

**ACADEMIC OPERATING POLICY 04 (AOP-04)
ACADEMIC INTEGRITY POLICY**

The Graduate School of Banking at LSU (GSBLSU) has the responsibility for maintaining academic integrity so as to protect the quality of our educational program and to protect those who depend upon our integrity.

As a fundamental tenant of academic integrity, all members of the GSBLSU learning community are expected to adhere to the GSBLSU Honor Code:

I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.

It is the responsibility of each student to refrain from infractions of academic integrity, from conduct that may lead to suspicion of such infractions, and from conduct that aids others in such infractions. Students have been given notice of this AOP by virtue of its publication. Regardless of whether a student has actually read this AOP, a student is charged with knowledge of it. Ignorance is not a defense.

It is the responsibility of each Instructor to establish and maintain an environment that supports academic integrity. An essential part of each Instructor's responsibility is the enforcement of existing standards of academic integrity. If Instructors do not discourage and act upon violations of which they become aware, respect for those standards is undermined.

While lying and stealing typically have universal agreement on their definitions, the following terms are described to ensure that students are aware of other forms of academic misconduct that fall under this AOP.

Cheating:

No student shall use or attempt to use in any academic exercise materials, information, study aids, or electronic data that the student knows or should know is unauthorized. Instructors are strongly encouraged to make in advance a clear statement of their policies and procedures concerning the use of shared study aids, examination files, and related materials and forms of assistance. Such advance notification is especially important in the case of Bank Study Projects. During any examination, students should assume that external assistance (e.g., books, notes, calculators, and communications with others) is prohibited unless specifically authorized.

Plagiarism:

No student shall represent the words, work, or ideas of another as his or her own in any academic endeavor. A violation of this section includes but is not limited to (a) Copying: Submitting the work of another as one's own; (b) Direct Quotation: Every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited; (c) Paraphrasing: Prompt acknowledgment is required when material from another source is

paraphrased or summarized in whole or in part; or (d) Borrowed Facts or Information: Information obtained in one's reading or research that is not common knowledge must be acknowledged.

Fabrication:

No student shall falsify or invent any information or citation in an academic endeavor. A violation of this section includes but is not limited to: (a) Using invented information in any academic endeavor without notice to and authorization from the instructor or examiner; (b) Altering answers given for an exam after the examination has been graded, or (c) Providing false or misleading information for the purpose of gaining an academic advantage.

Facilitating Infractions of Academic Integrity:

No student shall help or attempt to help another to commit an infraction of academic integrity, where one knows or should know that through one's acts or omissions such an infraction may be facilitated. A violation of this section includes but is not limited to: (a) Allowing another to copy from one's work; (b) Taking an exam by proxy for someone else; (c) Assisting others while taking an exam; or (d) Obtaining or possessing exam material without authorization.

Academic Interference:

No student shall tamper with, alter, circumvent, or destroy any educational material or resource in a manner that deprives any other student of fair access or reasonable use of that material or resource