

It is 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 suspicion of an academic misconduct violation has an obligation to report the alleged violation.

Faculty members should following the following procedures for academic misconduct violations.

1. **Academic Misconduct Inquiry.** Email the Office of the Dean of Students at studean@ltu.edu to inquiry if the student has any prior violations. The email should include the student's name and banner ID.
2. **Misconduct Verification.** The Office of the Dean of Students will verify with the faculty member whether the student has prior violations or not.
 - a. **No prior violation or one prior violation.** The faculty member is responsible for meeting with the student and making the decision on if they are responsible for violating the academic misconduct policy. These are Level One and Level Two Violations
 - b. **Two prior violations.** The Dean of Students and the dean of the academic college is responsible for meeting with the student and making the decision on if they are responsible for violating the academic misconduct policy. This is a Level Three Violation.
 - c. If a faculty member feels that the student's violation reaches a higher level, they can consult with the Dean of Students to refer the case be handled by the Office of the Dean of Students.
3. **Process the Violation.** The faculty member is responsible for completing the following process.
 - a. Inform the student of the alleged violation in writing.
 - b. The student has five business days to respond.
 - c. Meet with the student to discuss the violation, responsibility, and sanctions if necessary.
 - d. The faculty member decides if the student is in violation or not and work with the student on a reasonable sanction.
 - e. Complete the [Academic Misconduct Violation form](#) to report the violation.
 - f. The Office of the Dean of Students will process the violation. It will be confirmed with the student if they accept responsibility or intend to appeal.
 - i. If the student appeals, the Office of the Dean of Students will contact the faculty member for any additional evidence.
 - ii. The faculty member will be informed via email of the final decision.

Credentialed Programs

Faculty members of credentialed programs, including but not limited to, the Physician Assistant and Nursing, should know that the Student Handbook of the program takes precedence over the procedures outlined below due to accreditation and licensure requirements.

Note for Faculty

A violation only counts if it was reported and the student was found responsible. Prior situations in which a faculty member believes the student was responsible for academic misconduct but does not report, cannot be taken into account when deciding the level of the violation. For example, if a faculty member emails the Office of the Dean of Students to inquire about a student's prior violations, they cannot claim that this is the third time in the class the student violated the policy. If this is the first time the faculty member is reporting it, it will count

at the first violation unless the student has a prior violation that the student was found responsible for through the Office of the Dean of Students.

Appeals

Level One and Level Two appeals will be reviewed by the Office of the Dean of Students. Level Three appeals will be reviewed by the Office of the Provost. Faculty members will be contacted to provide any additional information or evidence.

Sanctions

Suggested sanctions are below, however faculty member can provide any reasonable sanction agreed upon by them and the student.

1. Failing the assignment, exam, etc.
2. Grade reduction in the course
3. Assignment of reasonable additional work or alternative work
4. Failure of the course

Suspension or expulsion will be considered for Level Three violations.

Classroom Management

Faculty have a right and responsibility to maintain a proper learning environment in the classroom. Students are expected to participate actively in the learning experience and must do so in an appropriate manner. Disruptive conduct in the classroom that interferes with the faculty's performance of their professional functions or that undermines the integrity of student learning will not be tolerated.

If disruption occurs, the faculty member will inform the student of their disruptive behavior and request that it stop immediately. If the disruptive behavior continues, the instructor may dismiss the student from the class for a period of one class meeting. In most cases, the instructor is advised to meet with the student before the next scheduled class meeting to discuss the matter and classroom expectations.

All dismissals from class should be provided to the Office of the Dean of Students to be maintained as part of the student's educational record. In cases where the student has a demonstrated track record of dismissals, or the behavior that led to the dismissal is serious in nature, the Dean of Students may charge the student with a violation of the Student Code of Conduct.

Generative Artificial Intelligence (AI)

Please refer to the class syllabus to determine the appropriate use of generative AI. All uses of AI should be cited properly, failure to do so will result in an academic misconduct violation.