

How to avoid academic dishonesty:

- Read each syllabus carefully.
- Plan ahead; don't wait until the night before to start an assignment.
- Ask your professor for help when you are unclear about assignments or course policies: go to class early, stay after class, ask a question during class, visit your professor during student office hours, email your question to your professor, etc.
- Ask a librarian for help with research and finding credible sources: make an appointment, use the Preus Library Chat on the library homepage, or email.
- Use tutoring or other course resources.
- Keep track of your sources while drafting and writing assignments.
- Cite your sources whenever you "cut and paste."
- Assume that your assignments should be completed on your own, unless your professor tells you something different.

Examples of academic integrity violations:

- Using AI when prohibited
- Using AI differently from how it is allowed in class or on an assignment
- Copying someone else's work or someone else's answers on a test
- Helping others to cheat
- Using information from others about a test or assignment that they already completed
- Copying something from the internet without acknowledgement
- Summarizing someone else's ideas without acknowledging the source
- Signing someone else's name on an attendance sheet
- Using unauthorized material or unauthorized help on an assignment
- Faking illness or making other false claims to postpone a test or assignment
- Not reporting someone else who cheated
- Intimidating someone to prevent them from reporting an Honor Code violation

What is the Honor Council and how does it work?

- The Honor Council is a committee of students with input from a faculty advisor.
- Each year students elect new members to be on the Honor Council.
- The Honor Council receives reports from both faculty and students about suspected violations of academic integrity.
- The Honor Council meets regularly (usually weekly) to review reports and evidence of academic integrity violations, to interview students, to discuss and vote on cases, and to determine sanctions if a student is found "responsible."
- Honor Council members maintain confidentiality about the information to which they have access; they do not talk about case information outside of these meetings.
- Honor Council members also help to educate the Luther College student body about academic integrity and the work of the Honor Council.

Contact the Honor Council

- by emailing honorcouncil@luther.edu
- by contacting the faculty advisor to the Honor Council

More at

luther.edu/offices/provost/academic-integrity

Academic Integrity

AND THE HONOR CODE AT LUTHER COLLEGE

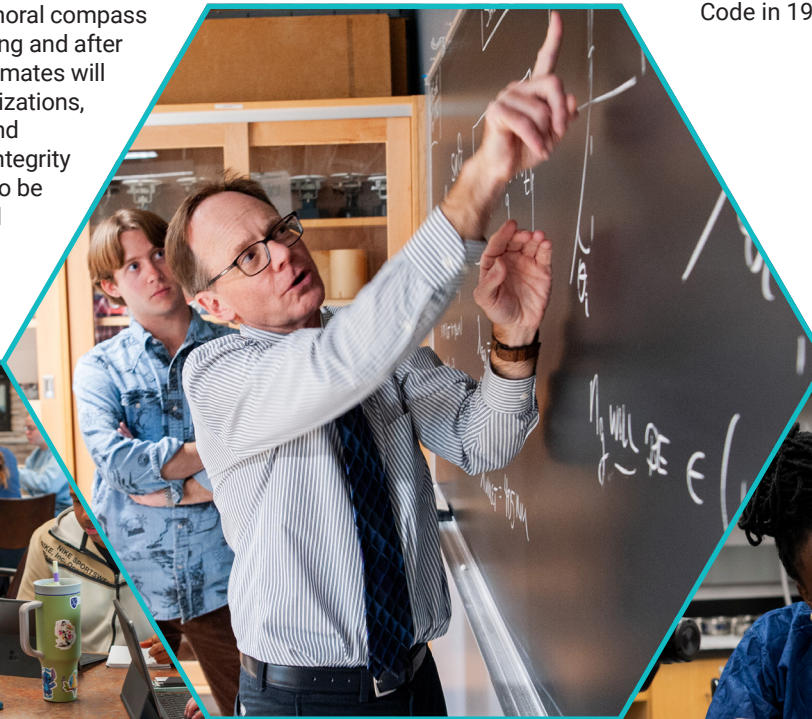
"We . . . resolve to uphold individually and collectively the honor of the college by doing all that is within our power to prevent any form of dishonesty in our academic work and our college life. . . The Honor Code. . . provides for the sharing of responsibility for enforcing honorable conduct. . ." (Preamble to the Luther College Honor Code)



What is academic integrity and why does it matter?

“Academic integrity is the moral code that builds trust between scholars.” (Honor Code website)

- “The Honor Code . . . provides for the sharing of responsibility for enforcing honorable conduct between the instructor and the student; the student remains responsible for ensuring the integrity of their own behavior and for reporting . . . any violation of the Honor Code . . .” (Luther College Honor Code)
- The Honor Code ensures that students are treated with fairness and have a voice in academic integrity procedures.
- Upholding academic integrity also upholds the value of a college degree, by ensuring that students have earned their credentials.
- Holding each other to standards of honesty now will develop good habits for later.
- Practicing honesty during college is like exercise: it builds up your moral compass so it will remain strong during and after college. You and your classmates will do important work in organizations, businesses, government, and society; building habits of integrity in college will prepare you to be ethical in your personal and professional life.



What is the Honor Code?

The Honor Code is a shared agreement as a Luther College community to uphold the value of academic integrity. In other words, we commit to being honest in our educational work.

- The Honor Code applies to all Luther College students.
- The Honor Code is regularly updated and voted on by the Student Senate, most recently in Spring 2025.
- The Honor Code describes:
 - Types of academic integrity violations (cheating, fabrication, plagiarism, prohibited use of AI, etc.)
 - Responsibilities and procedures of the Honor Council
 - How to appeal an Honor Council decision
 - How to make changes to the Honor Code
- Students initiated and wrote the first Luther College Honor Code in 1962.



What if I need to make a report, or I am the subject of a report?

If you witness a possible violation of academic integrity, write down what you saw or heard with as much detail as possible.

- You can talk with your instructor about this, and/or report it directly to the Honor Council: honorcouncil@luther.edu
- You may request that your identity be kept anonymous beyond the people on the Honor Council.

If you are the subject of a report, the Honor Council will communicate with you by your Luther College email.

- If at all possible, attend the Honor Council meeting in person to discuss what happened.
- Be honest and respectful; take the process seriously.

Resources for success.

These resources, combined with good common sense, will help you to avoid academic dishonesty.

- The Center for Academic Enrichment (CAE) offers free tutoring in almost every subject. The CAE office can be found in the lower floor of Preus Library.
- The Nancy K. Barry Writing Center offers free tutoring and workshops to improve reading, writing and citation skills. It can be found on the main floor of Preus Library.
- Use the Penji app to make appointments at CAE or the Writing Center. You can find information on how to use Penji in the communications you receive from these centers.

