Department of Bioethics & Humanities Policy

Policy on Academic Conduct

The Department of Bioethics & Humanities (BH) abides by UW Arts and Sciences, Graduate School, and School of Medicine policies governing academic conduct and follows all applicable state laws. The Department policies set forth below are intended to clarify individuals’ responsibilities and promote accountability and integrity in carrying out these responsibilities.

Non-compliance with BH Department or instructor policies violates the UW Student Conduct Code, which requires students to comply with all departmental and instructor guidelines and policies.

This Policy must be included in the course syllabus (or as an attachment to the syllabus) of every course offered in the BH Department (including jointly listed courses).

**GENERAL STANDARDS OF CONDUCT**

**UW Student Code of Conduct**

Students in the BH Department abide by the UW Student Code of Conduct, which requires students to “conduct themselves as responsible members of the academic community,” and requires “[p]racticing high standards of academic and professional honesty and integrity.”


**UW Medicine Standards of Professionalism**

Faculty, staff, and students in the BH Department abide by the UW Medicine standards of professionalism. Professionalism requires demonstrating excellence, integrity, respect, compassion, and accountability in all interactions, and ensuring that all are treated with respect, dignity, and courtesy. Violations of professionalism include, but are not limited to, shouting or using offensive language, unwanted physical contact, demeaning comments, and behaviors interpreted as disrespectful, retaliatory, or disruptive.

When unprofessional behavior is reported, the Department strives to achieve an informal resolution satisfactory to all parties. This may include: one-on-one communication among affected parties; communication involving the BH Chair and/or the appropriate BH program director (for graduate students, the Director of Graduate Studies, and for undergraduates, the Director of Undergraduate Studies); and/or communication involving the UW Ombudsman. Issues that require reporting beyond the Department will be referred appropriately.


**Equal Opportunity**

The BH Department abides by UW’s policies affirming equal opportunity for all members of the UW community regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran, and complies with all
applicable federal and state statutes and regulations.

STANDARDS OF CONDUCT FOR COURSES

Cheating & Plagiarism
Students are responsible for understanding what cheating is and avoiding it. Cheating consists of presenting as your own something that you did not do, or using unfair means in completing assignments. For example, cheating occurs when a student copies another student’s answers during an exam, helps another student to cheat, or has a friend write a paper for them. Cheating also occurs when a student puts his or her name on a group assignment that they did not help to produce, consults notes or the Internet during an assignment that prohibits this, or obtains a copy of an exam from a prior year that is not provided by and sanctioned by the instructor.

A common form of cheating is plagiarism. Plagiarism consists of representing the words, ideas, or creations of another person without proper citation. It does not matter whether the ideas you represent as your own are taken from the Internet, a conversation with a friend, or a scholarly book or article. Plagiarism may be intentional or unintentional, overt or implied (e.g., failing to cite sources implies that you are the author), and may involve all or a portion of someone else’s work (e.g., using another student’s outline to write your own paper). Even when you provide appropriate references, you commit plagiarism if you use someone else’s exact words and omit quotation marks.

Instructors who suspect cheating in their classes are responsible for reporting it in writing to the BH Chair and to the student(s) suspected of cheating. The Chair will determine if the matter can be resolved at the Department level, or if reporting to a UW committee on academic conduct is warranted. (The appropriate UW committee is determined by the student’s major field of study or, in the case of pre-majors, is determined by the student’s school of matriculation.) Any individual may at any time request that the case be referred to a UW committee on academic conduct or may refer the matter directly.

(Sources: The UW Committee on Academic Conduct in the College of Arts and Sciences at url: http://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf; UW Graduate School Style Manual; UW Bothell Catalog; UW Student Conduct Code)

Multiple Submissions
The UW defines “multiple submission” as “the practice of submitting a single paper for credit in two different classes (in the same quarter or in different quarters).” Although the UW does not prohibit multiple submissions, individual BH faculty may prohibit the practice in their classes. Any student wishing to make a multiple submission must clear it with all professors involved.


Incompletes
UW Policy allows an incomplete grade in a class only when a student has attended a class throughout the quarter and completed satisfactory work until within two weeks of the quarter’s end. To qualify for an incomplete, the student must demonstrate to the instructor’s satisfaction that the remaining course work cannot be completed due to illness or circumstances beyond the student’s control.

Adopted 10/7/2013
Late Assignments
The Department requires students to submit assignments by instructor deadlines. This avoids giving some students advantages (i.e., extra time) not available to others. Unless there is a documented disability or documented medical reason for a student to miss an assignment deadline, the instructor will reduce student grades for late assignments, e.g., by assigning a zero for the late assignment, or deducting points for each day the assignment is late. The Department encourages faculty to communicate class policies for missed assignments to the entire class at the beginning of each quarter. Students who know in advance that they have a conflict with a class deadline should contact the instructor in advance to make alternate arrangements, such as submitting the assignment early.

Grade Appeals
A student who believes that an assignment grade is unfair should discuss the matter with the instructor. After doing so, if the student believes that there has not been a fair resolution, the student may make a written appeal to the BH Chair, the BH Director of Graduate Studies (for graduate students), or the BH Director of Undergraduate Studies (for undergraduates), with a copy of the appeal sent to the instructor. The Chair or Program Director will consult with the instructor. If the grading is not arbitrary or capricious, the instructor will determine an appropriate remedy. If a Program Director believes that the instructor’s grading is arbitrary or capricious, this must be reported to the Department Chair.

If the Department Chair believes that the instructor’s grading is arbitrary or capricious, the Chair will ask the instructor to revise the student’s grade. If the instructor declines to revise the grade when requested to do so, the Chair will appoint an appropriate member, or members, of the BH faculty to grade the student’s assignment and this grade will substitute for the instructor’s; this action will be reported to the Dean and Provost, with copies of the student’s written appeal and all subsequent actions on this appeal recorded in the student’s file.

ADDITIONAL RESOURCES

Disability Accommodation
UW is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. For information or to request disability accommodation contact: Disabled Students Services (Seattle campus) at (206) 543-8924/V, (206) 543-8925/TTY, (206) 616-8379/Fax, or e-mail at uwdss@u.washington.edu.

Sexual Harassment
Sexual harassment is defined as using one’s authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or as the creation by a member of the University community of an intimidating, hostile, or offensive working or educational environment through verbal or physical conduct of a sexual nature.

If you believe that you are being harassed, seek help—the earlier the better. You may speak with your
instructor, the BH Director of Undergraduate Studies, the BH Director of Graduate Studies, or the BH Chair. In addition, the University has designated special people to help you. They are: UW Ombudsman and UW Ombudsman for Sexual Harassment (for complaints involving faculty members and teaching assistants) Susan Neff, 301 Student Union (HUB), 543-6028; and the UW Complaint Investigation and Resolution Office, 616-2028.

(Source: UW Graduate School, CIDR, and Office of the President)

Office of Scholarly Integrity
The UW defines scientific and scholarly misconduct to include the following forms of inappropriate activities: intentional misrepresentation of credentials; falsification of data; plagiarism or other forms of cheating; abuse of confidentiality; deliberate violation of regulations applicable to research. The UW has also created the Office of Scholarly Integrity to address such concerns. The Office investigates and resolves allegations of scientific and scholarly misconduct by UW faculty, students, and staff. The Office is responsible for compliance with reporting requirements established by Federal and other funding agencies in matters of scientific or scholarly misconduct.


This Guide is adapted from material prepared by the Department of Philosophy and the Department of History, and is used with permission.)