

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

The University of North Dakota Nistler College of Business and Public Administration (NCoBPA) holds students to the highest standards of academic integrity. In order to protect and promote the ethical pursuit of knowledge, the Nistler 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 NCoBPA Graduate Program Code of Academic Integrity and Professional Conduct (hereafter referred to as the Code) will be subject to strict penalties as determined by the Faculty, Graduate Director, Dean of NCoBPA, Dean of Students Office, and the UND School of Graduate Studies, up to and including the removal of a student from a course/program.

Definitions

Academic Dishonesty

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.

Professional Conduct

Graduate students are always and in all forms of communication, expected to conduct themselves in a professional manner when interacting with fellow students, faculty, and the NCoBPA 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. Graduate students are also expected to arrive to class on time, follow deadlines, and complete the coursework that is assigned to them.

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 as identified by the faculty member
 - 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, 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. One such example is <https://wts.indiana.edu/writing-guides/plagiarism.html>
- C) Fabrication by falsely reporting information to skew results or providing a personal excuse in a course, grievance, or appeal process. Additional examples include, but are not limited to:
 - a. failure to submit an assignment, exam, or other work on time in order to extend an assignment or exam deadline
 - b. misrepresentation of registration type (campus/online) to influence tuition charges, fees, or tuition waivers
 - c. falsifying credit load for the purpose of financial aid
- D) Facilitating academic dishonesty by assisting others in violating the Code

Forms of Unprofessional Conduct

Unprofessional conduct can occur in many forms including, but not limited to:

- A) Incivility in communication with faculty, staff, or other students
- B) Inappropriate language and/or rude behavior towards peers and superiors
- C) Demonstrating a lack of respect for faculty, staff, or other students, examples include, but are not limited to:
 - a. failure to follow provided deadlines
 - b. not sending communication in a timely manner or allowing adequate response time by others
 - c. neglecting to monitor and respond to official UND emails

Consequences

If a student is found in violation of the Code, the student may be subject to an academic action and/or disciplinary action:

- A) An incident will be recorded in the student's academic file via the electronic Academic Dishonesty Violation Form. A notice of the Code violation will also be sent to the student.
- B) Revoked from GA position, loss of tuition waivers, and/or ineligibility for future NCoBPA scholarships
- C) A failing grade for the academic work/course
- D) Loss of credit for the course
- E) Suspension or dismissal from the program

Recurrence of Academic Dishonesty or Unprofessionalism

Recommitting acts of academic dishonesty or unprofessional conduct 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 or unprofessionalism may result in dismissal from the program.

Faculty Responsibilities

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

Faculty who observe an act that they believe is a violation of the Code must complete the electronic Academic Dishonesty Violation or Unprofessional Conduct form. Faculty can recommend to the Program Director an **academic** and/or **disciplinary** action. Academic offenses, defined above as “Forms of Academic Dishonesty,” may result in various actions such as failing the course, repeating an assignment, etc. Disciplinary offenses, defined above as “Forms of Unprofessional Conduct,” may result in loss of credit for the course, suspension or dismissal from the program. Disciplinary action **will be required** for any repeated violations of the Code.

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 NCoBPA Office of Graduate Programs, or the Dean of the School of Graduate Studies.

Grievances and Appeals

Students who wish to grieve an academic decision of the faculty member must follow the policies and timelines noted in the NCoBPA Student Grievance Policy and Processes document. Students who wish to appeal a disciplinary decision of the program director or Dean of the School of Graduate Studies should follow UND procedures as described in the Code of Student Life and the UND Academic Catalog.

Students who claim they are “unaware” of the Code 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 as it relates to a particular class, it is their responsibility to consult the instructor. If a student has questions about the Code as it relates to their program, it is their responsibility to consult the program director and/or the NCoBPA Office of Graduate Programs.

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

Student Signature

Date