



**CMI**

**College of the Marshall Islands**

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258  
Uluga Campus  
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931  
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Email: [bor.regents@cmi.edu](mailto:bor.regents@cmi.edu)

**COLLEGE OF THE MARSHALL ISLANDS**

**BOARD RESOLUTION-No: 2023 - 004**

***“A RESOLUTION TO APPROVE REVISED POLICY #370: ACADEMIC HONESTY FOR STUDENTS”***

**WHEREAS**, The Board of Regents of the College of the Marshall Islands given the responsibility under the CMI Act 1992 to “approve such policies and standards as it may deem necessary for the effective operation of the College,”

*And*

**WHEREAS**, the revisions to the policy clarify the distinction between academic honesty and copyright law and the revisions to the procedures allow for the convening of Academic Integrity Panels to review serious or serial cases of academic dishonesty,

*And*

**WHEREAS**, the Learning Experience and Academic Policy Committee and the Executive Council have recommended the policy,

**NOW, THEREFORE, BE IT RESOLVED:**

That the College of the Marshall Islands Board of Regents approves the revised Policy 370: Academic Honesty for Students.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Board of Regents of the College of the Marshall Islands on January 23, 2023 at which a quorum was present and voted.

**Kathryn Relang**  
Chair, Board of Regents  
College of the Marshall Islands



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## **CMI POLICY NO. 370**

# **Academic Honesty for Students**

Status: Active  
Effective Date: January 23, 2023  
Approval Date: January 23, 2023  
Steward: Board of Regents  
Approval Authority: Board of Regents

## **Policy Statement**

The College of the Marshall Islands has the responsibility to ensure that grades assigned are indicative of the knowledge and skill level of each student. Acts of academic dishonesty make it impossible to fulfill this responsibility. Faculty have the primary responsibility to ensure that academic honesty is maintained in their classes. Students share the responsibility for maintaining academic honesty by refraining from acts of academic dishonesty and by notifying instructors and/or appropriate administrators about observed incidents of academic dishonesty.

## **Reason for the Policy**

This policy outlines the principles of academic honesty and integrity and applies to all registered students of the College, regardless of program or program level.

## **Definitions**

### **Academic Dishonesty**

Academic dishonesty includes, but is not limited to, the following:

#### **Cheating**

- Obtaining answers to specific examination questions from another student before or during an examination.
- Communicating answers to another student during an examination.
- Knowingly allowing another student to copy one's work.



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- Taking or giving information during an examination by any means, including any languages, sign languages, hand signals, secret codes, or electronic transmission.
- Taking an examination for another student or having someone take an examination for oneself.
- Completing online activities or assignments using another student's login or having someone else complete online activities or assignments using one's login.
- Using unauthorized material during an examination
- Sharing answers for a take-home examination unless authorized by the instructor.
- Altering a graded examination or assignment and returning it for additional credit unless otherwise authorized by the instructor.
- Misreporting or altering the data in laboratory or research projects.

### Plagiarizing

- Offering all or a portion of another person's work as one's own: copying all or a portion of a speech, essay, report, project or paper from another person or from books or other sources regardless of the copyright status of these works
- Using content from outside sources (books, periodicals, the Internet or other electronic sources, or other written or spoken sources) without giving proper credit (by naming the person and putting any exact words used in quotation marks) regardless of the copyright status of these works
- Presenting another's idea as one's own
- Allowing another person or company to do the researching and/or writing or creating of an assigned speech, essay, report, project or paper for oneself.
- Writing or creating a speech, essay, report, project or paper for another student.
- Doing research for another student's project or report without permission from the instructor.

### Committing Other Acts of Dishonest Conduct

- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering forms
- Submitting all or part of the same work for credit in more than one course without consulting all instructors involved.
- Intentionally impairing the performance of other students and/or a faculty member, for example, by adulterating laboratory samples or reagents, by altering musical or athletic equipment or by creating a distraction meant to impair performance.
- Forging or altering attendance records.
- Knowingly or intentionally helping another student perform an act of academic dishonesty.



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- Posting course material to third-party websites without permission of the instructor.
- Falsifying data

## Statements of Elaboration of Policy

### Collusion

Collusion in or facilitation of an act of academic dishonesty will be disciplined in the same manner as the act itself.

### Penalties

Penalties for academic dishonesty may include a reprimand; an "F" grade, zero points, or a reduced number of points on all or part of a particular paper, project, or examination; or an "F" grade for the course. Repeated or severe acts of academic dishonesty may result in suspension or expulsion.

### Copyright, Public Domain, and Creative Commons

While students are expected to follow copyright laws, this issue is separate from academic honesty. A copied work being in the public domain or under a creative commons license does not in itself constitute a defense against plagiarism.

### Severity of Academic Dishonesty

In determining the severity of an act of academic dishonesty, the following factors should be considered: the student's level of study and understanding of academic standards, pervasiveness of the academic dishonesty (e.g. an entire paper vs. a few sentences within a paper), likelihood of intentionality, and the student's history of academic dishonesty if any. Offenses warranting suspension or expulsion on the first offense include, but are not limited to, the following:

- Taking an examination for another student or having someone take an examination for oneself.
- Logging into the college learning management system as another student or having someone else log into the college learning management system as oneself.
- Altering a graded examination or assignment and returning it for additional credit without instructor permission.



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- Having another person or a company do the research and/or writing of an assigned paper or report.
- Stealing or attempting to steal an examination or answer key.
- Stealing or attempting to change official academic records.
- Forging or altering grades.

## Minor Errors

While minor errors in referencing may in some contexts be considered academic misconduct, such minor errors made by students who have clearly attempted to adopt academically acceptable practices will not be covered under this policy, though faculty may still reduce scores or require revisions as a result. Examples of such minor errors include mistakes in referencing or citation, gaps in the bibliography or works cited list despite the presence of in-text citation, or non-compliance with some aspects of presentation guidelines.

## Cross References to Related Policies and Regulations

Human Resources Policy and Procedure Manual 4.11: Academic Honesty and Integrity

## Responsible Officer

Dean of Academic Affairs

## Key Offices to Contact Regarding the Policy and its Implementation

Dean of Academic Affairs, Instructional departments

## Procedures

1. Any employee who discovers an act or suspected act of academic dishonesty should report this to the Dean of Academic Affairs using the [Academic Dishonesty Report form](#). Documentation of the act of academic dishonesty should be submitted with the form.



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2. Students who become aware of an act of academic dishonesty should report this to the course instructor, the Dean of Academic Affairs, or another employee they are comfortable speaking with.
3. Faculty have the discretion to assign an in-course penalty for acts of academic dishonesty in their classes. Such penalties may include: a warning, a lowered grade or grade of zero for an assignment, additional required work with an educational purpose such as an essay or presentation about academic honesty, or a grade of "F" for the course. These penalties must be consistent with the syllabus.
4. Upon receiving a report, the Dean of Academic Affairs will first investigate to confirm that academic dishonesty has taken place. If this is the student's first reported incident of academic dishonesty and the incident is not so severe as to potentially warrant suspension or expulsion, the Dean will issue a formal letter of reprimand to the student. The Dean may also elect to discuss the incident with the student or require that the student receive counseling, supplemental instruction, or tutoring.
5. For repeated cases or cases sufficiently severe that they may warrant a suspension or expulsion, the Dean of Academic Affairs will chair an Academic Integrity Panel consisting of two faculty members and one representative from the Student Government Association. If the act of academic dishonesty took place in a specific course, the faculty members of the panel will consist of one member from within the department in which it occurred and one from outside it. At its first meeting, the panel will review the relevant policies, procedures, and evidence. The panel will then set a date, time, and location for a formal hearing. The accused student shall be notified by email and hand-delivered letter with at least one method being sent 72 hours prior to the hearing and both at least 48 hours prior to the hearing. The panel shall meet prior to the hearing to ensure everyone is prepared for their role. One panel member will be assigned to record minutes of the hearing. The hearing shall follow these steps:
  - a. The panel chair describes how the hearing will be conducted, confirms the accusations against the student, and explains the potential sanctions.
  - b. The individual who reported the academic dishonesty addresses the panel and is asked questions by the panel.
  - c. The accused student addresses the panel and is asked questions by the panel.
  - d. The panel confers privately to determine responsibility (if disputed) and, if relevant, sanctions. Decisions will be made by majority vote and based on a preponderance of evidence standard.
  - e. The panel's findings are explained to the student.If the student does not attend the hearing, decisions will be made without their input.
6. If the panel determines that suspension or expulsion is warranted, this decision must also be signed by the Vice President for Academic and Student Affairs and the President.



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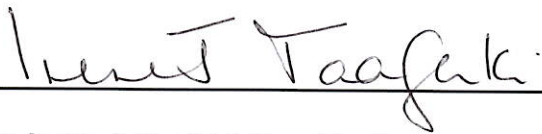
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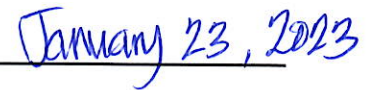
7. The student will receive written confirmation of the panel findings and any sanctions within 72 hours of the panel hearing. The notification shall include the right of appeal.
8. The student may appeal in writing to the Vice President for Academic and Student Affairs. Appeals are only considered substantive if they present new information that draws into question the finding of responsibility or evidence that appropriate procedures were not followed. If an appeal is found substantive, the Vice President for Academic and Student Affairs will chair a new Academic Integrity Panel following the procedure described above. There will be no further appeal following this panel. The student must file the appeal within two weeks of receipt of the written confirmation.

**Date of Initial Policy:** September 21, 2016

**Date(s) of Any Revisions:** 2022



**Dr. Irene J. Taafaki, President**



**Date**