

College of Business and Economics

Academic Integrity and Student Conduct

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ACADEMIC INTEGRITY POLICY

Honesty and integrity are critical to the operation of the College of Business and Economics and to the effectiveness in facilitating student learning. Therefore, every student is expected to adhere to strict standards of academic honesty by avoiding any form of dishonesty outlined below. Violations of this policy will result in punitive action in the applicable course as outlined in this document and may include expulsion from the College or University for repeated offenses.

The College of Business and Economics expects professional and ethical behavior of its students. The University's Student Conduct Code is included in the Student Handbook and states: "All students are responsible for conducting themselves in a manner that helps enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected" (Student Conduct Code in *Student Handbook*, pg. 32). The following are additional policies applicable to students who take classes in the College of Business and Economics.

Academic misconduct is defined as any activity which tends to compromise the academic integrity. Academic misconduct falls under three board categories: plagiarism, cheating, and collusion or unauthorized collaboration. Other forms of academic misconduct include but are not limited to alteration of grades or marks by the student in an attempt to change the earned grade or credit, alteration of University forms used to drop or add courses to a program or unauthorized use of those forms, and violation of course rules as contained in the course outline or syllabus or other information provided the student by the professor.

All works submitted for evaluation for course grade and credit are expected, unless otherwise specified, to be the student's own independent work. The College of Business and Economics expects students to be responsible individuals who conduct themselves with high standards of honesty and personal behavior. Therefore, students are expected to document honest, meticulous acknowledgement of all sources of materials used in all course assignments. Cheating, plagiarism, collusion or unauthorized collaboration, and other forms of academic misconduct are considered serious offenses for which disciplinary penalties are imposed.

Students are expected to comply with the North Carolina A & T State University Academic Dishonesty Policy. Students are required to familiarize themselves with this policy, which can be found in the *Student Handbook* (page 39) at <http://www.ncat.edu/student-affairs/student-services/dean/student-handbook.html>. According to the policy, cheating violations include (but are not restricted to) the following:

1. Cheating or committing an act of academic dishonesty, including:

- a. Discussing information or answers during a test.
- b. Attempting the use of unauthorized notes, study aids, or prohibited materials during a test.
- c. Accessing unauthorized technology during testing, including opening an unauthorized program or browser window.
- d. Improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view.
- e. Looking at another student's exam during testing.
- f. Discussing exam content with students who haven't yet taken a test.
- g. Turning in assignments that do not represent your own work or ideas, either partially or in full.
- h. Falsifying documentation such as internship hours, doctor's notes, etc.
- i. Obtaining a test prior to its administration.

- j. Undertaking any activity intended to obtain an unfair advantage over other students.
- k. "Borrowing" or "sharing" copies of assignments or files with another student enrolled either currently or previously in the class.
- l. Sitting at the same computer to work on an assignment so that one file can be turned in for more than one person if the assignment is to be turned in for individual credit.
- m. Stealing faculty textbooks, exams, or answer sheets.
- n. Unauthorized changing of grades or marking on an examination or in an instructor's grade book, or such change of any grade record.
- o. Unauthorized possession of examinations or reserve library materials, destruction or hiding of source materials, library materials, or laboratory materials or experiments or any other similar action.
- p. Fabrication or invention of any information, citation, or data.
- q. Taking a test for another student.
- r. Obtaining illegal access to information on a professor's computer or other technological devices.

2. Plagiarism is the unauthorized use of another person's words or ideas as one's own. More specifically, the use of an idea, phrase, or other materials from a written or spoken source without acknowledgment in a work a student submits. Examples include but are not limited to:

- a. Submitting examinations, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by another person or copied from another person.
- b. Omitting or misrepresenting sources used in a work for which the student claims authorship.
- c. Submitting purchased work.
- d. Misrepresenting quoted work as paraphrase (the changing of a few key words does not constitute a paraphrase).

All sources utilized, including sources on the Internet, must be included in a list of references or a bibliography at the end of the assignment. This does not replace in-text referencing but is supplementary to it. Students are advised that all assignments, papers, projects, etc., may be vetted for plagiarism using text comparison software.

A student can avoid the risk of plagiarism in written work or oral presentations by clearly indicating, either in footnotes or in the paper or presentation itself, the source of any idea or wording that he or she did not produce. Sources must be given regardless of whether the idea, phrase or other material is quoted directly, paraphrased or summarized in the student-writer's own words.

3. Collusion or unauthorized collaboration is a type of plagiarism that occurs when two or more students present joint work as if it was their own, independent work. The forming of a group to share ideas and assist in the development of assignments or projects is an accepted and encouraged practice. However, it is not acceptable for members of the group to submit identical answers to assignments by simply copying the work done as a group. In some courses, the instructor may advise that joint submissions are acceptable. This normally applies to major projects where several areas of expertise are required. Formal prior arrangements and approval is required and each member of the team will be required to sign a submission indicating they accept that each will receive the same mark. It should be noted that instructors normally expect a higher standard of work in joint submissions. With the above exceptions, all assignments must be submitted individually and the instructor is entitled to

consider identical layout, identical mistakes, identical argument, and identical presentation to be prima facie evidence of collusion.

4. Facilitating academic dishonesty is also a serious academic offense. Examples include but are not limited to:

- a. Aiding another person in an act that violates the standards of academic honesty.
- b. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct.
- c. Allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed.
- d. Providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or college academic honesty policies.
- e. Providing false information in connection with any academic honesty inquiry.
- f. Assisting another student in any of the above actions.
- g. Having knowledge of a person cheating and not reporting it to faculty member

CODE OF STUDENT CONDUCT

As students prepare for the demands of the business environment, the classroom environment must be conducive to learning. Students must be cognizant of the decorum that will be required for success in the business world. To facilitate both of these goals, the College of Business and Economics recognizes that students, as well as faculty, have responsibilities for the academic atmosphere in the classroom. These responsibilities can be classified into expectations for both academic and personal conduct.

Academic Expectations

Academic dishonesty as outlined in the Academic Dishonesty Policy of North Carolina A&T State University (found in the Student Handbook) will not be tolerated.

Students in the College of Business and Economics are expected to:

- Complete reading assignments prior to the class discussion to ensure that class outcomes are met.
- Complete all assignments on time.
- Submit assignments on time or early, if accepted.
- Contribute to class as appropriate.
- Fully participate in all team assignments.
- Spend sufficient time studying to master the assigned material.
- Prepare well for all exams.

Personal Conduct Expectations

Students in the College of Business and Economics are expected to:

- Attend the first class session and all classes throughout the semester.
- Arrive to every class on time and remain in their seats for the duration of the class.
- Exhibit respect and courtesy for the instructor and for fellow students.
- Pay attention at all times.
- Respect class time and classmates by not dominating classroom discussions.
- Take care of all personal business before the start of the class.

Students are expected to display professional conduct at all times. Professional conduct implies that all questions and comments (electronically, in class, and during interactions with students and instructors) will be made in a respectful manner. Professional conduct precludes students from engaging in activities that are not related to class discussion. Examples include reading newspapers during class, working crossword puzzles, carrying on “outside” conversations during lectures, sending text messages, inappropriate use of cell phones or other technologies, etc.

Another important aspect of professional conduct is personal appearance. Students are expected to dress appropriately. The general rule is self-respect, simple decency, and the principles of the “Aggie Pride Compact.” For example, no hats, do-rags, or dark glasses are allowed in the classroom.

Any student who engages in disruptive behavior or activity in the classroom may be withdrawn from a course as specified in the UNC-GA policy on disruptive behavior in the classroom. The policy is available in the North Carolina A&T State University *Student Handbook*.

Classroom Behavior Policy

An instructor has the discretion to withdraw a student from the classroom, with the assistance of campus security, if necessary, if a student's behavior has become unreasonable or inappropriate, including, but not limited to:

1. Using profanity.
2. Threatening the faculty member or another student.
3. Acting in an aggressive manner through intimidation.
4. Harassing other students or the instructor.
5. Using inappropriate or threatening hand gestures.
6. Causing the destruction of campus property.
7. Using threatening language.
8. Persistently arriving late to class or leaving early.
9. Talking incessantly during a lecture.
10. Talking loudly and frequently interrupting the flow of class with questions or interjections.
11. Persistently attempting to submit assignments late in team or individual assignments.
12. Becoming belligerent when the instructor confronts the student's inappropriate behavior.
13. Engaging in disruptive behavior.
14. Using laptops to surf the Internet, play games, or check email during class.
15. Reading non-class material including material assigned for other classes
16. Sleeping in class.
17. Visiting with or passing notes to other students.
18. Eating or drinking in the classroom.
19. Chewing gum in the classroom.
20. Putting books and materials away before class is dismissed.
21. Bringing children to class.
22. Bringing guests to class without prior permission from the professor.

Students are expected to adhere to these guidelines in all classes offered through the College of Business and Economics. Individual instructors may have additional requirements for their own individual classes.

Disruptive Students in the Classroom

The instructor shall provide the student with written notice of intent to drop the student from the class at the next class attended with notification of a time and place at which to meet with the instructor about such behavior within five working days (M-F) from the time written notification is given to the student. The instructor may suspend the student from class until the instructor takes final action to withdraw the student from class or to allow the student to continue in the class. The grade assigned with this withdrawal will be "W" if the date of notification occurs before the deadline for dropping a course without academic penalty. Any student who is involved in classroom disruption is subject to penalties and may be charged with disciplinary violation of misconduct prohibited by the University. If the student wishes to appeal the instructor's decision to withdraw the student from class, he/she should follow the academic Appeal procedures.

COMPUTER USE POLICY

All campus technology, including lab computers, is the property of the State of North Carolina. There is no expectation of privacy. If you wish to use a laptop in class to take notes during lectures, you must first get approval from your instructor.

Appropriate classroom computer use requires:

1. Following along with instructor on PowerPoint or with demonstrations.
2. Searching for information as required by the instructor for class activities.
3. Completing work required for this as allowed by the instructor (e.g., lab assignments).
4. Performing other course-related activities *as assigned* by the instructor.

Examples of inappropriate classroom computer use include but are not limited to:

1. Instant messaging.
2. Emailing unless instructed to do so as part of an assignment.
3. Surfing the Internet unless instructed to do so as part of class work.
4. Playing games.
5. Using social networking sites (e.g., Facebook).
6. Doing homework for other classes.
7. Typing while information is being presented to the class.

Activity Monitoring Software

To protect the appropriate use of technology, the University has installed software in all the computer labs that allows the instructor to interact with students through the lab computers. The lab computers are controlled by the software. The software allows the instructor to:

1. See what is on each lab computer monitor at any time during class.
2. Project content on every lab computer monitor.
3. Make screens go blank on all lab computers.
4. Send students files via the lab computer drives.
5. Display material on the lab computer monitors through a whiteboard feature.
6. Disable printing capability.
7. Turn off or reboot all lab computers.

Because your instructor is able to view the content of every computer lab screen, all activities in the computer lab can be monitored at your instructor's discretion. Your instructor has the right to take control of any lab computer if your computer use violates policy.

NOTE: Be aware that according to University policy, students can be dropped from a class for disruptive behavior, which includes inappropriate use of technology such as computers or cell phones during class.

SANCTIONS

In instances where a student has been clearly identified as having committed an act of academic dishonesty, the instructor may take appropriate punitive action, including (1) assigning a grade of zero for an assignment, examination, or project or (2) awarding a grade of "F" for the course subject to the review and endorsement of the chairperson and the dean. Repeated offenses can lead to dismissal from the University.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of the student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action as defined below. Depending on the type of violation and whether the student has committed previous violations in the same class, the faculty member may:

1. Give a grade of zero on the assignment.
2. Give a grade of F in the class (subject to review and endorsement of the chairperson and dean).
3. Require the student to complete educational sanctions to ensure that the student understands the violation and how to prevent it in the future. Educational sanctions can be given instead of an academic sanction or in addition to it. Sample educational sanctions could include:
 - a. Writing a reflection paper about the experience and how to prevent it in the future.
 - b. Meet with a librarian or attend a library workshop to learn more about how to cite references properly.
 - c. Create handouts that could be used to inform other students about academic integrity and/or how to properly cite references.
4. Request administrative withdrawal from the course.

Student Appeal of an Alleged Violation:

A student who has been charged with violating academic integrity should discuss the matter first with the faculty member and then with the departmental chairperson to see if it can be resolved. Then, a student who feels unfairly treated as a result of an academic dishonesty matter may appeal the action in writing to the University Judicial Tribunal. The written notice of appeal must be submitted within one week (seven calendar days) of the date of the incident. Any appeal submitted by a third party including an attorney or parents will not be accepted. The student should refer to the section on Appellate Procedures in the Student Handbook.

Definitions adapted from the University of Rochester

Procedure for Documenting/Reporting Academic Integrity Issues

STEP 1. CONTACT THE STUDENT

Within five business days of learning about or suspecting a student's breach of academic integrity, email the student to offer to meet to discuss your suspicion. Specify a deadline for the student to respond within five days. Copy the department chair of the faculty's department as well as the student's major department chair.

STEP 2. MEET WITH THE STUDENT

Meet with the student as soon as possible to hear and consider his/her explanation. If the student does not respond to your request by the deadline, you may file a formal charge.

If the student responds and meets with the instructor, and adequately addresses the issue...

OR

If the student does not respond, or fails to meet with the instructor, or does not adequately explain the issue to the instructor's satisfaction ...

The instructor decides to dismiss the issue.

STEP 3. FILE A FORMAL CHARGE

The instructor proceeds with a formal charge by completing an "Academic Dishonesty Report Form" specifying sanctions and sending the form to the department chair.

STEP 4. CONSULT WITH CHAIR AND DEAN

The chair and dean may endorse the proposed sanctions or propose alternative sanctions that are shared with the instructor. Sanctions agreed to by the instructor, chair, and dean are shared with the student in writing.

The student may appeal the action by writing to the University's Judicial Tribunal.

COLLEGE OF BUSINESS AND ECONOMICS

Academic Dishonesty Report Form

North Carolina A&T State University

Student's Name: _____ Banner ID#: _____

Course: _____ Department: _____

Student's Major: _____ Advisor/Chair: _____

Student's Email: _____ Student's Phone: _____

Type of Academic Dishonesty:

- Cheating (the use or attempted use of unauthorized materials, copying, or collaboration).
Fabrication (intentional misrepresentation or invention of information).
Plagiarism (the use of another's words, ideas, data, or product without appropriate acknowledgement).
Facilitation (assisting other student(s) to commit an act of academic dishonesty).

Summary of the incident (include date, time, and place):

Empty rectangular box for incident summary.

Student's explanation (admission of guilt, denial, comments, etc.):

Empty rectangular box for student explanation.

_____ Date: _____

Student's Signature

Acknowledges the report and documents his/her opportunity to review the procedures. If the student is unavailable or unwilling to sign, attach documentation that the report was emailed to the student.

_____ Instructor's Signature / Date _____ Instructor's Email Address

_____ Instructor's Printed Name _____ Instructor's Office Phone

Action taken (to be completed by the Department Chair):

- Disciplinary admonition and warning (by the instructor).
Assignment of a lower or failing grade for the course (by the instructor).
Administrative withdrawal from the course (by the SOBE Dean).
Other: _____

_____ Date: _____

Department Chair's Signature