

UND College of Business and Public Administration Graduate Program Code of Academic Integrity

The University of North Dakota College of Business and Public Administration (CoBPA) holds students to the highest standards of academic integrity. In order to protect and promote the ethical pursuit of knowledge, the College will hereby enforce student accountability in all cases related to academic dishonesty according to this Code. Students who do not comply with the UND CoBPA Graduate Program Code of Academic Integrity (hereafter referred to the Code of Academic Integrity or the Code) will be subject to strict penalties as determined by the Faculty, Graduate Director, Dean of CoBPA, Dean of Students Office, and the UND School of Graduate Studies, up to and including the removal of a student from a course/program.

Definition

Academic dishonesty is any action or attempted action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other member(s) of the academic community.

Forms of Academic Dishonesty

Academic dishonesty can occur in many forms including, but not limited to:

- A) Cheating on an assignment, quiz, project, or exam through
 - a. use of unapproved materials/technologies
 - b. collusion or unauthorized collaboration with another person in preparing academic work offered for credit (via in-person or electronic means) when the instructor asked for individual work
 - c. copying/using someone else's work and submitting it as your own or allowing someone to copy/use your work
 - d. discussing quiz/exam information with students who have not yet had the opportunity to take said quiz/exam
 - e. submitting the same paper, or a substantially similar paper, for multiple courses without instructor consent
 - f. knowingly using, buying, selling, stealing, transporting, transmitting (ex. cellphone images or photocopies), or soliciting in whole or in part the contents of any administered assignment, quiz, or exam
 - g. substituting for another student or permitting another student to substitute for oneself to take a quiz/exam or complete an assignment
 - h. failing to abide by exam proctor policies determined by UND Center for Instructional Learning (CILT), the course instructor, and/or the Office of Graduate Programs
- B) Plagiarism: taking credit for someone else's academic work without proper acknowledgement
 - a. Many resources are available to assist students in identifying what constitutes plagiarism in their writing. Once such example is <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#plagiarized>
- C) Fabrication: falsely reporting information to skew results; providing a fabricated personal excuse; or any failure to submit an assignment, exam, or other work on time in order to extend assignment/exam deadlines
 - a. misrepresenting registration type (campus/online) to influence tuition charges, fees, and tuition waivers
 - b. falsifying credit load for the purpose of financial aid
- D) Facilitating academic dishonesty by assisting others in violating the Code of Academic Integrity

Consequences

If a student is found in violation of the Code of Academic Integrity, the student may be subject to:

- A) Incident recorded in student's academic file via the electronic Academic Dishonesty Violation Form
- B) Revoked from GA position, loss of tuition waivers, and/or ineligibility for future CoBPA scholarships
- C) Ability to complete course evaluation (SEFI) revoked
- D) A failing grade for the academic work/course
- E) Loss of credit for the course
- F) Suspension or dismissal from the program

Recurrence of Academic Dishonesty

Recommitting acts of academic dishonesty will not be tolerated. The academic community, faculty, and students in the graduate program will maintain an environment to teach and learn that does not promote or condone unethical academic acts. Repeated or egregious acts of dishonesty may result in dismissal from the program.

Professionalism

Graduate students are at all times expected to conduct themselves in a professional manner when interacting with fellow students, faculty, and the CoBPA Office of Graduate Programs staff. Most of our programs thrive on providing a synchronously-delivered interactive environment whereby campus and distance students can participate and provide input relating to course content. Because of this, respect is crucially important as different viewpoints and opinions may be brought to the class. Inappropriate language and rude behavior towards peers and superiors will not be tolerated. Graduate students are also expected to arrive to class on time, follow deadlines, and complete the coursework that is assigned to them.

Faculty Responsibilities

Faculty are obligated to make students aware of the Code of Academic Integrity and subsequently take measures to monitor, report, and enforce acts of academic dishonesty. In order to preserve academic integrity in the classroom, students who do not comply with the Code of Academic Integrity will be reprimanded in accordance to the Code.

Faculty who observe an act that they believe is a violation of the Code of Academic Integrity must complete the electronic Academic Dishonesty Violation form. Faculty can recommend to the Program Director an **academic** and/or **disciplinary** action. Academic offenses, as defined on page one as "Forms of Academic Dishonesty," may result in various actions such as failing the course, repeating an assignment, etc. A disciplinary action will be required for any repeated behavioral violations of the Code of Academic Integrity. A disciplinary action could include suspension or dismissal.

Students who receive a grade of "D" or "F" for the course may only repeat the course one time per the Graduate Catalog. In the event of reoccurring offenses or egregious academic dishonesty, the faculty member may also recommend disciplinary action to the program director, the CoBPA Office of Graduate Programs, and/or the faculty governance committee.

Grievances

Students who wish to grieve an academic decision of the faculty member, a disciplinary decision of the program director, and/or faculty governance committee must follow the policies and timelines noted in the CoBPA Grievance Procedures document. Students who claim they are "unaware" of the Code of Academic Integrity are not excused from consequences. Students must take responsibility for their actions throughout the length of their academic program. If a student has questions about the Code of Academic

Integrity as it relates to a particular class, it is his/her responsibility to consult the instructor. If a student has questions about the Code of Academic Integrity as it relates to their program, it is his/her responsibility to consult the program director and/or the CoBPA Office of Graduate Programs.

As a graduate student in the CoBPA, I hereby attest that I have read and understand the Code of Academic Integrity.

Student Signature

Date