

Honor Code

Academic



Honesty Honesty Honesty Honesty Honesty Honesty Honesty Honesty Honesty
Trust Trust Trust Trust Trust Trust Trust Trust Trust Trust Trust Trust Trust
Respect Respect Respect Respect Respect Respect Respect Respect Respect
Fairness Fairness Fairness Fairness Fairness Fairness Fairness Fairness
Responsibility Responsibility Responsibility Responsibility Responsibility





Academic Honor Code







Contents

Introduction	4
A. Academic Integrity	5
B. Academic Dishonesty Offenses	5
C. Jurisdiction	7
D. Responsibility of the University Community	7
E. Reporting and Adjudication Procedures	8
F. Appeal Process	9
G. Expulsion Proceedings	10
Student Pledges	11

Academic Honor Code

INTRODUCTION

Academic integrity and honesty are basic core values of Lawrence Technological University. In carrying out its academic mission, Lawrence Technological University, like all universities, depends on the honesty and integrity of its faculty, staff, and students, and for this reason every member of the Lawrence Technological University community is charged with upholding the Academic Honor Code. Actions that breach the Code erode the trust of those who look to universities for honest evaluations of academic work arrived at through honest processes. Violations may also cause individual harm in that reports of performance made to post-graduate schools, professional societies, and employers would inaccurately represent a student's progress.

Lawrence Technological University is committed to creating an academic community that values both individual and collaborative efforts that promote learning and discovery. Such a community expects honesty and integrity in the work of all its members. The Academic Honor Code speaks to the work of individual students within the community. It should not be construed as arguing against the important collaborations that also occur among students on campus. This document is intended to clarify the adjudication of issues regarding academic honesty and fair play for students. Portions of this document have been adapted from (a) the 2002–03 University of North Carolina at Wilmington Academic Honor Code and (b) the 2002–03 Binghamton University Academic Honesty Code.

A. ACADEMIC INTEGRITY

Students, faculty, and staff are expected to follow established standards of academic integrity and honesty. Academic misconduct entails dishonesty or deception in fulfilling academic requirements and includes but is not limited to cheating, plagiarism, or the furnishing of false information to the University or a University affiliate in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct.

B. ACADEMIC DISHONESTY OFFENSES

Violation of any of the following standards subject any student to disciplinary action:

1. Plagiarism

The term "PLAGIARISM" includes but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work or creative and/or intellectual property in print, product, or digital media of another person without full and clear acknowledgment; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, reports, or other academic materials; or (c) the appropriating, buying, receiving as a gift, or obtaining by any other means another person's work and the unacknowledged submission or incorporation of it in one's own work. Plagiarism is unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. Examples include:

- Quoting, paraphrasing, or summarizing written material, even a few phrases, without acknowledgment.
- Failing to acknowledge the source of either a major idea or an ordering principle central to one's own paper.
- Relying on another person's data, evidence, or critical method without credit or permission.
- Submitting another person's work as one's own.

- Using unacknowledged research sources gathered by someone else.
- Copying portions or outcomes of two- or three-dimensional creative property of previously published work.
- Copying items from Internet websites without acknowledgment of the source.

2. Bribery

The term “BRIBERY” includes the offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

3. Cheating

The term “CHEATING” includes but is not limited to (a) use of or giving to others any unauthorized assistance in taking quizzes or examinations; (b) dependence upon aids beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (d) the unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

4. Misrepresentation

The term “MISREPRESENTATION” includes any act or omission undertaken with intent to deceive an instructor for academic advantage. Examples include:

- Using a computer program generated by another and handing it in as one’s own work unless expressly allowed by the instructor.
- Lying to an instructor to improve one’s grade.
- Lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

5. Conspiracy

The term “CONSPIRACY” means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.

6. Fabrication

The term “FABRICATION” means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

7. Multiple Submissions

The term “MULTIPLE SUBMISSIONS” means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.

8. Unauthorized Collaboration

The term “UNAUTHORIZED COLLABORATION” means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where such collaboration has been prohibited by the instructor.

9. Sabotage

The term “SABOTAGE” means deliberately impairing, destroying, damaging, or stealing another’s work or working material. Examples include:

- Destroying, stealing, or damaging another’s lab experiment, computer program, term paper, exam, or project.
- Removing uncharged library materials with the effect that others cannot use them.
- Defacing or damaging library materials with the effect that others cannot use them.
- Hoarding or displacing materials within the library with the effect that others have undue difficulty using them.
- Interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others.

C. JURISDICTION

All students enrolled at Lawrence Technological University are subject to the Academic Honor Code.

D. RESPONSIBILITY OF THE UNIVERSITY COMMUNITY

1. General Responsibility

It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of Lawrence Technological University. Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.

2. Student Responsibility

Each student shall abide by the Academic Honor Code at all times.

3. The Responsibility of Individual Instructors

Instructors are encouraged to make their classes aware of the Academic Honor Code during the first week of each term.

4. Responsibility of the University Administration

The Office of the Dean of Students is responsible for the publication and dissemination of the Academic Honor Code and any amendments or changes approved by the Deans Council with the recommendation of the Faculty Senate and the Faculty Councils of the colleges. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming members of the University community.

5. Responsibility of the Office of the Registrar and the Office of the Dean of Students

The Office of the Registrar and the Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code. The Office of the Registrar will receive a copy of the decision letter completed by the dean of the college, to be included in the student's academic record.

E. REPORTING AND ADJUDICATION PROCEDURES

1. An infraction of the Academic Honor Code may be reported by any member of the University community who has knowledge of such infraction. The infraction should be reported to the instructor of the course in which it occurred, where applicable. Such a report should be made within five (5) class days from the time of discovery unless extenuating circumstances prevent reporting.

2. Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

3. Upon receiving a report of a violation or having reasonable evidence of a violation, the instructor in charge of the course or materials in question will inform the department chair or dean of the college in writing. The department chair or dean of the college will investigate the reported violation. The department chair or dean of the college will inform the student in writing of the reported violation and

will request a written response from the student. If necessary, the department chair or dean of the college will conduct an interview with the student. The department chair or dean of the college will determine whether the student violated the Academic Honor Code.

- a. While action on a complaint of violating the Academic Honor Code is pending, the status of the student shall not be altered except for reasons outlined in Section J of the Student Code of Conduct.
- b. If the student is found in violation, the student will receive an F grade in the course. This grade will not be recomputed for GPA purposes. The department chair or dean of the college will notify the student in writing of the decision. A copy of the letter will be put in the student's academic record and disciplinary file.
- c. A student found in second violation of the Academic Honor Code will be expelled from the University. See Article G for expulsion proceedings.

4. If no action is taken by the instructor, the reporting party may file a written report of the allegation of academic dishonesty with the department chair or dean of the college. The department chair or dean of the college will investigate the reported violation. The investigative process will be conducted according to the provisions in Section E-3 above.

5. A student who admits his or her involvement to a University official conducting the investigation in a case of academic dishonesty loses the right to appeal.

F. APPEAL PROCESS

1. Where appropriate, a student may appeal a finding of academic dishonesty to the dean of the college in which the course is offered within seven (7) class days. The appeal shall be in writing.

2. An appeal shall be limited to the review of the following:

- a. To determine whether the student received fundamental fairness in the investigative and decision-making process.
- b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred.
- c. To consider relevant and material new evidence.

3. A student cannot appeal the sanction(s) for academic dishonesty.

G. EXPULSION PROCEEDINGS

1. Expulsion proceedings will be initiated by the dean of students for students found in second violation of the Academic Honor Code. The student will be contacted by the Office of the Dean of Students for a meeting to explain proceedings of expulsion.

2. Students being expelled will receive written notification from the dean of students indicating the sanction of expulsion and the process for appeal.

3. The sanction of expulsion may be appealed by the accused student to the provost within seven (7) school days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or designee.

4. Except as required to explain the basis of new information, an appeal shall be limited to a review of the documents and notes of the department chair or dean of the college and the submission of information by the accused student and supporting documents for one or more of the following purposes:

- a. To determine whether the student received fundamental fairness in the investigative and decision-making processes.
- b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred in both cases.
- c. To consider relevant and material new evidence.

5. Following the appeal, the provost shall advise the accused student in writing of the determination of the appeal, and of the sanctions imposed, if any. A copy of the notification will be retained in the student's academic record and the student's disciplinary record.

Adopted: March 2004

Revised: February 2007, October 2008

STUDENT PLEDGES

In adopting this Academic Honor Code, students of Lawrence Technological University recognize that academic honesty and integrity are fundamental values of the University community. The quality of a Lawrence Technological University education is dependent upon the community acceptance and enforcement of the Academic Honor Code. Students who enroll at Lawrence Technological University commit to holding themselves and their peers to the highest standard of academic integrity. An individual who becomes aware of a violation of the Academic Honor Code has an obligation to report this violation.

Members of the Lawrence Technological University community pledge to hold themselves and their peers to the highest standards of academic honesty and integrity.

Undergraduate Students

The following pledge is required on all academic work submitted by undergraduate students at Lawrence Technological University:

“I have neither given nor received unauthorized aid in completing this work, nor have I presented someone else’s work as my own.”

Graduate Students

All graduate students at Lawrence Technological University are required to sign the student pledge when they start graduate studies:

“I pledge that on all academic work that I submit, I will neither give nor receive unauthorized aid, nor will I present another person’s work as my own.”

Adopted: March 2004







Lawrence Technological University | Office of the Provost
21000 West Ten Mile Road, Southfield, MI 48075-1058 | ltu.edu

Rev. 1.09