

Chapter 4 – Academic Standards: Status, Matriculation, Grading, and Graduation

Academic Status

There are three categories of academic status for undergraduate students: *academic good standing* and eligible to be enrolled; *academic probation* and eligible to be enrolled; and *academic suspension*, therefore not eligible to be enrolled. Although students will usually receive official notification of academic status, such notice is not a prerequisite to students being placed in one of the above categories. Students have the responsibility to learn their academic status prior to the beginning of the next enrollment period.

Good Standing

All undergraduate students are expected to achieve and maintain a minimum cumulative GPA of at least 2.0 (C) on all college work attempted and on all work attempted at Louisiana Tech. The University will, however, certify a student to be in "good standing" as long as that student is eligible to be enrolled. There are some degree programs that specify higher GPA requirements for good standing, eligibility for entry into an upper division, and/or eligibility for graduation in the program. Specific GPA requirements can be found in the curriculum descriptions contained in the college/department/degree found in the undergraduate program pages of this catalog or through the individual departments.

Academic Probation

Undergraduate students will be placed on academic probation whenever their cumulative grade point averages (GPAs) are 10 or more quality points below a 2.0 average. To determine this, multiply the cumulative hours attempted by two. If the answer is 10 or more quality points greater than the actual cumulative quality points earned, students are placed on probation.

Example: Student attempts 40 semester hours and earns 71 quality points. Multiply $40 \times 2 = 80$; subtract 71 from 80 = 9; student is not on probation because 9 is less than 10.

Once on academic probation, a student will remain on probation (as long as each quarter average is at least 2.0) until the cumulative GPA of 2.0 or higher is achieved.

Once a cumulative GPA of 2.0 or higher is achieved, a student will be cleared of academic probation and placed in academic good standing.

Academic Suspension

Undergraduate students on academic probation will be suspended at the conclusion of any quarter, including summer, in which they fail to earn a GPA of at least 2.0. First-time freshmen will not be suspended prior to the completion of three quarters of enrollment.

The period for the first suspension will be for one quarter. All subsequent suspensions will be for one calendar year.

A student on academic suspension from Louisiana Tech University may not obtain credit toward a degree at the University for courses attempted at another institution during the suspension period. No credit earned while under suspension from another university will be accepted toward a degree at Louisiana Tech.

Readmission from Suspension

Appeal for reinstatement after academic suspension may be made to the student's academic dean or to the Director of Basic

and Career Studies, as appropriate. Appeals must be accomplished by noon on the day of General Registration/Fee Payment. If approved, the dean notifies the University Registrar and the reinstated student's registration status is activated. Reinstated students will be continued on academic probation.

General Education Requirements (GER)

Louisiana Tech University has chosen to strengthen undergraduate education by requiring each curriculum to include a core of general education requirements.

ASSOCIATE DEGREE (GER) are as follows:

ENGLISH (GER)	6 Hours
Freshman Composition (English 100 or 101, and 102)	
MATHEMATICS (GER)	6 Hours
Math 100 or above and one additional 3-hour course in Mathematics or Statistics.	
COMPUTER LITERACY (GER)	
Curriculum chosen by the student must provide basic instruction in and/or use of computer technology.	
NATURAL SCIENCES (GER)	6 Hours
Physical Sciences (Chemistry, Physics, Geology) Biological Science	
ARTS (GER)	3 Hours
Must be taken from courses such as: Art 290: Art Appreciation; Health and Exercise Science 280: Dance Appreciation; Music 290: Music Appreciation; Speech Theatre 290: Theatre Appreciation	
SOCIAL SCIENCES	6 Hours
Economics, Geography, Anthropology, Political Science, Psychology, Sociology (*Minimum of two disciplines)	
Specific GER course requirements may be specified in individual curricula	
TOTAL:	<u>27 Hours</u>

BACCALAUREATE DEGREE (GER) are as follows:

ENGLISH (GER)	6 Hours
Freshman Composition (English 100 or 101, and 102)	
MATHEMATICS (GER)	6 Hours
Math 100 or above and one additional 3-hour course in Mathematics or Statistics.	
COMPUTER LITERACY (GER)	
Curriculum chosen by the student must provide basic instruction in and/or use of computer technology.	
NATURAL SCIENCES (GER)	9 Hours*
Physical Sciences (Chemistry, Physics, Geology) Biological Science	
*Must include both physical and biological science with at least 6 hours from a two-quarter sequence.	
ARTS (GER)	3 Hours
Must be taken from courses such as: Art 290: Art Appreciation; Health and Exercise Science 280: Dance Appreciation; Music 290: Music Appreciation; Speech Theatre 290: Theatre Appreciation	
HUMANITIES (GER)	12 Hours
History**, Literature**, Speech**, Languages (above the introductory level), Philosophy, English*	
*Must include at least 3 hours at the 200-level or above. **Minimum of 3 hours required.	
SOCIAL SCIENCES (GER)	9 Hours*
Economics, Geography, Anthropology, Political Science, Psychology, Sociology (*Minimum of two disciplines)	
TOTAL	<u>45 Hours</u>

Degree Programs

Louisiana Tech University is authorized to confer three associate degrees, seven baccalaureate degrees and twelve graduate degrees.

The associate degrees are: Associate of General Studies (available through the Barksdale Air Force Base program only), the Associate of Science Health Information Technology (available through main campus only), and the Associate of Science Nursing (available through main campus only).

The baccalaureate degrees are: Bachelor of Architecture, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of Interior Design, Bachelor of Music, Bachelor of Science, and Bachelor of General Studies.

The graduate degrees are: Master of Arts, Master of Science, Master of Business Administration, Master of Professional Accountancy, Master of Fine Arts, Master of Education, Master of Arts Teaching, Doctor of Audiology, Doctor of Business Administration, Doctor of Philosophy, Doctor of Education, and a joint PhD/MD with Louisiana State University Medical Center -Shreveport.

Minors

A minor is that part of a degree program which consists of a specified group of courses in a particular discipline or field, consisting usually of 15% or more of total hours required in an undergraduate curriculum. A minimum of 40 to 60% of the courses are at the 300- to 400- level. Minors may be offered in various departments at Louisiana Tech. Refer to college and departmental sections for information on available minors. Minors should be determined no later than the junior year (completed 60 hours) at which time the student's minor plan is documented and placed in the student's departmental major folder. Progress toward completion of minor requirements is monitored by the student's major advisor. Approval and certification of minors are the responsibility of the student's major college. Minors are indicated on the student's transcript. Students may complete more than one minor.

A student must earn a grade of C or better in each course applied toward meeting the requirements of a minor. This requirement is applicable to new undergraduate students (freshmen and transfers) whose initial enrollment is Fall 2003 or terms thereafter.

Curriculum Matriculation

1. Students in Basic and Career Studies (undecided) and those students entering specific colleges from Basic and Career Studies will follow the curricula in effect at the time of their admission to the University, as long as the students are pursuing their degrees on a continuing basis.
2. Students transferring from one college to another on campus or those transferring from other institutions will follow the curriculum in effect at the time of transfer/transfer admission.
3. Students who change their major must follow the curriculum in effect at the time of the major change.
4. Students may follow an updated curriculum that becomes effective while in a program of study; however, mixing of curricula is not permitted in satisfying requirements for graduation.
5. Students who interrupt their studies and do not enroll for one or more quarters (excluding the Summer Quarter) must be readmitted to the University and are required to follow the curriculum in effect when they return to the institution.

Louisiana Statewide Articulation

Louisiana Tech subscribes to the statewide Articulation Policy as adopted by the Board of Regents. The aim of this policy is to ensure that transitions which students may encounter in their educational career will be orderly. Pursuant to ACT 383 of the 2003 Louisiana Regular Legislative Session, Louisiana Tech University actively participates in the Statewide Student Transfer Guide and Articulation System Matrices (Board of Regents' E-matrix). These matrices indicate transfer equivalencies of courses among Louisiana's public colleges and universities and may be accessed through the Board of Regents' webpage at www.regents.state.la.us. This site lists courses that are acceptable for academic credit in general and for credit toward meeting degree program requirements at Louisiana institutions. Course descriptions listed in the back of this catalog that fall within the purview of E-matrix are indicated by an asterisk in the definition and a written reminder found in the footer of each of those course description pages. Students should be aware that the E-matrix course listings are not all-inclusive. There are courses that articulate between campuses that are not listed in the matrices. Questions regarding transferability of credit should be directed to the Office of Undergraduate Admissions at Louisiana Tech University (318-257-3036 or Bulldog@LaTech.edu).

Grading System

Official grades are maintained in the University Registrar's Office. Louisiana Tech applies a traditional system of grading and awards quality points for grades earned. An **A** is awarded for the highest degree of excellence that is reasonable to expect of students of exceptional ability and application. A grade of **B** is superior. A grade of **C** is average. A grade of **D** is given for a quality of work that is considered the minimum for receiving credit for the course. A grade of **F** is given for a failure, and the work must be repeated to receive academic credit. The University's grading system is as follows:

Grade	Number of Quality Points:
A	4 quality points per semester hour
B	3 quality points per semester hour
C	2 quality points per semester hour
D	1 quality point per semester hour
F	0 quality points per semester hour
I	Incomplete (see explanation below)
S	Satisfactory (see explanation below)
W	Withdraw (see explanation below)
NC	No Credit (see explanation below)

Definition of the Incomplete (I) Grade

The grade **I (Incomplete)** is used to denote failure to complete all assigned class work and/or exams as a result of conditions beyond the student's control. It is the responsibility of the student to initiate a request with the instructor that a grade of **I** be issued. If the student's work is of passing quality, the instructor may approve the student's request and will assign a grade of **I** plus the average letter grade on all work completed to that point (e.g. **IA**, **IB**, **IC**, or **ID**). A grade of **IF** cannot be issued. If the instructor agrees to issue an **I**, he/she will complete a standard contract with the student detailing requirements for course completion and specifying the date those requirements must be finished. Instructors then provide a copy of the contract to the student and a copy to the department head/director. Students will receive a grade of **IA**, **IB**, **IC**, or **ID** for that quarter. Incompletes are factored into hours attempted and quality points awarded. Therefore, they impact a student's quarter and cumulative grade point averages and are a factor in academic probation or suspension decisions.

The maximum amount of time allowed for a student to finish incomplete work is Friday of the fourth week in the following quarter, with one exception: students receiving an **I** in the Spring Quarter have until Friday of the fourth week in the following Fall Quarter to complete their work. A reminder of this date is published in the academic calendar each quarter and can also be found on the academic calendar at Tech's web site (www.latech.edu).

If the student does not complete the required work within the contracted period, the instructor will change the **I** to an **F** by delivering a final grade change to the Registrar's Office by Friday of the fifth week of the quarter. The final grade replaces the **I** on the student's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. A student may be placed on or removed from academic probation or suspension based on the recalculated GPA at the time an **I** grade is cleared. **I** grades are cleared only by completing the required course work, and not by registering for the course again.

NOTE: Students registered for approved research, practicum, dissertation, or thesis courses requiring multiple quarters of the same course registration to complete the research receive an **I-A**, **-B**, **-C**, or **-D** (or an **I-S** in the case of Satisfactory/Failure graded courses) for each attempt until the research or practicum is accepted as complete by the advising faculty member. At that time, the graduate student's **I** grades are changed to the appropriate **A**, **B**, **C**, **D**, **F**, or **S** on his/her permanent record.

Definition of the Satisfactory (S) Grade

A grade of **S** indicates satisfactory completion of a course. The **S** grade increases hours earned but does not affect hours attempted or quality points and is not computed in any grade point average (GPA). Students registered for a course where the grade of **S** is used who do not complete the required course work will receive the grade **F**.

Definition of the Withdrew (W) Grade

A **W** is issued when a student withdraws from a class (drops a class) after the final date for registration has passed and before the end of the first seven weeks of a quarter. The **W** grade will appear on the student's permanent record (transcript), but is not included in computing the student's GPA. Students who stop attending class(es) without following proper drop/withdraw or resignation procedures (walk-away) will receive an **F** grade for each class affected.

Definition of the No Credit (NC) Grade

The grade **NC** (used for undergraduate developmental courses and credit exams) denotes no credit earned or hours charged and is not computed in any GPA calculation.

Calculating Grade Point Average (GPA)

Academic grades are grouped by career (Undergraduate or Graduate), and academic grade point averages are calculated using only the grades earned for undergraduate credit or graduate credit, but not both.

The Quarterly GPA

A student's *quarterly grade point average (GPA)* is obtained by dividing the sum of the quality points earned for the quarter by the number of semester hours attempted that quarter.

The Cumulative GPA

The *cumulative GPA* is determined by dividing the total quality points earned by the total number of hours attempted. Cumulative GPA is the benchmark figure used to determine

undergraduate academic honors, undergraduate degree class standing at graduation, academic probation, and academic suspension. Quarterly and cumulative GPAs are recorded on the student's permanent academic record (transcript) and reported each quarter with their grades.

The Earned GPA

The University of Louisiana System Board of Supervisors permits member universities to use the *earned GPA* (when necessary) to determine eligibility for entry into specific upper division undergraduate courses, eligibility for progress into and completion of a certification program, eligibility for a practicum, and most importantly eligibility for receipt of an undergraduate degree.

An *earned GPA* is computed by dividing adjusted quality points by adjusted quality hours.

Adjusted quality points are computed by subtracting quality points received for repeated classes from total quality points.

Adjusted quality hours are computed by subtracting credit hours for "F" grades and repeated classes from total quality hours.

The earned GPA is calculated and maintained by the academic department involved and maintained with the department's/advisor's copy of the student's curriculum sheet. Earned GPAs are not maintained in the Student Information System as part of a student's electronic file and are not reported with grades or on the academic transcript.

Outstanding Academic Achievement

The President's Honor List

The *President's Honor List* is prepared at the end of each quarter and is for undergraduate students with an outstanding grade point average (GPA) for that given quarter. The requirements are

- a GPA of at least 3.8, calculated on
- a minimum of 9 semester hours pursued (excludes audit and pass/fail hours), with
- no grade lower than a **B**, and
- all courses attempted are at the 100-level or above.

The Dean's Honor List

The *Dean's Honor Lists* are also prepared at the end of each quarter for undergraduate students with high GPAs for that quarter. The requirements are

- a GPA of at least 3.5, calculated on
- a minimum of 9 semester hours pursued (excludes audit and pass/fail hours) with
- no grade lower than a **C**, and
- all courses attempted are at the 100-level or above.

Students enrolled in Developmental Education Program courses (099-series) are not eligible for these quarterly academic honors during the quarter(s) they are registered for the 099 course(s). In addition, the minimum 9 semester hours cannot include courses taken for satisfactory/failure or audit grades.

Grade Reporting

Students can obtain their grades via Interactive Voice Response (telephone) or on the Internet during the one-month grade reporting period following the completion of each quarter. Specific instructions for access are published quarterly in the *Schedule of Classes*, on the Tech web site, www.latech.edu, and reminders provided by the University Registrar's Office during early registration. Students needing a copy of their grades after the reporting period may obtain them online or thru BOSS by

requesting an unofficial transcript, or and/or specific letters of verification.

Final Grade Appeals Procedure

A final grade in a course represents the cumulative evaluation and judgment of the faculty member placed in charge of that course. If a student feels the final grade in a course was not determined in accordance with University policies or was determined arbitrarily, the student may appeal by adhering to the following procedure:

1. *Confer with the faculty member*, setting forth clearly all points of concern. If unsatisfied with the results of the conference, proceed to the next step.
2. *Confer with the head of the department* in which the course is taught, setting forth clearly all points of concern. If the student remains unsatisfied, proceed to the next step.
3. *Write a letter of appeal to the dean of the college* in which the course is taught. The dean will send copies of the letter to the faculty member and department head. This letter must be
 - received by the dean within the first 10 regularly scheduled class meeting days of the term immediately following the term in which the appealed grade was received; and,
 - an accurate and complete statement of all facts pertaining to the matter. Falsification may result in disciplinary action.

The dean may make a decision, which would be final in the matter, or refer the appeal to the college's Committee on Standards for review and recommendation. The committee's report would be a recommendation to the dean, whose decision would be final. In reviewing the appeals, both the dean and committee would have broad latitude in their procedures and recommendations. They might, for example, request additional information privately from those involved. Or they might choose to invite specified persons, including the student and faculty member, to a meeting to discuss the matter. Whatever their approach, it should take appropriate account of the interests of both the student and faculty member.

In all cases the dean shall communicate the final decision to the student, faculty member, department head, and, if a grade change is involved, to the University Registrar. In appeals where the dean initially makes the decision, the decision should normally be communicated to the student within 10 class days after the appeal deadline. When appeals are referred to the committee, the final decision should normally be communicated to the student by the dean within 20 class days after the appeal deadline.

NOTE: In the case where a faculty member invokes a grade penalty on a student because of academic misconduct, the faculty member will report the incident and penalty to his/her Department Head and to the Office of Student Life. If the student chooses to appeal the sanction, the student will follow the procedures contained in the Academic Honor Code (Section Eight: Appeals), detailed later in this chapter.

Academic Misconduct

Academic misconduct at the University is determined by the faculty member, committee, or other supervisor(s) under whom such misconduct occurs. The misconduct may occur in an individual class, a comprehensive exam, a practicum, an internship, a thesis or dissertation, a research project, a multi-quarter sequence of courses, or any other academically related matter or setting. Sanctions may range from dismissal from the University or an academic degree program to a failing grade or

other penalty as determined by the faculty member, plan of study committee, supervising authority, or judiciary. The student has the right to appeal the charge of academic misconduct in accordance with the procedures contained in the Academic Honor Code (Section Eight: Appeals), detailed later in this chapter..

Academic Transcripts

The official permanent academic records for all Louisiana Tech students are maintained in the University Registrar's Office. These records are protected in accordance with the guidelines contained in the Family Educational Rights and Privacy Act (FERPA), detailed in the University Overview of this Catalog. Transcripts of the academic record may be secured by the individual personally or will be released on the student's written authorization.

Transcript production is a service provided by the University Registrar's Office. Official transcripts will not be issued for any student who has an unfulfilled obligation to the University. This is termed a "charge" or a "hold" and must be cleared with the department levying the charge.

Further instructions on how to obtain official or unofficial transcripts can be found online at URL www.latech.edu in the Registrar's area under "Enrollment Services." The instructions are also available in the quarterly *Schedule of Classes*.

Graduation Requirements Requirements for All Degree Candidates

1. The student must be enrolled at Louisiana Tech University during the quarter he/she expects to be a degree candidate. The student will report his/her candidacy to his/her dean and to the University Registrar within the first three weeks of the quarter. The student will register to graduate in the University Registrar's Office (Keeny Hall 207). This formally initiates the final degree audit process in preparation for conferral of the degree. Students who miss the deadline must have their Academic Dean's written permission to be added to the degree candidates list late.
2. Each degree candidate is expected to be present at the commencement ceremony. A candidate can petition to be absent through a written request to the University President. Information concerning duplicate diplomas, diploma mailing fees, and other diploma services can be obtained from the Commencement Coordinator located in the University Registrar's Office.
3. It is highly recommended that the candidate register in the Placement Office during the quarter preceding the one in which he/she expects to graduate.
4. A candidate for graduation who fails to pass the final examination in only one course during the last quarter's work may be permitted to take a "deficiency examination" in this course. If the student fails the "deficiency examination," the course must be repeated.

Associate Degree Requirements

The Associate Degrees can be earned from Louisiana Tech University when a student has fulfilled the following requirements:

1. The candidate must complete one of the approved associate degree programs consisting of 60 or more specified academic credit hours.
2. He/she must make a C average on hours earned. A student who is deficient on an hours-earned basis of more than 6 quality points of a C average at the beginning of the final quarter will not be allowed to register for graduation. A transfer student must also make a C average on all hours earned at Louisiana Tech.

- If he/she is a transfer student, he/she must not have fewer than 24 weeks in residence at Louisiana Tech, during which at least 25% of the semester hours required for the curricula are earned with a minimum 2.0 GPA.
- The last two quarters must be spent in residence. Exception: a student who has fulfilled the minimum residence requirements may be permitted to earn six of the last 18 hours out of residence.
- The student must report his/her candidacy to his/her dean and the Registrar and register for graduation within the first three weeks of the quarter in which he/she expects to graduate.
- One-fourth of the hours required for graduation must be completed in residence. Louisiana Tech does not permit a student to apply for more than 6 hours of correspondence study toward the pursuit of a degree.

Earning a Second Associate Degree

If a student wishes to add an associate degree as a second degree in another field of study at the University, at least 15 semester hours in addition to the number needed for the first degree are required. If a student completes requirements for an associate degree as he/she progresses toward a bachelor's degree, then no additional hours are required, providing that specific requirements are satisfied for both degrees.

If a student wishes to earn a baccalaureate degree from Louisiana Tech, he/she must re-apply for a baccalaureate program and meet all additional requirements as explained in each specific curriculum.

Baccalaureate Degree Requirements

- The candidate must complete one of the approved baccalaureate curricula of the five colleges.
- A C average on hours earned is required. A student who is deficient on an hours-earned basis of more than 9 quality points of a C average at the beginning of the final quarter will not be allowed to register for graduation. A transfer student must also make a C average on all hours earned at Louisiana Tech.
- If he/she is a transfer student, no fewer than 36 weeks residence at Louisiana Tech are required, during which at least 25% of the semester hours required for the curricula are earned with a minimum 2.0 GPA.
- He/she must spend the senior year in residence. Exception: A student who has fulfilled the minimum residence requirements may be permitted to earn 9 of the last 36 semester hours out of residence.
- The student must report his/her candidacy to his/her dean and to the Registrar and register for graduation within the first three weeks of the quarter in which he/she expects to graduate.
- Three-fourths of the hours required for graduation must have been completed in college residence. Louisiana Tech does not permit a student to apply more than 6 hours of correspondence study toward the pursuit of a degree.

Earning a Second Baccalaureate Degree

If the student wishes to earn a second baccalaureate degree in another field of study at the University, at least 30 semester hours in addition to the number required for the first degree must be earned. These 30 additional hours need not have been completed after the first degree was awarded, but the total hours earned must be the number required for the first bachelor's, plus 30 more. In addition, the student must satisfy all requirements for the second degree.

Earning a Double Major

A student may acquire a double major under a single baccalaureate degree by completing the total hours required for the one baccalaureate degree and the total hours required in the subject courses for the second major. Not all majors are eligible for conferral outside of accredited, profession-specific degrees. The student should check with his/her academic advisor and with the University Registrar to determine whether the major combination he/she is interested in is approved for conferral before beginning the additional course of study.

Masters and Doctoral Degree Requirements

The student must be registered at Louisiana Tech University during the quarter he/she is a degree candidate.

Each degree candidate is expected to be present at the commencement ceremony. A candidate can petition to be absent through a written request to the University President. Information concerning duplicate diplomas, diploma mailing fees, and other diploma services can be obtained from the Registrar's Office.

For specific degree requirements, see the Graduate School section of this Catalog.

Graduation with Honors

Associate Degree Honors

Students receiving their first associate degree are also recognized for outstanding academic achievement. The following conditions determine such recognition:

- Honors* - a cumulative GPA of 3.30 on all hours pursued
- Distinction* - a cumulative GPA of 3.70 on all hours pursued

The student must have earned a minimum of 15 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.

Baccalaureate Degree Latin Honors

Students who achieve outstanding academic results during their undergraduate career receive special recognition at graduation through a suitable Latin inscription on their diploma, special wording on their official transcript, and verbal recognition by their dean during the commencement ceremony.

The following cumulative GPA standards, established by the University of Louisiana System, are used to determine such eligibility and recognition:

- cum laude* - a cumulative GPA of 3.50 on all hours pursued;
- magna cum laude* - a cumulative GPA of 3.70 on all hours pursued;
- summa cum laude* - a cumulative GPA of 3.90 on all hours pursued.

The student must have earned a minimum of 30 semester credit hours at Louisiana Tech University to be eligible for and receive such recognition.

Honors Scholar Distinction

Students who complete 21 semester hours of Honors Program classes in the Foundations 21 curriculum, including the four interdisciplinary Foundations seminars, will receive formal designation as *Honors Scholars* on their official academic transcript. Honor students who take 9 semester hours of 400-level Honors classes and write an honors thesis will receive formal designation as *Senior Honors Scholars* on their official academic transcript.

Academic Honor Code

SECTION ONE: PREAMBLE

Academic integrity at Louisiana Tech University is based upon and encompasses the principles of honesty, fairness, respect, responsibility, and excellence. Through the active pursuit of academic integrity, the University strengthens the value of the education and degrees that students seek to earn. Conversely, misconduct tarnishes the reputation of Louisiana Tech University and discredits the accomplishments of current students as well as graduates. Consequently, the University expects that all members of its academic community will demonstrate honesty and integrity in all academic relationships.

The purpose of the Honor Code is to articulate and support the interests of Louisiana Tech University in maintaining the highest standard of conduct in academic affairs. This policy has been developed to provide students and faculty with guidelines to determine what behaviors violate the Honor Code and procedures for dealing with behaviors alleged to be in violation of the Code.

SECTION TWO: HONOR CODE STATEMENT

*Being a student of a higher standard,
I pledge to embody the principles of
academic integrity.*

SECTION THREE: HONOR CODE VIOLATIONS

Acts that will be considered violations of the honor code are grouped in the categories that follow. It will be considered a violation of the Louisiana Tech University Honor Code to commit or to attempt to commit any offense as outlined below.

3.1 Cheating - Cheating is defined as the act of giving unauthorized assistance to or receiving unauthorized assistance from another individual for the purpose of completing academic requirements. This includes, but is not limited to, the completion of homework, tests, projects, or research assignments. Some examples of cheating are

3.1.1. During an examination, referring to information not specifically allowed by the instructor or receiving information from another student or another unauthorized source. Also included would be allowing another student to copy your paper.

3.1.2. Representing another person's work or any part thereof, be it published or unpublished, as one's own, which is referred to as "plagiarism."

3.1.3. Copying another's entire paper and claiming it as one's own.

3.1.4. Copying a part of a paper or another source and claiming it as one's own.

3.1.5. Copying information from a source word for word without using citations.

3.1.6. Copying information from a source but changing the words around without providing citations.

3.1.7. Obtaining, distributing, or referring to a copy of an examination which the instructor and/or department has not authorized to be made available for such purpose.

3.1.8. Submitting work that has been previously or is being concurrently used in a different class by oneself or by another student. Special permission must be obtained from the instructor or professor if a student wishes to utilize or develop further any work prepared for another class.

3.1.9. Misrepresentation of data for any purpose will represent a violation of the standards of the honor code.

3.2 Falsification - Falsification is defined as altering official University documents, forging signatures of University officials or any other individual, or any other attempt to misrepresent official institutional documents or records. This also includes the alteration of grades or any other records related to the academic performance of students, whether another student's or your own. This shall also include submitting any false records in order to gain admission to the University. Violations include not only falsification of records but also oral and written misrepresentation of truth in any kind of communication with University officials. This violation is an automatic referral to the Behavioral Standards Committee.

3.3 Stealing/Unauthorized Access - This violation includes acquiring unauthorized access to property, information, or materials which belong to another person. These materials or property may belong to a faculty member, a staff member, the university, or another student and can be acquired in any form, including electronic information. This violation is an automatic referral to the Behavioral Standards Committee.

It will also be considered a violation of the Louisiana Tech University Honor Code to assist, attempt to assist, or conspire to assist another student in committing the offenses as outlined above.

SECTION FOUR: HONOR CODE VIOLATION INITIAL ACTION

Upon a determination by University faculty or staff that there has been a violation of the Honor Code, he/she may invoke sanctions without referral to the Honor Council. The student will have the option to accept the penalty without a hearing or to request that the matter be referred to the Honor Council for an appeal. If the student accepts the sanction without appeal, it shall be the responsibility of the instructor to report the violation and sanctions imposed to the Honor Council through the Office of Student Life.

On other occasions, the instructor may feel that there was a possible Honor Code violation and will have the option to refer the matter directly to the Honor Council for appropriate action.

Should a student wish to report a violation of the honor code, he or she should notify the instructor or the Office of Judicial Affairs, as is appropriate.

SECTION FIVE: THE HONOR COUNCIL

The Honor Council shall be composed of the following:

A. Three faculty members appointed by the Vice President for Academic Affairs; and

B. One staff member appointed by the Vice President for Student Affairs;

C. Five students with three being upperclass undergraduates appointed by the SGA President and 2 graduate students appointed by the Dean of the Graduate School; and

D. One faculty chairperson appointed by the Vice President for Academic Affairs.

Quorum - The presence of a chairperson and six members with at least two student members; and, with a quorum present, the Committee may perform any of its functions and exercise any of its powers.

Recusation - Any member of the Committee who is involved or associated with the case being considered may excuse himself or herself.

All hearings will be closed except to those involved in the hearings.

SECTION SIX: HONOR COUNCIL PROCEDURES

These procedures will apply when a student is referred to the Honor Council for infractions or violations of University Honor Code. The purpose of the hearing is to determine if an Honor Code violation has occurred.

The student will be given written notification at least three (3) days before the date set for the hearing. The notification will include a statement of the alleged academic misconduct; the date, time, and place of the meeting of the hearing board; a statement of the right to review evidence and a list of witnesses presented at the hearing; and a statement of the right to bring witnesses on his/her behalf. The day after the date of notification shall be the first day of the three-day delay period. The determination of the time of the hearing will include consideration of the student's class schedule.

Both the accuser and the accused will be informed that he/she may bring one representative (either personal or legal counsel) who may attend and advise the student but may not present the student's case. The representative or the attorney when applicable, has no standing in the proceedings, but may provide advice to the respective student in a quiet manner that is not disruptive to the proceedings. The student shall give the Council notice in writing of his/her plans to bring a representative.

The student will be notified that he/she can present evidence or witnesses on his/her behalf, that the student will have a reasonable opportunity for questioning witnesses appearing against him/her, and that the student may be present during all phases of the hearing except during the Council deliberation. The student will be notified of his/her right to review all of the evidence that will be presented on behalf of the University.

The Council shall be empowered to hear or not to hear such witnesses and evidence as it may deem relevant and fair, including, but not limited to, any information made a part of the original report.

The Vice President for Student Affairs or his representative will be present at this hearing to present the case to the Honor Council.

Once a date, time, and meeting place of the hearing have been established, the student has been duly notified, and a Council quorum has been convened, the hearing will be held even if the student or his/her personal representative or both of them fail to appear. However, if in the opinion of the Chairperson of the Honor Council, there is just cause for delay of the hearing, the Chairperson may reschedule it for a later date. For purposes of this section, "just cause" means any eventuality that would prevent the student from receiving a fair hearing.

The proceedings will be tape recorded. Only one official recording will be permitted. The student may review a transcript of the proceedings at the Office of Student Life. All original documentation is maintained by the Office of Student Life.

SECTION SEVEN: HONOR COUNCIL SANCTIONS

7.03 Censures Recommended by the Honor Council

7.03:01 Academic Sanctions can include any combination of the following:

7.03:01(a) Assignment of an "F" grade in the course.

7.03:01(b) Assignment of a failing grade or score on the assignment or examination in question.

7.03:01(c) Assignment of additional work in the class to provide evidence of the student's academic knowledge of the material.

7.03:01(d) Participation in the university ethics seminar. The purpose of this seminar is to provide an educational venue for

students to become knowledgeable on academic honesty and honor code issues.

7.03:02 Administrative Probation - A precautionary measure which carries the provision that continued enrollment depends on strict compliance with University academic standards. Administrative probation shall be for a definite period of time.

7.03:03 Referral to Behavioral Standards Committee - The Honor Council may refer a student to the Behavioral Standards Committee if the committee members deem that the violation is beyond the scope of the Honor Council.

7.03:04 Suspension Recommendation - The Honor Council may refer the case to the Behavioral Standards Committee with a recommendation for suspension or expulsion.

SECTION EIGHT: APPEALS

Procedures for Appeal

A student may issue a written appeal of a decision by the instructor, the Honor Council, or Administrative Review Board if any of the following apply:

- a. procedural error
- b. new evidence
- c. unsupported conclusion
- d. disproportionate sanction

Students initiating the appeal process should be aware that an appeal can result in upholding the original sanction, reducing the sanction, or increasing the sanction. Students who face a suspension or expulsion sanction and are appealing should attend classes until notified by the university.

Prerequisite to All Appeals - An appeal shall not be considered until the complaining student has exhausted all prior appeals.

Appeal of a Sanction by an Instructor

Any student may appeal a sanction levied by an instructor for an honor code violation. The student appeal (through the Student Affairs Office - 305 Keeny Hall) within three (3) business days after notice of the instructor's decision has been mailed or verbally given to the student. Late notices of appeal will be accepted or rejected by the Dean of the College under which the course was taught after hearing the student's reasons for failure to comply with the preceding sentence. In appeals regarding administrative actions of the instructor of record, the Honor Council shall hear and decide the merits of the accusation and the censure imposed as if the matter were being brought before it initially. The instructor of record will be present at this hearing.

Appeal of a Recommendation by the Honor Council

Within three (3) business days after notice of a decision of the Honor Council, the aggrieved student shall have the right to appeal to the Administrative Review Board. To do so, the student shall give written notification to the Vice President for Student Affairs of his/her appeal to the Administrative Review Board. The Vice President for Student Affairs shall, within a reasonable time, set a date, time, and place for review of the decision of the Honor Council and notify the student thereof. Late notices of appeal will be accepted or rejected by the Vice President for Student Affairs after hearing the student's reasons for failure to comply with the preceding sentence. The entire record of proceedings and the evidence presented before the Honor Council shall be automatically transmitted to the Administrative Review Board. The student may, at his/her discretion, submit additional written evidence which is relevant to the issue before the Board. The Vice President for Student Affairs or his/her representative will be present at this hearing. The Administrative Review Board may take any one of the following actions:

- a. approve the recommendation submitted by the Behavioral Standards Council;
- b. amend and approve the recommendation; or
- c. return the recommendation for further study.

SECTION NINE: ADMINISTRATIVE REVIEW BOARD

The Administrative Review Board shall consist of the following:

- a. The Vice President for Student Affairs or his/her designee, as chairperson;
- b. The Vice President for Academic Affairs or his/her designee; and
- c. The dean of the college in which the student is registered or his/her designee.

Quorum - The presence in person of two members of the Administrative Review Board (or their duly appointed representative) shall constitute a quorum.

All hearings will be closed except to those involved in the hearings.

**SECTION TEN: EFFECTUATION OF CENSURES
Censures other than Suspension and Expulsion
Recommendations**

In cases where the decision or recommendation of the disciplinary body or functionary is other than a recommendation to the Behavioral Standards Committee to suspend or expel the student, the censure shall take effect from the time the student is informed by the appropriate official.

Censures: Recommendation of Suspension or Expulsion

In cases where the recommendation of the Honor Council to the Behavioral Standards Committee is to suspend or expel, the case shall be referred immediately to the Behavioral Standards Committee for appropriate action.

Failure to Comply

Any student receiving sanctions from the Honor Council and failing to fulfill the requirements set forth within the prescribed time period shall be referred to the Behavioral Standards Committee.