

# Academic Honor Code

Honesty Honesty Honesty Honesty Honesty  
Trust Trust Trust Trust Trust Trust Trust Trust  
Respect Respect Respect Respect Respect  
Fairness Fairness Fairness Fairness Fairness  
Responsibility Responsibility Responsibility

# Academic Honor Code



## Contents

Introduction	5
A. Academic Integrity	6
B. Academic Dishonesty Offenses	6
C. Jurisdiction	8
D. Responsibility of the University Community	9
E. Academic Honor Council	10
F. Reporting and Adjudication Procedures	11
G. Hearings	14
H. Appeal Process	19
I. Expulsion Proceedings	21
Student Pledges	23

# Academic Honor Code

## INTRODUCTION

Academic integrity and honesty are basic core values of Lawrence Technological University. In carrying out its academic mission, Lawrence Technological University, like all universities, depends on the honesty and integrity of its faculty, staff, and students, and for this reason every member of the Lawrence Technological University community is charged with upholding the Academic Honor Code. Actions that breach the Code erode the trust of those who look to universities for honest evaluations of academic work arrived at through honest processes. Violations may also cause individual harm in that reports of performance made to post-graduate schools, professional societies, and employers would inaccurately represent a student's progress.

Lawrence Technological University is committed to creating an academic community that values both individual and collaborative efforts that promote learning and discovery. Such a community expects honesty and integrity in the work of all its members. The Academic Honor Code speaks to the work of individual students within the community. It should not be construed as arguing against the important collaborations that also occur among students on campus. This document is intended to clarify the adjudication of issues regarding academic honesty and fair play for students. Instructors are encouraged to review the Violation Reporting Process Flowchart, which is available online along with the Academic Honor Code and the Violation Reporting Form on the dean of students webpage.

Portions of this document have been adapted from (a) the 2002–03 University of North Carolina at Wilmington Academic Honor Code, (b) the 2002-03 Binghamton University Academic Honesty Code, (c) the 2011 Baylor University Academic Integrity and Honor Code, and (d) the 2011 University of Notre Dame Academic Code of Honor.

## A. ACADEMIC INTEGRITY

Students, faculty, and staff are expected to follow established standards of academic integrity and honesty. Academic misconduct entails dishonesty or deception in fulfilling academic requirements and includes but is not limited to cheating, plagiarism, or the furnishing of false information to the University or a University affiliate in matters related to academics. An affiliate of the University is any person, organization, or company who works in conjunction with Lawrence Technological University for the purposes of assisting students in fulfilling their academic requirements. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the University community have an obligation to report occurrences of dishonesty, each individual is principally responsible for his or her own conduct.

## B. ACADEMIC DISHONESTY OFFENSES

Violation of any of the following standards subject any student to disciplinary action:

### 1. Plagiarism

The term "PLAGIARISM" includes but is not limited to (a) the use, by paraphrase or direct quotation, of the published or unpublished work or creative and/or intellectual property in print, product, or digital media of another person without full and clear acknowledgment; (b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers, reports, or other academic materials; or (c) the appropriating, buying, receiving as a gift, or obtaining by any other means another person's work and the unacknowledged submission or incorporation of it in one's own work. Plagiarism is unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. Examples include:

- Quoting, paraphrasing, or summarizing written material, even a few phrases, without acknowledgment.
- Failing to acknowledge the source of either a major idea or an ordering principle central to one's own paper.

- Relying on another person's data, evidence, or critical method without credit or permission.
- Submitting another person's work as one's own.
- Using unacknowledged research sources gathered by someone else.
- Copying portions or outcomes of two- or three-dimensional creative property of previously published work.
- Copying items from Internet websites without acknowledgment of the source.

### 2. Bribery

The term "BRIBERY" includes the offering, giving, receiving, or soliciting of any consideration in order to obtain a grade or other treatment not otherwise earned by the student through his/her own academic performance.

### 3. Cheating

The term "CHEATING" includes but is not limited to (a) use of or giving to others any unauthorized assistance in taking quizzes or examinations; (b) dependence upon aids beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or (d) the unauthorized use of any electronic or mechanical device during any program, course, quiz, or examination or in connection with laboratory reports or other materials related to academic performance.

### 4. Misrepresentation

The term "MISREPRESENTATION" includes any act or omission undertaken with intent to deceive an instructor for academic advantage. Examples include:

- Using a computer program generated by another and handing it in as one's own work unless expressly allowed by the instructor.
- Lying to an instructor to improve one's grade.
- Lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

### 5. Conspiracy

The term "CONSPIRACY" means planning or acting with one or more persons to commit any form of academic dishonesty in order to gain academic advantage for oneself or another.

## 6. Fabrication

The term "FABRICATION" means the use of invented information or the falsification of research or other findings with the intent to deceive and thereby gain academic or professional advantage.

## 7. Multiple Submissions

The term "MULTIPLE SUBMISSIONS" means submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent by the instructor(s) to whom the material is being or has been submitted.

## 8. Unauthorized Collaboration

The term "UNAUTHORIZED COLLABORATION" means collaborating on projects, papers, computer programs, lab reports, or other academic assignments where such collaboration has been prohibited by the instructor.

## 9. Sabotage

The term "SABOTAGE" means deliberately impairing, destroying, damaging, or stealing another's work or working material. Examples include:

- Destroying, stealing, or damaging another's lab experiment, computer program, term paper, exam, or project.
- Removing uncharged library materials with the effect that others cannot use them.
- Defacing or damaging library materials with the effect that others cannot use them.
- Hoarding or displacing materials within the library with the effect that others have undue difficulty using them.
- Interfering with the operation of a computer system so as to have an adverse effect on the academic performance of others.

## C. JURISDICTION

All students enrolled at Lawrence Technological University are subject to the Academic Honor Code.

## D. RESPONSIBILITY OF THE UNIVERSITY COMMUNITY

### 1. General Responsibility

It shall be the responsibility of every faculty member, student, administrator, and staff member of the University community to uphold and maintain the academic standards and integrity of Lawrence Technological University. Any member of the University community who has reasonable grounds to believe that an infraction of the Academic Honor Code has occurred has an obligation to report the alleged violation.

### 2. Student Responsibility

Each student shall abide by the Academic Honor Code at all times.

### 3. Responsibility of Individual Instructors

Instructors are encouraged to make their classes aware of the Academic Honor Code during the first week of each term. Instructors should include a reference to the Academic Honor Code in the course syllabus. The Academic Honor Code is understood to be in effect in every course regardless of whether or not the instructor makes explicit reference to it.

### 4. Responsibility of the University Administration

The Office of the Dean of Students is responsible for the publication and dissemination of the Academic Honor Code and any amendments or changes approved by the Deans Council with the recommendation of the Faculty Senate and the Faculty Councils of the colleges. All new University faculty, administrative staff, personnel, and students should be advised of the Academic Honor Code upon becoming members of the University community.

The dean of each college may establish additional steps for addressing violations of the Academic Honor Code which are consistent with the mission and academic programs offered by the college and the Academic Honor Code. Such additional steps must be endorsed by the dean of students, filed, and communicated to all faculty members and students within the college.

## 5. Responsibility of the Office of the Registrar and the Office of the Dean of Students

The Office of the Registrar and the Office of the Dean of Students shall receive and maintain comprehensive records of all matters relating to violations of the Academic Honor Code. The dean of students will receive a copy of the Academic Honor Code Violation Reporting Form completed by the instructor and/or Academic Honor Council, to be included in the student's academic record.

## E. ACADEMIC HONOR COUNCIL

### 1. Responsibilities

- a. Determines through the process of a hearing whether an accused student has violated the Academic Honor Code;
- b. Recommends one or more sanction(s), such as rewriting of the assignment, failure of the assignment/exam, failure in the course, suspension, or expulsion (the last two sanctions are limited to second-time violators of the Academic Honor Code), for students who have been found in violation of the Academic Honor Code; and
- c. Assists in educating the University community about the Academic Honor Code.

### 2. Composition

The Academic Honor Council is composed of eight student members and eight faculty members. Each college is represented by two students and two faculty members. The student members shall be appointed annually by the dean of students with the advice of the dean of each college. The faculty members shall be appointed for three-year terms by their respective deans. A chair and vice chair shall be appointed by the provost from among the faculty members appointed to the council. Each student member must have a current and cumulative grade point average of 3.0 or higher at the time of the appointment and must maintain a current and cumulative grade point average of 2.5 or higher during service.

### 3. Jurisdiction

The Academic Honor Council has exclusive jurisdiction over all academic matters involving dishonorable conduct that are not resolved between the student and the instructor

in whose class the incident occurred. The Academic Honor Council automatically conducts a hearing for any incident where the student has been previously found in violation of the Academic Honor Code.

### 4. Quorum

A quorum for an Academic Honor Council hearing is three faculty and two student members. A quorum is not affected by a member of the Academic Honor Council disqualifying him- or herself after a hearing has begun.

In the event a quorum cannot be obtained for a pending matter, and the chair determines that a hearing must occur before a quorum can be obtained using regular Academic Honor Council members, students serving on the Student Disciplinary Committee may be used as substitutes, provided they otherwise meet the qualifications of the Academic Honor Council members and have received similar training.

### 5. Disqualification

A member of the Academic Honor Council shall disqualify him- or herself if he or she feels that, in reaching a decision as to whether or not an accused student has violated the Academic Honor Code, he or she cannot act on the weight of the evidence without bias or prejudice. The Academic Honor Council may, by two-thirds vote, disqualify one of its members from sitting on a hearing, if that would best serve the interests of the Academic Honor Council and the University.

## F. REPORTING AND ADJUDICATION PROCEDURES

### 1. Reporting a Violation

A suspected violation of the Academic Honor Code may be reported by any member of the University community who has knowledge of such infraction. The infraction should be reported to the instructor of the course in which it occurred, where applicable. If the course or instructor is unknown, the incident may be reported to the appropriate academic department chairperson or dean, or to the dean of students. Such an accusation should be made within seven (7) calendar days from the time of discovery, unless extenuating circumstances prevent reporting.

## 2. Presumption of Non-Violation

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that the violation of the rule or regulation occurred. The burden of proof shall rest with those bringing the charges and is defined as a preponderance of the evidence.

## 3. Responding to Reports of a Violation

Upon receiving an accusation of a violation or having evidence of a violation, the instructor in charge of the course or materials in question may handle the matter directly with the student or refer it to the Academic Honor Council. In either situation, the instructor must report the alleged violation to the department chair or dean of the college and to the dean of students by email. The instructor is encouraged to discuss the matter with his or her department chair, dean of the college, or the dean of students. The dean of students will verify if the student has previously violated the Academic Honor Code. If the student has previously violated the Academic Honor Code, the alleged violation will be referred to the Academic Honor Council. In a situation where a student has not previously violated the Academic Honor Code, the instructor may choose to handle the matter directly with the student or refer the matter to the Academic Honor Council.

Course withdrawal does not ensure immunity against the consequences of an Academic Honor Code violation. Should a student successfully withdraw from a course after an alleged violation is reported, the class may be administratively reinstated to the student's schedule and the appropriate academic sanction imposed. In this situation, the student is not eligible for a refund of tuition and fees.

Additionally, a student is allowed to remain in a course and participate without prejudice until he or she has exhausted all appeals. The findings of an investigation shall not be shared with other students in the course. The instructor is expected to treat the student without prejudice during the investigation of a potential violation and after sanction if the student is allowed to remain in the course.

## 4. Handling the Matter Directly with the Student for a First Violation

- a. If the instructor handles the matter directly with the student, the issue must be addressed within

seven (7) calendar days after discovering the violation. If the instructor would like additional time beyond the seven (7) days to resolve the matter with the accused student, the instructor may ask the dean of students and the department chair or dean of his or her college for an extension. The instructor must make the request for more time within the original seven (7)-day time period.

- b. The instructor will inform the student in writing (email) of the alleged violation, describe the evidence supporting the alleged violation, and request a written response from the student by a certain date. The instructor should copy the dean of students and his or her department chair on all correspondence with the student related to the alleged violation. If necessary, the instructor will conduct an interview with the student. The instructor will determine whether the student violated the Academic Honor Code. If the instructor finds the student guilty of violating the Academic Honor Code, the instructor must file the Academic Honor Code Violation Reporting Form with the dean of students. The report will describe the nature of the violation and the sanction (action taken).

If the student is found in violation, the instructor may choose from the following sanctions: rewriting of the assignment, failure of the assignment/exam, or failure in the course.

The dean of students will send a copy of the report to the student and retain the original report in the student's file. The Academic Honor Code Violation Reporting Form is available in the Office of the Dean of Students and online at [www.ltu.edu/currentstudents/honor\\_code.asp](http://www.ltu.edu/currentstudents/honor_code.asp).

- c. If the faculty member finds the student **not** guilty of dishonorable conduct in connection with an alleged violation, the allegations are dismissed and the matter is closed. The faculty member is expected to document his or her findings and rationale for dismissing the allegation to his or her dean or department chair and the dean of students.



- d. A student found in violation of the Academic Honor Code by an instructor may appeal the findings to the Academic Honor Council. The student must request a meeting with the dean of students to initiate the appeal process.

### **5. Referring the Matter to the Academic Honor Council**

If an instructor believes a student may have violated the Academic Honor Code and chooses to refer the matter to the Academic Honor Council, the instructor must first report the alleged violation to his or her department chair or the dean of the college by email and provide the dean of students with the Academic Honor Code Violation Reporting Form. By providing the dean of students with the report, the instructor is indicating to the dean of students that he or she has chosen not to handle the investigation and instead is referring the case to the Academic Honor Council. The referral must be made within seven (7) calendar days after discovery of the violation.

## **G. HEARINGS**

### **1. Procedure**

#### **a. Notice to the Grievant and Accused**

Within five (5) calendar days after an alleged violation of the Academic Honor Code has been referred to the Academic Honor Council, the dean of students shall notify in writing the grievant and the accused student of the basis for the alleged violation of the Academic Honor Code; the date, time, and place the violation allegedly occurred; the nature of the evidence upon which the grievant will rely; and the date, time, and place at which the Academic Honor Council will meet to determine if a violation has occurred. The notice must inform both the grievant and the accused of their responsibilities at the hearing. If written evidence will be relied upon in whole or in part to establish a violation, the accused student shall be given an opportunity to examine such evidence prior to the time of the hearing. Ordinarily, such writings shall remain in the possession of the dean of students and subject to the control of the chair

of the Academic Honor Council. The dean of students shall make necessary arrangements to afford the accused sufficient access to such writings to permit his or her preparation of an appropriate response to charges based in whole or in part upon such writings.

#### **b. Hearing Date**

The Academic Honor Council must meet to consider an alleged violation of the Academic Honor Code within ten (10) calendar days after the alleged violation is referred to the Academic Honor Council. However, the hearing should not take place until three (3) calendar days after the notification is sent to the student unless the student desires an expedited hearing and waives the three-day waiting requirement. If the hearing should fall during a University holiday, semester break, the summer months, or a time when a quorum of the Academic Honor Council is not available, the chair has the responsibility to schedule the hearing within the earliest reasonable time frame.

#### **c. Who May Attend**

Only members of the Academic Honor Council, the accused, the grievant, witnesses (while giving testimony), and the dean of students, or his or her designee, may attend a hearing. Lawyers representing the accused or the grievant and character witnesses are specifically excluded. The dean of students, or his or her designee, is present to assist with administrative matters and shall not vote.

#### **d. The Hearing**

The hearing is presided over by the chair of the Academic Honor Council, or in his or her absence, the vice chair. If the vice chair also is not present, the members of the Academic Honor Council may elect a temporary chair or postpone the hearing. The chair shall select a secretary for the hearing.

The chair is in charge of the hearing and has broad discretion. The chair shall exercise control over the conduct of all persons participating in the hearing and direct the initial questioning to the grievant and the accused and their witnesses. The chair shall act as a hearing examiner by developing the facts and evidence necessary to

enable the Academic Honor Council to make a decision as to whether or not the Academic Honor Code has been violated. In so doing, the chair may exclude irrelevant, immaterial, and unduly repetitious evidence. The chair may, at his or her discretion, recess the hearing as often as necessary to ensure fairness to the grievant or the accused.

The hearing shall consist of two phases: (1) the presentation of evidence and (2) the deliberations of the Academic Honor Council. During the presentation of evidence phase, the grievant and the accused shall present to the Academic Honor Council facts and circumstances that will enable the Academic Honor Council to determine whether or not the accused has violated the Academic Honor Code. In presenting their positions, the grievant and the accused may ask others to present testimony or documentary evidence. In order to clarify issues, resolve inconsistencies or conflicts in testimony, or to ascertain facts, each member of the Academic Honor Council may ask questions of any person appearing at the hearing.

**e. Evidence**

The accused and the grievant may present to the Academic Honor Council any evidence, oral or written, that, in the discretion of the chair of the Academic Honor Council, is pertinent to the alleged Academic Honor Code violation or that might shed light on the facts and circumstances surrounding it. It is important for the grievant and the accused to offer all of their evidence at the time of the hearing. The presentation of evidence is audio recorded. Once the presentation of evidence is concluded, and the audio recorder is turned off, the Academic Honor Council may not consider additional evidence or testimony. Witnesses and evidence must be presented at the hearing if a party wants them to be considered by the Academic Honor Council.

It is essential that witnesses with first-hand knowledge of the facts and circumstances surrounding the alleged Academic Honor Code violation appear in person. A contention by a

party appearing before the Academic Honor Council that he or she could get a witness to testify, if necessary, is not helpful to the Academic Honor Council. When a witness cannot be present at the hearing, the grievant or the accused may present to the Academic Honor Council a signed, notarized statement from the absent witness. Because the absent witness cannot be questioned by the other party or the members of the Academic Honor Council, this evidence may be given less weight than other first-hand testimony.

**f. Questioning**

In addition to members of the Academic Honor Council, the grievant and the accused may question one another or the witness(es) of either.

**g. Failure to Appear**

If the grievant or the accused fails to appear before the Academic Honor Council on the date and at the time and place specified in the notice, the Academic Honor Council may take the available testimony and evidence and reach a decision on the basis of that evidence. Failure of one party to appear and offer evidence may leave the Academic Honor Council little choice but to decide in favor of the party presenting the only evidence and testimony.

If either party is unable to appear before the Academic Honor Council on the date specified in the notice, he or she should notify the Academic Honor Council chair and explain why. If the Academic Honor Council chair determines that good cause exists for the party's non-appearance at the scheduled hearing time, he or she shall set a new date for the hearing.

**2. Standard of Proof**

The Academic Honor Council determination shall be made on the basis of whether it is more likely than not that the accused student violated the Academic Honor Code. If a majority of the Academic Honor Council votes that the evidence supports the allegation, the Academic Honor Council shall render a decision that the accused has violated the Academic Honor Code. In finding a student in violation of the Academic Honor Code, the Academic Honor Council has determined that the evidence supporting the violation was of greater weight or more convincing than the evidence that

was offered in opposition by the student. If the majority of the Academic Honor Council determines the evidence does not support the accusation, the student will be found not in violation of the Academic Honor Code.

### **3. Decision of the Academic Honor Council**

After the presentation of evidence is concluded, the chair shall excuse the accused and the grievant from the Academic Honor Council meeting. The Academic Honor Council shall then discuss the evidence presented during the hearing, and when finished, the chair shall poll the members on whether or not they think the evidence supports the allegation that the accused violated the Academic Honor Code.

If a majority of the Academic Honor Council votes that a preponderance of the evidence supports the allegation, the Academic Honor Council shall render a decision that the accused has violated the Academic Honor Code. If less than a majority of the Academic Honor Council votes that the evidence supports the allegation, the Academic Honor Council shall render a decision that the allegation was not substantiated. A voting member of the Academic Honor Council who is not disqualified may not abstain from voting.

If the Academic Honor Council determines that the accused student has violated the Academic Honor Code, it shall also recommend the sanction(s) it believes should be imposed upon the student. The Academic Honor Council must give great weight to the sanction(s) recommended by the instructor, but it may also consider the materials and information presented at the hearing, and the student's academic and honor code records. Possible sanctions include, but are not limited to, failure of the assignment, failure of the course, probation, suspension, and/or expulsion. In the case of a second violation, the likely sanction is University expulsion.

### **4. Summary Report and Record of Hearing**

- a. The secretary of the Academic Honor Council shall prepare a summary report of the hearing, including the decision of the Academic Honor Council. The members of the Academic Honor Council shall review this summary; make necessary changes, if any; and indicate their approval of it by signing it.
- b. The record of the hearing shall consist of the audio recording of the hearing and the tangible evidence presented at the hearing.

### **5. Notification**

The chair of the Academic Honor Council shall report the Council's decision to the dean of students. In addition, if the decision is that the Academic Honor Code has been violated, the Academic Honor Council chair shall deliver to the dean of students the record of the hearing, along with the recommended sanction(s). The dean of students will implement the sanction(s) recommended by the Academic Honor Council. If the Academic Honor Council recommends expulsion, the dean of students will immediately initiate expulsion proceedings.

### **6. Disposition of Summary Report and Record of Hearing**

- a. If the Academic Honor Council decides that the Academic Honor Code was not violated, the chair shall destroy the record of the hearing. The dean of students will make a record of the decision without any identifying information and destroy all other information pertaining to the charge. The student may continue in the class without prejudice.
- b. If a student is found by the Academic Honor Council to have violated the Academic Honor Code, the dean of students shall maintain the summary report and record of the hearing.
- c. The dean of students shall notify the instructor, department chair, and the dean of the college in writing of the Academic Honor Council's decision.

## **H. APPEAL PROCESS**

1. A decision reached or a sanction imposed by the Academic Honor Council may be appealed by the student(s) found in violation or the grievant(s) to the Discipline Appeals Committee within seven (7) calendar days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or designee.

2. The Discipline Appeals Committee is composed of three (3) members: the chair of the Faculty Senate; the associate provost; and the president of Student Government.

3. Except as required to explain the basis of new information, an appeal shall be limited to the review of the verbatim records of the Academic Honor Council hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the Academic Honor Council hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Academic Honor Code was violated, and giving the other party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- b. To determine whether the decision reached regarding the accused student was based on substantial information; that is, whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred.
- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Academic Honor Code that the student was found to have committed.
- d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Academic Honor Council hearing.

4. If the Discipline Appeals Committee supports an appeal, the matter may be returned to the original Academic Honor Council for a reconsideration of the original determination and/or sanction(s).

- a. In cases involving appeals by students accused of violating the Academic Honor Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Academic Honor Council.
- b. In cases involving appeals by persons other than the student(s) accused of violating the Academic Honor Code, the Discipline Appeals Committee

may, upon review of the case, reduce or increase the sanctions imposed by the Academic Honor Council.

5. Following the appeal, the dean of students shall advise the accused student(s) in writing of the determination of the Discipline Appeals Committee and of the sanction(s) imposed, if any. A copy of the notification will be retained in the student's disciplinary record. Cases involving University suspension and expulsion will be filed in the student's academic record.

## I. EXPULSION PROCEEDINGS

1. Expulsion proceedings will be initiated by the dean of students for students found in second violation of the Academic Honor Code. The student will be contacted by the Office of the Dean of Students for a meeting to explain proceedings of expulsion.

2. Students being expelled will receive written notification from the dean of students indicating the sanction of expulsion and the process for appeal.

3. The sanction of expulsion may be appealed by the accused student to the provost within seven (7) calendar days of the decision. Such appeals shall be in writing and shall be delivered to the dean of students or designee.

4. Except as required to explain the basis of new information, an appeal shall be limited to a review of the documents and notes of the Academic Honor Council, the accused student, and supporting documents for one or more of the following purposes:

- a. To determine whether the student received fundamental fairness in the investigative and decision-making processes.
- b. To determine whether the facts in the case were sufficient to establish that a violation of the Academic Honor Code occurred in both cases.
- c. To consider relevant and material new evidence.

5. Following the appeal, the provost shall advise the accused student in writing of the determination of the appeal, and of the sanctions imposed, if any. A copy of the notification will be retained in the student's academic record and the student's disciplinary record.

## STUDENT PLEDGES

In adopting this Academic Honor Code, students of Lawrence Technological University recognize that academic honesty and integrity are fundamental values of the University community. The quality of a Lawrence Technological University education is dependent upon the community acceptance and enforcement of the Academic Honor Code. Members of the Lawrence Technological University community pledge to hold themselves and their peers to the highest standards of academic honesty and integrity. An individual who becomes aware of a violation of the Academic Honor Code has an obligation to report this violation.

### Undergraduate Students

The following pledge is required on all academic work submitted by undergraduate students at Lawrence Technological University:

***"I have neither given nor received unauthorized aid in completing this work, nor have I presented someone else's work as my own."***

### Graduate Students

All graduate students at Lawrence Technological University are required to sign the student pledge when they begin graduate studies:

***"I pledge that on all academic work that I submit, I will neither give nor receive unauthorized aid, nor will I present another person's work as my own."***

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