

Academic Integrity Policy

Academic integrity is a key component of the core values of Lake Superior State University. All members of the University community are expected to be honorable and ethical and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. The University community will not tolerate academic dishonesty as such behavior will cause harm to the reputation of students, faculty, and graduates of the institution. Such dishonorable behavior includes, but is not limited to, cheating, fabrication, plagiarism, and obtaining an unfair advantage. These terms are defined below:

Cheating: Using or attempting to use unauthorized materials or information of any kind during an exam or assignment of any kind. Using notes, texts, help from individuals, or copying information from another individual's exam, or by using electronic or any other means constitutes cheating unless such resources are EXPLICITLY allowed by the instructor.

Fabrication: Unauthorized falsification, invention, or copying of data, falsification of information, citations, or bibliographic references in any academic work. It also includes falsifying any academic record or other University document. Issues of academic integrity are not limited only to submitted written assignments but also include dishonest behavior that impacts planned learning opportunities for self or others. Examples include, but are not limited to: stated falsehoods with the intent/or have the result of impacting course schedules, group activities, or assignment design; actions of deception that are intended/or have the result of altering assignments, learning objectives, testing, and/or grading criteria.

Plagiarism: Representing someone else's work as one's own. Failing to cite references or presenting material, verbatim or paraphrased that is not acknowledged and cited also constitutes plagiarism.

Obtaining an Unfair Advantage: Stealing, reproducing, circulating, or otherwise gaining any advantage with examination materials before, during, or after examination by the instructor. This may include, but is not limited to: submitting responses after the examination is complete, or not submitting the examination. Also prohibited are stealing, destroying, defacing, or concealing academic materials with the purpose of depriving others of their use.

Possible Academic Sanctions for Offenses

It is in the best interest of the University community to sanction any individual who chooses not to accept the principles of academic honesty by engaging in the above acts. Appropriate sanctions may include but are not limited to verbal and/or written warning, revision and/or completion of additional work, change or reduction of grade, course failure, and/or dismissal from academic program and/or the University. In the case of theft, damage, or destruction of University property, or the property of others, there may be additional penalties which may include, but are not limited to issuance of fines, removal from the campus, dismissal from the University, and/or criminal prosecution.

Faculty/Staff and University Responsibilities

A faculty/staff member who observes a violation or has a violation reported to them in one or more of the above areas shall meet with the student to address the violation and review the Academic Integrity Incident Report with them. The faculty/staff member will then file the report with the Academic Advisor, Dean and the Provost's Office. This report will be kept in the Provost's Office for a period of five years after graduation or leaving the university. Academic Departments or Schools may have additional policies and procedures that could provide further recommendations to the Provost's Office when instances of academic dishonesty are suspected.

The Office of the Provost will keep a record of all Academic Integrity reports. On behalf of the faculty member, Academic Deans may access these records for assessment of patterns in past academic integrity incidents. In cases of egregious or repeated violations, it may be determined by the Dean that dismissal from the University is warranted. In this case, the Provost's Office and the student will be notified.

Student Responsibilities

Unless the faculty member has explicitly specified otherwise, students are to assume that exams are individual, closed book, and without the use of notes or similar reference materials. Unless specifically allowed by the faculty member, papers, projects, and similar products are expected to be the original individual work of the student. If notes, texts, other reference materials, group work or similar activities are to be allowed, the faculty member will specify what is permitted for a particular assignment or exam prior to disseminating the assignment or exam.

It is the student's responsibility to start the appeal process if they wish to challenge an academic integrity decision.

Student Appeal

For a single course Academic Integrity incident, the student will follow the procedure outlined in the Academic Integrity Appeal Process Record of Action.

Should the student desire to appeal a University dismissal related to egregious or repeated Academic Integrity incidents, the same process outlined in the Academic Integrity Appeal Process Record of Action would be followed but begin at Step 5 with the Student Written Request to Dean.