

Policy Manual
Ph.D. in Public Administration

School of Public Administration
Dorothy F. Schmidt College of Arts and Letters
Florida Atlantic University
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1. OVERVIEW

The School of Public Administration at Florida Atlantic University offers a Doctor of Philosophy (Ph.D.) in Public Administration with concentrations in:

- Public Administration Theory
- Public Policy Studies
- Organizational Studies
- Public Budgeting and Financial Administration.

In addition to the aforementioned concentrations, students can assemble concentrations of their own devising.

This doctoral program, while primarily designed to qualify students in research, university teaching and consultation, can accommodate a broad array of career goals and options.

2. PHILOSOPHY

The basis of the degree is scholarship: one pursues this degree in preparation for a career in which scholarly competence with demonstrated capability to conduct significant research is an essential element, and one is conferred the degree only after demonstrating such competence in coursework, examinations, and disciplined research. Accordingly, the program includes a substantial amount of formal course work and requires a demonstrated capacity for independent research and writing, notably the dissertation.

3. ADMISSION REQUIREMENTS

Admission into the Ph.D. program will be granted to students of superior ability who have demonstrated a record of previous academic success, good potential for continued success in doctoral studies, and a desire to prepare for a career in which scholarship and research are major elements.

An applicant must have earned a master's degree and must also take the following FAU MPA courses and earn a B or better, if they have not already taken the equivalents elsewhere prior to registering for any PAD 7xxx courses.

- Introduction to Public Administration (PAD 6053)
- Public Administration and Public Policy (PAD 6035 / 6036)
- Organizations and Administrative Behavior (PAD 6106 / 6152)
- Seminar in Public Budgeting Techniques (PAD 6207 / 6227)
- Seminar in Public Personnel Administration (PAD 6417 / 6427)

In special situations, students with a bachelor's degree may be admitted into the doctoral program. In such cases, the applicant must complete the above five courses plus statistics and research methods at the graduate level (e.g., PAD 6701 and PAD 6706) and earn a B or better.

The minimum criteria to be considered for admission include, but are not limited to:

- a) meeting the general university requirements for admission to a Ph.D. program;
- b) being in good standing with previous colleges or universities attended;
- c) having a grade point average (GPA) of 3.5 or better for all graduate course work;
- d) reporting both numeric and percentile scores for the Graduate Record Examination (GRE). Regardless of GPA, official GRE scores must be submitted. For applicants whose native language is not English, a minimum score of 580 (IBT of 92-93) on the Test of English as a Foreign Language (TOEFL) before enrolling for courses. Applicants must write to Test of English as a Foreign Language, Educational Testing Service, Princeton, New Jersey, U.S.A., 08540, or visit www.ets.org/toefl for assistance.

In addition to the above criteria, the Ph.D. Committee will review all available evidence, including but not limited to the items enumerated in section 4 below.

Meeting the minimum criteria for admission does not guarantee admission to the program. The program admits students for both fall and spring entry terms.

4. APPLICATION PROCEDURE

Applications must be submitted online through FAU's Graduate College <<http://www.fau.edu/graduate/>>.

The University must receive the following documents for an application to be complete:

- A completed FAU Graduate Application Form, with application fee;
- Official transcripts of all college-level work;
- Official GRE scores;
- Official TOEFL scores for applicants whose native language is not English.

- Three letters of recommendation from academic or service professionals in public administration or related fields;
- a current resume;
- two samples of the applicant's previous research or professional analytic written work;
- a statement of intent, not exceeding four typewritten, double-spaced pages, describing the applicant's educational, research, and career goals and the specific relationship of the

Ph.D. degree to the achievement of those goals. In the statement of intent, the applicant should also specify a proposed area of concentration (refer to Section 7.2).

The Ph.D. Committee of the School of Public Administration will make all admission decisions.

5. FINANCIAL ASSISTANCE

A substantial number of competitive stipends are available to full-time students (full-time enrollment is 9 credits in the fall and spring, and 6 in the summer). Amounts of the stipends vary, depending upon the nature of the work assigned.

Requests for stipends should be made in writing to the Ph.D. Coordinator. Students awarded a stipend are expected to be available onsite (the Boca Raton campus) for 20 hours per week. Students unable to meet this requirement will be deemed ineligible.

Various non-resident tuition and matriculation fee waivers are also available. Applications for stipends and out-of-state tuition and matriculation fee waivers will be reviewed by the Ph.D. Committee, and recommended to the Director for approval.

All financial assistance decisions are subject to funding availability, and are renewable each year, up to a maximum of three years.

5.1 Selection and Monitoring of Graduate Assistants (GAs)

Once new graduate assistants are chosen, they will meet with the Ph.D. Coordinator and will be assigned a faculty mentor. For first year graduate assistants, the typical assignment will include working with their faculty mentor on various research projects. Second year graduate assistants typically start to develop their own research agendas, including developing research that can be presented at local, national, or international conferences, as well as submitting research for publication. During their second year, some graduate assistants may be able to work with faculty in the classroom. Third year graduate assistants typically continue their research and publication agendas, assist faculty in the classroom, and in some cases may be assigned to teach undergraduate courses independently.

However, prior to any graduate assistant teaching, they must complete the practicum sequence and meet with their faculty mentor to discuss common pedagogical issues.

All graduate assistants will be evaluated at least once annually.

6. TRANSFER CREDITS

The Ph.D. Committee assesses the acceptability of transfer credits from previous institutions. Transfer of credit (when permitted by university policy) is subject to the following restrictions:

- The transfer credits must be pertinent to the work of the Ph.D. program;
- All transfer credits must be of a B grade (3.0 in a 4.0 grading system) or better;
- No graduate credit will be allowed for correspondence or extension work.

Approval will be granted if, in the opinion of the Ph.D. Committee, the course work is judged equivalent in content and rigor to that of the Florida Atlantic University Ph.D. Program in Public Administration.

7. DEGREE REQUIREMENTS

To be awarded the degree, admitted students must complete at least 48 credit hours (assuming possession of a Master of Public Administration degree or equivalent; otherwise refer to Table 1), and 9 hours of dissertation work, and pass a written comprehensive examination. Finally, a dissertation must be completed and defended successfully.

All Ph.D. students beginning their second semester of course work at FAU or who have completed more than a second semester of course work, in consultation with the Ph.D. Coordinator and a Dorothy F. Schmidt College of Arts and Letters academic advisor will draft a Plan of Study. This plan serves as the basis for monitoring the student's progress throughout the program and will help manage course scheduling processes.

The minimum number of credits required by the university for a PhD program is 72 after the bachelor's degree

Table 1: Minimum Hours Needed by Degrees Earned

| Degree | Minimum hours needed |
|---|----------------------|
| MPA or equivalent | 48 |
| Professional master's degree (i.e. MBA, MURP, J.D. etc) | 69 to 81 |
| Undergraduate | 84 |

*This allows for the transfer of 3 to 15 relevant credits on a case by case basis

7.1 Core Curriculum (24 semester hours)

Subject-matter Core

- PAD 7050 Scope and Theory of Public Administration
- PAD 7932 Advanced Public Policy
- PAD 7107 Organization Theory
- PAD 7240 Public Expenditure Analysis

Epistemology and Methodology

- PAD 7138 Norms of Inquiry in Public Administration and Public Policy
- PAF 7820 Qualitative Methods in Public Affairs
- PAD 7703 Advanced Quantitative Analysis
- PAD 7707 Advanced Research Seminar in Public Affairs

7.2 Concentration courses

The concentration area is composed of fifteen hours of elective course work. Core courses and electives may be included in the 15 credit hours of concentration. Concentrations may be selected from:

- Public Administration Theory
- Public Policy Studies
- Organizational Studies
- Public Budgeting and Financial Administration

Students who prefer to concentrate their research in some other area relevant to public administration (for instance, public health administration, criminal justice administration, social policy, etc.) may do so after consultation with and upon the approval of the Ph.D. Coordinator.

7.3 Continuous Enrollment

Graduate students are required to comply with the University's continuous enrollment policy. That policy requires the student to register for at least two semesters (fall, spring, or summer) of every academic year.

7.4 Student Evaluation

The Ph.D. Committee will make progress decisions based on faculty mentor and coordinator evaluations at the end of each academic year. The purpose of the evaluation is to identify whether each student is making sufficient progress toward completion of a doctoral degree. The results of this meeting are conveyed through an evaluation letter to students. For students failing to make sufficient progress, the letter will identify the improvements that must be made and provide a time table in which to do so. Students unable to fulfill these obligations risk dismissal from the program.

While the annual evaluation focuses on the holistic development of each student, several elements are particularly important:

- Completing all required courses in a timely manner
- Earning a 3.25 GPA or higher in all coursework
- Receiving satisfactory performance appraisals from faculty mentors
- Passing the comprehensive exam shortly after completing required coursework
- Defending a dissertation prospectus soon after passing the comprehensive exams

- Making appropriate progress toward finishing the dissertation once the prospectus is approved.

Keep in mind this is not an exhaustive list and other issues may prevent a student from making sufficient progress to continue in the program. Students are encouraged to communicate with the Ph.D. Coordinator or another faculty member if they are having trouble fulfilling their obligations. The faculty will do their best to accommodate student needs.

8. ADVISEMENT

The Ph.D. Coordinator administers the Ph.D. program. The Coordinator will discuss with the student his/her education requirements and objectives, explain all School policies, and work with the student to design an appropriate program for the first semester. Students are strongly encouraged to discuss their program with the Ph.D. Coordinator and/or their faculty mentor at least once during every fall/spring semester's advance registration period.

8.1 After 18 Credits – Plan of Study

Upon completion of 18 credits, a formal Plan of Study should be maintained in the student's file, to include the following:

- A list of all courses completed to date by the student toward Ph.D. requirements;
- A statement indicating which area of concentration the student intends to pursue and a list of the courses which he/ she plans to take in order to complete the required 15 credit hours;
- A description of the student's area of research interest and his/her target date for meeting the dissertation requirements.

The Plan of Study must be submitted online for evaluation and upon approval, becomes part of a student's file. The Plan of Study serves as a basis of confirming the process toward, and completion of, all Ph.D. degree requirements.

8.2. After 36 Credits – Dissertation Topic

After the Ph.D. student has earned 36 credit hours, and with the counsel of the Ph.D. Coordinator or faculty mentor, the Ph.D. student should prepare a one-page paper on the general idea of a dissertation for her/his mentor.

8.3 Progress to Candidacy

It is the responsibility of the Ph.D. Coordinator to monitor the student's performance and chances of completing the Ph.D. program successfully. Shortly after the student completes the core curriculum / any six courses in the Plan of Study, the Ph. D. Coordinator, in consultation with the faculty mentor, assesses the student's performance to date. If there is any doubt concerning the student's ability to complete the Plan of Study, the faculty is consulted. If the faculty concludes that improvement in a particular academic area is required, then the Ph.D. Coordinator will assist and advise the student in making such improvements. If the

recommendation calls for the student's termination from the Ph.D. program or placement in an academic progression plan, the student will be informed and given the opportunity to address the decision with the Ph.D. Coordinator.

8.4 Academic Standing

Continuation in the Ph.D. requires satisfactory progress toward the graduate degree. Evidence of such progress includes maintenance of a 3.25 cumulative average throughout the course of academic study. Students who do not maintain the required 3.25 cumulative GPA will be placed in an academic progression plan in the semester immediately following the semester in which the cumulative GPA drops below 3.25. Failure to regain a 3.25 cumulative average within two successive semesters following the semester in which the deficiency first occurred can result in recommendation for dismissal.

8.5 Dismissal

Prior to any recommendation for dismissal, a student will be afforded a mode of redress considered by the full faculty. If this appeal is denied, formal university procedures are invoked. Refer to the Provost document dated May 9, 2011 for details.

9. COMPREHENSIVE EXAMINATION

9.1 Examination Areas

The Ph.D. Coordinator will supervise the administration of the written Comprehensive Examination. Students must take the written Comprehensive Examination upon completing all core courses, including the Epistemology and Methods sequence. The student must notify the Ph.D. Coordinator at least two months in advance of the examination that they plan to take the exam.

Comprehensive examination questions cover the following areas:

- Public Administration Theory
- Public Policy Studies
- Organizational Studies
- Public Budgeting and Financial Administration
- Epistemology and Methodology

In addition to the Epistemology and Methodology area, students must select three exam areas for the written examination. If a student fails two areas of the comprehensive examination, the student shall have one opportunity to retake the one or two failed areas at the next scheduled examination date. There is no opportunity to retake the examination if three of four components are failed or if any of the components are failed twice.

This examination is available for eligible students every fall and spring semester. To be eligible for a specific exam, students must be in good academic standing by maintaining a 3.25 grade point average.

- PAD 7050 Scope and Theory of Public Administration
- PAD 7932 Advanced Public Policy
- PAD 7107 Organization Theory
- PAD 7240 Public Expenditure Analysis

While these core courses will be helpful in preparing for the comprehensive exams, they are not in-and-of themselves sufficient preparation. Students are advised to take at least two courses for each exam component they wish to be tested on. For example, in preparing for the Public Administration Theory component of the exam, PAD 7005 Intellectual Development of Public Administration would be an advisable elective. With respect to the Public Policy Studies component, several 6000 level courses are applicable, including PAD 6035 Seminar in Administrative Policy Making. In preparing for the Organization Studies component of the exam, the student is advised to take PAD 7155 Organizational Behavior and Development or some other appropriate 6000 or 7000 level elective in addition to PAD 7106. PAD 7229 Advanced Public Budgeting and Fiscal Management Techniques would be advisable in preparation for the Public Budgeting and Financial Administration component.

The Ph.D. Coordinator assigns three readers to each comprehensive exam component. These faculty members may or may not have taught the student or the courses that the student took in preparation for the comprehensive exam. The faculty readers will write the questions and grade the answers within two weeks of the administration of the examination, and will notify the Ph.D. Coordinator, in writing, of the results. The Coordinator will notify the student in writing of the results of the examination, as determined by the majority of the readers. The student will receive a grade of, Pass (P), Fail (F) for each component. In the case of conflicting grades, for instance, Fail (F), Pass (P), and Pass (P), the majority grade stands.

The Ph.D. program coordinator will convene a formal comprehensive exam committee meeting for participating faculty no later than two (2) weeks after the exams are completed, affirming the comp results, so that faculty consider and vote on any comp results that will lead to a recommendation for dismissal. Coordinator then notifies student of faculty decision, and student can appeal to SPA faculty for a retake before initiating the formal university appeal process.

10. ADMISSION TO CANDIDACY

The student must form a dissertation committee consisting of at least three Graduate Faculty members that endorse the student's dissertation pre-proposal. The chair of the dissertation committee must be from the School of Public Administration. The candidacy petition contains several elements. Appropriate elements include the research problem/issue, research questions, research design, the significance of this topic to the field, and the feasibility of doing the proposed research. Consult with your dissertation chair for specifics. Upon approval of the topic, the dissertation chair and other committee members (three to five in total) sign the candidacy form, which then must be approved (and signed) by the Director of the School, the Dean of the College, and the Dean of the Graduate College.

A student may not register for dissertation credits until he/she has been admitted to candidacy. In addition to the above, a formal admission to candidacy requires approval by the Director of the School, the Dean of the Dorothy F. Schmidt College of Arts and Letters, and the Dean of Graduate College. The Admission to Candidacy form should be submitted to the Director of the School. A copy will be provided to the Ph.D. Coordinator.

11. DISSERTATION

To fulfill this requirement for a Ph.D. in Public Administration, a minimum of 9 hours of dissertation credits must be taken and the completed dissertation must be defended successfully. To assure success in the dissertation process, the following procedures must be completed.

11.1 Dissertation Proposal

In consultation with the Ph.D. Coordinator the student invites a dissertation chair from the faculty of the School of Public Administration and two to four additional graduate faculty from inside or outside the School. The proposal, containing a tentative literature review, should also include a well-developed statement of the research problem/issue. The statement should present research questions and appropriate research design and should convey the significance of this topic to the field. The feasibility of doing the proposed research should be addressed and a projected time line should be included as an appendix. The APA style manual is used at Florida Atlantic University. The proposal, whose title page will include signatory lines for each committee member, must be filed in the SPA office.

The dissertation proposal must be defended before the entire committee. The dissertation chair then notifies the Ph.D. Coordinator in writing of a successful proposal defense by the student. Upon completion of a successful defense, the student must file a final copy of the proposal with all required changes with the Director of the School of Public Administration.

11.2 Dissertation Credits and Grading

Dissertation credits are accumulated at a rate consistent with progress on the dissertation, but at a minimum, three credits per semester unless given a university waiver. Grading of dissertation credits while the dissertation is in progress is accomplished by awarding either “S” or “U.”

11.3 Dissertation Pre-Defense

The dissertation chair will convene at least one pre-defense meeting of the full dissertation committee. Members of the dissertation committee must sign the Dissertation Pre-Defense Approval Form at the conclusion of the pre-defense meeting. The student’s dissertation chair then submits the form with a written notification of the projected defense date to the Ph.D. Coordinator.

The Ph.D. Coordinator will announce to all faculty and graduate students the date, time, and location of the defense as well as the dissertation title, student’s name, and adviser’s name.

11.4 Dissertation Defense

A student approved for a dissertation defense must file a copy of the dissertation with the School of Public Administration for review by the faculty at least two weeks prior to the defense date.

At the end of the dissertation defense the committee members must sign the Dissertation cover page, indicating that the defense has been accepted and if any changes are needed.

Additionally, the cover page must be signed by the Dorothy F. Schmidt College of Arts and Letters Dean and Graduate Dean. A final copy of the defended and approved dissertation must be submitted to the Director of the School for approval and then to the Dean of the Dorothy F. Schmidt College of Arts and Letters and the Dean of Graduate College for approval. The student must file the copy of the defended, approved dissertation with the Office of the Director, School of Public Administration, with the FAU Dean of Graduate College, and with the library and Proquest.

The Ph.D. degree will be awarded upon a majority (and no fewer than three) positive, recommendations of the Dissertation Committee, as well as compliance with all policies and procedures required by Florida Atlantic University.

12. ACADEMIC LOAD

A full-time doctoral student is one who is enrolled for at least nine (9) credit hours during the Fall and Spring semesters and six (6) during the Summer semester.

13. RESIDENCY REQUIREMENTS

There is a residency requirement of at least two semesters of full-time graduate study beyond the master's degree at Florida Atlantic University. (See FAU University Catalog in force at the time of your admission). The intent of this requirement is to assure that doctoral students participate in the academic life of the University and the School of Public Administration.

14. TIME LIMITS FOR COMPLETING THE DOCTORAL DEGREE

The University statute of limitations for completion of the doctoral degree specifies ten calendar years from the date of initial admission into the program. In extraordinary circumstances students may submit a request to the Dean of the Dorothy F. Schmidt College of Arts and Letters, through the Director of the School, for a one-year leave of absence or a one-year extension of the ten-year time limit by filing a Form 10: Request to Waive a University Requirement. Students should consult the FAU University Catalog in force at the time of their admission to avoid problems with this policy.

15. HONOR CODE FOR PH.D. STUDENTS

The attached Honor Code (see Appendix) is intended to reflect the commonly accepted ethical standards of the students, to promote its exercise within the academic community, and to foster our ethical values and sense of responsibility in other activities with respect to our colleagues

and our profession. The Honor Code represents an agreement among doctoral students that certain activity is unacceptable, and that proof of such unacceptable activity is subject to sanctions. The most basic types of such unacceptable behavior are lying, cheating, and plagiarism.

The Honor Code shall be applicable to all behavior of the Ph.D. students, commencing with the application process and terminating with completion of the requirements for a Ph.D. degree. Please note that in any conflict, Regulation 4.001 supersedes this document.

Alleged violations shall be reported to the Coordinator of the Ph.D. Program and/or the Director of the School of Public Administration. The Director of the School of Public Administration may convene an Honor Code Hearing Committee composed of two members of the graduate faculty, a faculty member appointed by the Dean of the Dorothy F. Schmidt College of Arts and Letters from that faculty, and two students in the Doctoral program.

The Honor Code Hearing Committee shall judge and rule upon the complaint and any penalty. The student shall be entitled to due notice of the charge, right to counsel, and a fair hearing. The Honor Code Hearing Committee may take into account all of the circumstances and may give consideration to any factors which might be deemed pertinent in such matters.

The enrollment by a student in the Doctoral program shall be deemed to constitute his or her agreement to and acceptance of the attached Honor Code. The student shall also sign the attached statement signifying his/her understanding of the Honor Code. (See Appendix)

Appendix

SCHOOL OF PUBLIC ADMINISTRATION

DOCTORAL PROGRAM HONOR CODE

PREAMBLE

The Honor Code reflects the norms of the scholarly community and promotes the pursuit of academic integrity. The community believes that honesty and integrity are necessary qualities for furthering the aim of credible scholarship. Within Florida Atlantic University (FAU) and the Dorothy F. Schmidt College of Arts and Letters, the Ph.D. Program in Public Administration is a community of scholars and learners, dedicated to the values of honesty, trustworthiness, fairness, and respect for others. Faculty members are responsible to promote academic integrity through education, information, and enforcement. Students share the responsibility with faculty and staff for promoting a climate of integrity. Students are responsible for following all applicable university policies. The university takes violations seriously of its Honor Code as evidenced by the Florida Administrative Code, the policies of the FAU Institutional Review Board (IRB), and the University Catalog [6C5-4.001]. We expect students to support these fundamental values at all times, in their academic and non-academic activities. Each student will sign a statement indicating that he or she has read and accepts the provisions of the Honor Code.

SCOPE OF THE HONOR CODE

The Honor Code addresses violations committed by students admitted to the Public Administration Doctoral Program or others taking classes in the program. Students should be honest in dealings with others. They should complete their own work and be appraised upon it alone. They should avoid academic dishonesty and misconduct in all forms, including but not limited to lying, stealing, cheating, other academic misconduct, and failure to report instances of others' involvement in such misconduct. The objective of this Honor Code is to promote these standards.

VIOLATIONS

Violations of the doctoral program Honor Code consist of the following:

Lying

Lying includes, but is not limited to, communicating untruths to gain an unfair academic or employment advantage.

Cheating

Cheating includes, but is not limited to, using unauthorized materials to complete an assignment; copying the work of another person; unauthorized providing of material or information (e.g., proprietary course information) to another person; using the work of another without giving proper

credit (e.g., plagiarism); and working on course material outside of the time constraints imposed by the instructor. If the student is unclear as to what constitutes unauthorized material and/or the appropriate time limits, he or she should seek clarification from the course instructor. Instructors are responsible for defining how assignments should be completed.

Forms of Cheating

Plagiarism. Plagiarism of any kind is contrary to the practices of higher education. All members of the university are expected to acknowledge the original intellectual property of others included in one's own work. In some cases, plagiarism may also involve violations of copyright law. *Intentional plagiarism* is a form of intellectual theft. Such plagiarism results in appropriate disciplinary action administered through the School Honor Code, College, or University. Academic sanctions may also be applied by an instructor. *Inadvertent plagiarism*, although not a violation of the Honor Code, is nevertheless a form of intellectual carelessness unacceptable in our program.

Definitions:

Plagiarism is a form of cheating that occurs with respect to unpublished and published material.

Plagiarism. Students deliberately represent the ideas, words, or data of another as their own without attribution to the author through quotation, reference, or footnote.

Direct. The verbatim copying of an original source without acknowledging the source.

Paraphrased. The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.

Mosaic. The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.

Inadequate Acknowledgment. The partial or incomplete attribution of words, ideas, or data from an original source.

Unauthorized Collaboration. A form of cheating where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

1. Copying another person's work during an examination or allowing someone to copy from you during an examination or while completing an assignment.
2. Using unauthorized materials during an examination or in completing an assignment.
3. Collaborating on an examination or assignment without authorization.
4. Taking or permitting another to take an examination or to complete an assignment for you.

5. Copying another student's work and submitting it as one's own without proper attribution (also, a serious form of plagiarism).

Fabrication or falsification is a form of cheating where a student invents or distorts the origin or content of information used as authority. Examples include:

1. Citing a nonexistent source.
2. Attributing to a source ideas or information not included in that source.
3. Citing a source for a proposition that it does not support.
4. Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
5. Intentionally distorting the meaning or applicability of data.
6. Inventing data or statistical results to support conclusions.

Stealing

Stealing includes, but is not limited to, taking the property of another member of the academic community without permission, defacing, or vandalizing the property of the School of Public Administration, the Dorothy F. Schmidt College of Arts and Letters, or the University, or the misuse of FAU resources.

Other Academic Misconduct

Academic misconduct includes other deceitful, dishonest, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

1. Gaining unfair advantage over others by inappropriately providing or receiving information or academic work.
2. Planning with another to commit any act of academic dishonesty.
3. Attempting to gain an unfair advantage for oneself or another by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
4. Obtaining or providing to another a test or answers to a test.
5. Continuing work on an examination or assignment after the allocated time has elapsed.
6. Submitting the same work for more than one class without disclosure and approval of the instructors.
7. Other activities that interfere with the educational mission within the classroom consistent with the FAU Graduate Catalog [p. 58]
8. Failure to discharge responsibilities in accordance with faculty instruction with regard to all student assignments, such as the dissertation process, stipend assignments, and comprehensive exams.

Failure to Report

Any person having knowledge of an Honor Code violation without reporting it will be considered an accessory to the violation and subject to penalty if found guilty.

CONSEQUENCES OF VIOLATING THE HONOR CODE

Violations of the Honor Code may result in a number of consequences, which may include, but are not limited to the notation of an academic irregularity on the transcript, reprimands and possible dismissal from the program.

I affirm that I have read and understood the above. I agree to abide by all provisions of the Honor Code as described.

Name: _____ **Signature:**

Date:

SOURCES

Numerous college and university publications and web sites were reviewed to create this document. Much of content and structure was adapted from the following sources:

1. "Honor Code for the Illinois MBA Program," a statement signed by students entering the program.
2. "Church Educational System Honor Code," a brochure and web site produced by Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College, 2001.
3. "The Fuqua School of Business Honor Code." Duke University web site, 2004.
4. "Academic Honesty," a brochure produced by the Office of Judicial Affairs, University of Florida.
5. "Academic Honesty and Dishonesty," a brochure produced by the Office of the Dean of Students, University of Delaware.
6. "Academic Honesty and Dishonesty," a brochure produced by the Dean of Students Office, Louisiana State University.
7. "A Statement on Plagiarism," a committee report from the October 1994 Conference on the Center for Academic Integrity, Tom Langhorne, Binghamton University (chair).
8. "Definition of Plagiarism," by Harold C. Martin, taken from *The Logic and Rhetoric of Exposition*, by Harold C. Martin, Richard M. Ohmann, and James H. Wheatly, 3rd ed. (New York: Holt, Rinehart and Winston, 1969).
9. *Legal Aspects of Plagiarism*, by Ralph D. Mawdsley (Topeka, Kansas: National Organization on Legal Problems of Education, 1985).10. "Plagiarism—The Do's and Don'ts," a brochure produced by the Office of Student Judicial Affairs of the University of California— Davis.