

Information Systems & Quantitative Analysis (ISQA) Department

*Student Canons of Conduct*¹

These “canons of conduct” are applicable to both graduate and undergraduate students.

I. GENERAL

1. University students are both citizens and members of the academic community. As members of the academic community, students are subject to the responsibilities that accrue to them by virtue of this membership.
2. As members of the larger community of which the University is a part, students are entitled to all the rights and protections enjoyed by other members of that community. By the same token, students are also subject to all civil and criminal laws, the enforcement of which is the responsibility of duly constituted civil authorities.

II. Academic Conduct

1. University students conduct their academic affairs in an honest and responsible manner.
2. University students do not plagiarize² or cheat³.
 - a. University students follow APA or MLA citation guidelines in writing reports and assignments. (A summary of the APA citation guidelines is available at <http://www.lesley.edu/library/guides/citation/apa.html> and that for the MLA citation guidelines is available at <http://www.mla.org/>.)
3. University students do not collaborate on exams or assignments except when explicitly authorized by the instructor (e.g., team projects).
4. University students do not falsely obtain, distribute or use academic research materials.
5. University students only submit exams, reports, programs or other assignments that is their own original work.
 - a. When submitting a work with his/her own name on a paper, the student is certifying that is her/his own work.

¹ All the canons listed here are summarized and/or adapted from the UNOmaha student code of conduct available at <http://www.unomaha.edu/~saffairs/studentcode.php> and <http://www.unomaha.edu/~saffairs/ai-undergrad.php>.

² Plagiarism is the **intentional appropriation** of the work, be it ideas or phrasing of words, of another without crediting the source. “By plagiarizing, a student is, in effect, claiming credit for another individual’s thinking and expression. Whether the student has read or heard of the information used, the student must document the source of information. When utilizing written sources, **a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which are restatements of the source information produced in the student’s own words)**. Both direct quotations and paraphrases must be documented. Even though a student rephrases, condenses or selects from another person’s work the ideas are still the other person’s

Examples of unacceptable conduct⁴:

Plagiarism, cheating, fabrication and falsification, abuse of academic materials and/or equipment, complicity in academic dishonesty, falsifying grade reports, and misrepresentation to avoid academic work.

Process for dealing with Academic Misconduct⁵:

1. The faculty member shall request a meeting with each student involved. At the meeting, the faculty member shall:
 - ? Attempt to ascertain the facts pertinent to the incident;
 - ? Explain to the student the basis for the suspicion of academic dishonesty; and
 - ? Give the student an opportunity to explain the matter satisfactorily.

If the student offers an unsatisfactory explanation, the faculty member shall inform the student of the penalty is for the offense, and shall explain to the student his or her rights to mediation, as described in step 2, and appeal as described in step 3. Any penalty imposed by the faculty member, such as retaking a test or rewriting a paper, or failure for the work involved or failure for the course, shall be limited to the course. If the student admits guilt and accepts the penalty, the faculty member may consider the case closed, but will keep a confidential record of the action taken and retain any pertinent materials relating to the academic dishonesty until the end of the next regular semester following imposition of the penalty for academic dishonesty. A penalty of "F" for the course must be reported to the department chair and to the registrar.

2. If the faculty member and student cannot reach agreement as to the matter of an alleged incident of academic dishonesty, they may request the departmental chair to serve as a confidential mediator, exploring the student's intentions, the gravity of the suspected offense, and the appropriateness of the penalty. If the matter is satisfactorily resolved among these three parties, the chair shall retain a record of the resolution. If either the chair or the faculty member chooses to report resolution of the matter to the dean or a vice chancellor, the student will be so informed and the report will be recorded as part of the resolution.
3. If the matter of an alleged incident of academic dishonesty cannot be mediated as provided in Step 2, or if either the faculty member or the student did not wish the departmental chair to mediate, either party may request the dean of the college convene an appropriate college standing committee with student representation or impanel a committee with student representation to consider the matter of the alleged academic dishonesty. For undergraduates, the college committee will be drawn from the instructor's college; for graduate students, the committee will be the one described in the "General Appeal Procedures for Academic Matters" listed in the UNO Graduate Catalog.

⁴ For detailed examples, please refer to the UNOmaha Student Code of Conduct.

⁵ Extracted from the bylaws of the University of Nebraska Board of Regents.