

APPENDIX A

Academic Honesty and Ethical Principles and Practices

The faculty recognizes its role in supporting the learning and professional development of each student and in doing everything legitimately possible to help the student pass the comprehensive examinations. In recognition of this responsibility, the faculty will make every effort to ensure that the examination questions, examination procedures, evaluation of responses, and reporting of results and recommendations for improvement will be done in a fair and timely manner.

In a community of scholarship and practice, students share the responsibility for ensuring the quality of the comprehensive examination. Students are therefore expected to prepare thoroughly for the examination and to follow established procedures for registering for the examination, taking the examination, and seeking results of the examination. At all times throughout this process, students, as well as faculty, are expected to conduct themselves with the highest character and integrity.

The comprehensive exam is based on an honor system. The completed exam represents the work, understandings, and knowledge of the student, without assistance from other individuals to complete the exam. Completion of the exam means that the student agrees to comply with these policies and represents the work solely as their own.

To ensure the security and integrity of the examination process, it is expected that:

- No faculty or staff member shall give any student information about the comprehensive exams that would give the student an unfair advantage over other students.
- Any faculty or staff member having knowledge of any student or students receiving information about the content of any exam that gives that student an unfair advantage over others, must report that knowledge to the Department Chairperson.
- No student shall accept exam information if it is suspected that the information is about the content of the comprehensive exam.
- Students shall report to the Department Chairperson any knowledge they have of other students or faculty giving or receiving information about the content of any examination.

Source: Comprehensive Examinations for Doctoral Students in Counseling, Educational Psychology and Special Education (9/15/97)

Academic Honesty, Michigan State University

Academic honesty is central to the educational process and acts of academic dishonesty are serious offenses within the University community. Suspension from the University could be the consequence for acts of academic dishonesty. (Spartan Information and Services, p. 78)

General Student Regulations

1.00 Protection of Scholarship and Grades,

The principles of truth and honesty are fundamental to the educational process and the academic integrity of the University; therefore, no student shall:

- 1.01 claim or submit the academic work of another as one's own.
- 1.02 procure, provide, accept or use any materials containing questions or answers to any examination or assignment without proper authorization.

- 1.03 complete or attempt to complete any assignment or examination for another individual without proper authorization.
- 1.04 allow any examination or assignment to be completed for oneself in part or in total, by another without proper authorization.
- 1.05 alter, tamper with, appropriate, destroy or otherwise interfere with the research, resources, or other academic work of another person.

Source: MSU, General Student Regulations, 1989, p. 79

Integrity of Scholarships and Grades

1. The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. The University expects that both faculty and students will honor these principles and in so doing protect the validity of University grades. This means that all academic work will be done by the student to whom it is assigned, without unauthorized aid of any kind. Instructors, for their part, will exercise care in the planning and supervision of academic work, so that honest effort will be positively encouraged.
2. If any instance of academic dishonesty is discovered by an instructor, it is his or her responsibility to take appropriate action. Depending on his or her judgment of the particular case, he or she may give a failing grade to the student on the assignment or for the course.

Source: All-University Policy, November 18, 1969, revised July, 1990, 1993

Violation of these ethical principles and policies may result in automatically failing the exam.

I have read, understand and agree to abide by the ethical principles and honor code described above. I understand that the work on the exam must represent my own work without the assistance of others.

Student's Name (print)

Student's Signature

Date _____

Source: Comprehensive Examinations for Doctoral Students in Counseling, Educational Psychology and Special Education (9/15/97)