot be resolved informally by mutual consent with all parties will be handled as outlined in the Student Code.

Students who feel they may have a disability for which they would like to seek accommodation should consult the U of U Center for Disability Services at: <http://www.sa.utah.edu/ds/>.

The University of Utah is committed to ensuring a quality environment where all members of the university community are treated in an equitable and fair manner. Students who feel they have been subjected to illegal discrimination or harassment may consult the University of Utah Office of Equal Opportunity and Affirmative Action at: <http://www.hr.utah.edu/oeo/>.

Policy Statement on Academic Standards

The Department of Neurobiology and Anatomy at the University of Utah is a degree granting department. It is the responsibility of the Department to train graduate students and to monitor the progress of students and assure that all requirements for graduation are satisfactorily completed.

Occasionally, unacceptable or incomplete performance will require assessment of the student, and appropriate action. Examples of situations requiring attention are: 1) failure to pass all core courses (grade of B- or better); 2) GPA of less than 3.0; 3) unsatisfactory completion of laboratory rotations and 4) academic dishonesty such as cheating as defined by the National Academy of Sciences, the University of Utah Student Code, or this Policy Statement. Copies of these definitions appear at the end of this document. Cheating or other academic misconduct shall be grounds for academic action under this Policy Statement and for academic sanctions under the Student Code. Other behavior may also require action under this Policy Statement and under the Student Code. This document states the Neurobiology and Anatomy Program’s policy and procedure in cases of failure to meet academic standards and in cases of academic or other misconduct. The Student Code states the University’s policy and procedure in such cases.

In cases of failure to meet academic standards, such as examples 1-3 above, appropriate action may include, without limitation, dismissal from the Program or a designated probation. The student, the student’s advisor, the Chair of the Department, and the Director of the Graduate Studies in Neurobiology and Anatomy (Director of Graduate Studies), will be notified of perceived failures to meet the academic standards. The student’s advisor and/or the Chair of the Department will decide on an appropriate action and the decision will be reported to the student, and in cases requiring dismissal from the Program, the Dean of the Graduate School will also be notified. In the latter situation, the student will be given an opportunity to appeal the decision to the Academic Appeals/Misconduct Committee of the School of Medicine (see the SOM Student Handbook; <http://medicine.utah.edu/studentaffairs/student/index.htm>).

The Chair of the Department will evaluate cases of academic misconduct. The Department Chair should be informed of all instances of perceived misconduct that occurs during the year. The Chair will inform the student, his/her advisor and the Director of Graduate Studies. The student will have an opportunity to respond and may consult with his advisor or with an alternate faculty member in cases where the advisor has a conflict of interest.

The Chair will recommend appropriate action and will inform the student and his/her advisor of his decision in writing. The student has the right to appeal to the Academic Appeals/Misconduct Committee of the School of Medicine.

The Chair may impose academic sanctions such as requiring the student to rewrite paper(s) or retake exam(s), a grade reduction or a failing grade. In addition, the chair may recommend to the Academic Appeals/Misconduct Committee of the School of Medicine that the student be dismissed from the program. In such cases the Chair will provide the student with a copy of such a recommendation.

Students will receive a copy of this Policy Statement document upon joining the Department. At this time, expectations for satisfactory academic performance will be discussed, as will the appropriate procedures for individual completion of take-home examinations. Students will be reminded that academic misconduct, such as cheating, plagiarism or collusion on examinations is not permissible, and may likely result in a complaint seeking dismissal. Collaboration on certain problem sets and homework assignments may be permitted, but only as specified by the course instructor. If any doubt exists, students must ask the instructor for clarification.

National Academy of Sciences Definition of Misconduct in Science

Misconduct in science is defined as fabrication, falsification, or plagiarism, in proposing, performing, or reporting research. Misconduct in science does not include errors in the recording, selection, or analysis of data; differences in opinions involving the interpretation of data; or misconduct unrelated to the research process.

Definitions from the Student Code:

(The complete document is available in the University of Utah Regulation Library, specifically at: <http://www.regulations.utah.edu/academics/6-400.html>)

1. “**Academic action**” means the recording of a final grade (including credit/no credit and pass/fail) in a course, on a comprehensive or qualifying examination, on a culminating project, or on a dissertation or thesis. It also includes a decision by the appropriate department or college committee to place a student on academic probation, or to suspend or dismiss a student from an academic program because the student failed to meet the relevant academic standards of the discipline or program. The term “academic action” does not include the decision by a department or program to refuse admission of a student into an academic program. Academic action also does not include academic sanctions imposed for academic misconduct or for professional misconduct.
2. “**Academic misconduct**” includes, but is not limited to, cheating, misrepresenting one's work, inappropriately collaborating, plagiarism, and fabrication or falsification of information, as defined further below. It also includes facilitating academic misconduct by intentionally helping or attempting to help another to commit an act of academic misconduct.
 - a. “**Cheating**” involves the unauthorized possession or use of information, materials, notes, study aids, or other devices in any academic exercise, or the unauthorized communication with another person during such an exercise. Common examples of cheating include, but are not limited to, copying from another student's examination, submitting work for an in-class exam that has been prepared in advance, violating rules governing the administration of exams, having another person take an exam, altering one's work after the work has been returned and before resubmitting it, or violating any rules relating to academic conduct of a course or program.
 - b. Misrepresenting one's work includes, but is not limited to, representing material prepared by another as one's own work, or submitting the same work in more than one course without prior permission of both faculty members.
 - c. “**Plagiarism**” means the intentional unacknowledged use or incorporation of any other person's work in, or as a basis for, one's own work offered for academic consideration or credit or for public presentation. Plagiarism includes, but is not limited to, representing as one's own, without attribution, any other individual's words, phrasing, ideas, sequence of ideas, information or any other mode or content of expression.

- d. **“Fabrication”** or **“falsification”** includes reporting experiments or measurements or statistical analyses never performed; manipulating or altering data or other manifestations of research to achieve a desired result; falsifying or misrepresenting background information, credentials or other academically relevant information; or selective reporting, including the deliberate suppression of conflicting or unwanted data. It does not include honest error or honest differences in interpretations or judgments of data and/or results.
3. **“Academic sanction”** means a sanction imposed on a student for engaging in academic or professional misconduct. It may include, but is not limited to, requiring a student to retake an exam(s) or rewrite a paper(s), a grade reduction, a failing grade, probation, suspension or dismissal from a program or the University, or revocation of a student’s degree or certificate. It may also include community service, a written reprimand, and/or a written statement of misconduct that can be put into an appropriate record maintained for purposes of the profession or discipline for which the student is preparing.

I acknowledge that I have received a copy of the **Policy Statement of Academic Standards of the Neurobiology and Anatomy Program** and that it is my responsibility to read and understand this statement and to follow the rules described. I further acknowledge and agree that it is my responsibility to ask questions about anything I do not understand.

Student Signature: _____

Date: _____