

## **Academic Integrity - Frequently asked questions:**

### **How do I know what is allowed and not allowed in my courses with respect to academic integrity?**

Start by reading the Academic Integrity Policy and your course syllabus. It is your responsibility as a student to read and understand these documents. In most cases the syllabus will explain what is expected. In the Academic Integrity Policy, pay careful attention to the terms and definitions.

Unless the faculty member has explicitly specified otherwise, you should assume that exams are individual, closed book, and without the use of notes or similar reference materials. Papers, projects, and similar products are expected to be your original individual work unless specifically allowed by the faculty member. Even when appropriate to use other sources, you should assume that proper citation or bibliographic references should be provided. When in doubt, ask your professor.

### **My instructor completed an Academic Integrity Report, what should I do now?**

Listen to the concerns of the faculty member or the designee appointed by the Dean and respond in a professional way, just as you would with an employer. If you need time to think or need to seek advice from others, let the faculty member know that you do not feel comfortable responding at this time.

Talk to your advisor, your department chair, a Laker Success counselor, or another faculty mentor who can advise you on the process and explain expectations. If you realize that you have made a mistake, whether or not it was intentional, it is important to take responsibility for your actions and learn from your error.

In the short term, it is important that you continue to follow normal course expectations such as doing assignments and going to class.

### **I disagree with the faculty member's decision, what is my first step in the appeals process?**

There is an appeal process that is highlighted in the Academic Appeal Policy and on the Academic Integrity Appeal Process Record of Action form. Each step has a deadline associated with it. If you do not understand the process, please seek guidance from your advisor, your department chair, a Laker Success counselor, or another faculty mentor

<https://www.lssu.edu/provost/faculty-resources/>

### **What happens if I don't appeal the faculty sanction?**

The faculty sanction will be administered as described in the incident report. All incident reports are stored in the Office of the Provost.

### **What happens if I have egregious or repeated offenses?**

In the case of egregious or repeated violations, the Academic Dean may recommend dismissal from the University. This decision can also be appealed using the Academic Integrity Appeal Process Record of Action.

### **What happens if I never have another repeated offense?**

If you remain in good academic standing, the Office of the Provost will destroy the Academic Integrity report after a period of five years after graduation or leaving the University. In some cases, the consequences of an academic integrity violation may affect government jobs, licensure or graduate/professional school acceptance.