

## FACULTY STATEMENT ON ACADEMIC INTEGRITY

Approved by the Faculty of Lincoln University

Students are responsible for proper conduct and integrity in all of their scholastic work. They must follow a professor's instructions when completing tests, homework, and laboratory reports, and must ask for clarification if the instructions are not clear. In general, students should not give or receive aid when taking exams, or exceed the time limitations specified by the professor. In seeking the truth, in learning to think critically, and in preparing for a life of constructive service, honesty is imperative. Honesty in the classroom and in the preparation of papers is therefore expected of all students. Each student has the responsibility to submit work that is uniquely his or her own. All of this work must be done in accordance with established principles of academic integrity.

### 1. Acts of Academic Dishonesty (Cheating)

Specific violations of this responsibility include, but are not limited to, the following:

- ♦ Copying, offering and/or receiving unauthorized assistance or information in examinations, tests, quizzes; in the writing of reports, assigned papers, or special assignments, as in computer programming; and in the preparation of creative works (i.e. music, studio work, art).
- ♦ The fabrication or falsification of data, results, or sources for papers or reports.
- ♦ The use of unauthorized materials and/or persons during testing.
- ♦ The unauthorized possession of tests or examinations.
- ♦ The physical theft, duplication, unauthorized distribution, use or sale of tests, examinations, papers, or computer programs.
- ♦ Any action which destroys or alters the work of another student.
- ♦ Tampering with grades, grade books or otherwise attempting to alter grades assigned by the instructor.
- ♦ The multiple submission of the same paper or report for assignments in more than one course without the prior written permission of each instructor.

### 2. Plagiarism

If a student represents "another person's ideas or scholarship as his/her own," that student is committing an act of plagiarism. The most common form of plagiarism among college students is the unintentional use of others' published ideas in their own work, and representing these ideas as their own by neglecting to acknowledge the sources of such materials. Students are expected to cite all sources used in the preparation of written work, including examinations.

It is each student's responsibility to find out exactly what each of his/her professors expects in terms of acknowledging sources of information on papers, exams, and assignments. It is the responsibility of each faculty person to state clearly in the syllabus for the course all expectations pertaining to academic integrity and plagiarism. sanctions peculiar to the course should also be explained in the syllabus.

### 3. Sanctions

- A: Warning  
A written notice that repetitions of misconduct will result in more severe disciplinary action. The warning becomes part of the student's file in the Office of the Registrar and, if there is no other example of misconduct, is removed at the time of graduation.
- B: Failure for project (exam, paper, experiment).
- C: Failure of course.

For serious and repeat offenses, the University reserves the right to suspend or expel.

#### Imposition of Sanctions

First Offense - A and/or B

Second and Subsequent offenses - B or C

Expectations and sanctions will be explained in every syllabus. Students failing a course because of an instance of academic dishonesty may not drop the course. The student may appeal a charge of academic dishonesty within ten days of receiving notice of same. The appeal will be heard by an Academic Hearing Board (AHB) consisting of the chairs of each division of study (or their designees). Files on violations of this academic integrity code will be kept in the Office of the Registrar.