



Department of Behavior Analysis
Master of Arts in Applied Behavior Analysis
Graduate Student Handbook

College of Health & Public Service

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Department Mission

Behavior Analysis Online (BAO), a pioneering program for online learning in the Department of Behavior Analysis, has been offering education to students for over 20 years. We strive to teach our content using evidence-based, behavior-analytic principles. Our mission is to deliver quality learning in an innovative way that is suitable for a diverse range of learners. Behavior Analysis is constantly evolving, and we aim to produce course content that is current and designed using the latest practices.

The Master of Arts in Applied Behavior Analysis at the University of North Texas is a professional practice degree program that provides the knowledge base for effective and compassionate practice in behavior analysis and meets the coursework specifications for the Behavior Analysis Certification Board.

General Purpose of the Handbook

Behavior Analysis Online has agreed upon certain general policies regarding a variety of topics of importance to students. The BAO team is guided, individually and collectively, by these policies in their interactions with students, so it is important that the students also understand these program policies. All policies of BAO are designed to be consistent with the policies of the University of North Texas (UNT) and the College of Health and Public Service (HPS).

University Diversity, Equity, and Inclusion Statement

The University of North Texas has a history of seeking to preserve an atmosphere that supports an awareness and understanding of differences. It is committed to maintaining an inclusive and accepting atmosphere welcoming to anyone who wishes to pursue their educational and developmental goals. UNT values the increasing diversity of race, ethnicity, sexual orientation, gender and gender identity, ability, religion, age, cultural expression, national origin, linguistic heritage, and veteran status among the individuals who make up its community. This is one of UNT's greatest strengths.

Individuals within the UNT community are unified by a primary purpose: learning. With that primary purpose in mind, UNT works to advance ideals of human worth and dignity by facilitating open discussion, supporting rational resolution of conflict and encouraging examination of values and varying perspectives. Individuals who work, study, live and teach within this community are expected to refrain from behavior that threatens the freedom, safety, dignity, and respect deserved by every community member who pursues their educational and professional goals here.

Students, faculty or staff who have concerns or questions related to diversity and inclusion at UNT should contact the appropriate office. Students should call the Dean of Students office at 940-565-2648. Faculty and staff should call the Division of Institutional Equity and Diversity at 940-565-2711. TTY access: 940-369-8652 or 800-735-2989. Students may contact the Office of Diversity and Inclusion via email at Diversity.Inclusion@unt.edu.

Americans with Disabilities Act

The University of North Texas does not discriminate on the basis of an individual's disability and complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, as amended (ADA). In accordance with the requirements of the ADA, the university will not exclude any individual with a disability from the full and equal enjoyment of its services and facilities. The university will make reasonable modifications in its policies, practices or procedures to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities.

The university provides reasonable accommodations in the form of academic adjustments and auxiliary aids to qualified students with disabilities and provides reasonable accommodations to qualified individuals with disabilities who are employees or applicants for employment. For information about student accommodations, please see the [UNT Office of Disability Access's website](#) or contact them at 940-565-4323.

Our Curriculum

Our curriculum provides students with foundational and conceptual knowledge about the science of behavior analysis, behavioral principles, and the behavior-change procedures derived from these principles leading students to flexibly and compassionately apply this knowledge to teach meaningful skills. Students will gain a comprehensive understanding of meaningful assessment of environmental context, skills, and problems, and be able to offer rationales for observable and socially valid interventions that are based on experimental proofs of effectiveness and single-subject research. Students will learn culturally responsible decision-making skills and how to behave ethically in the context of a rapidly diversifying practice context. This content will be extended to specific topics such as behavioral practice in autism and evidence-based staff training.

All courses are entirely online and available at all times during each semester; there are no required class meetings. All courses are offered each semester, including the summer semester, and students may begin the program during any semester. This degree is flexibly designed to allow students to take from one to four classes per semester to find the best fit with their schedule.

The Association for Behavior Analysis International (ABAI) has verified these courses toward the coursework requirements for eligibility to take the Board Certified Behavior Analyst® examination. Please see the BCBA Content Hour Grid in Appendix A for a breakdown of how the 5th Edition Task List content areas are covered in our courses. Applicants will need to meet additional requirements before they can be deemed eligible to take the examination. In particular, supervision hours must be acquired separately and are not offered by BAO.

Course Sequence

There are ten 3-hour courses that focus on scientifically grounded and humanely practiced behavioral interventions:

BEHV 5600 ABA Foundations, Concepts and Principles

BEHV 5612 Meaningful Assessment in Behavioral Practice

BEHV 5613 Culturally Responsive Ethics in Behavioral Practice

BEHV 5616 Effective Communication and Collaboration in Behavioral Practice

BEHV 5617 Behaviorism and the Philosophy of Science

BEHV 5619 Fundamentals and Techniques of Compassionate and Effective Behavior Change

BEHV 5622 Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research

BEHV 5627 Behavioral Practice in Autism

BEHV 5634 Improving Staff Performance in Behavioral Practice

BEHV 5636 Capstone: Application and Analysis in Behavioral Practice

Degree Plan

Each student must have a Degree Plan on file (see Appendix B). Once students are admitted to the program, the Assistant Director will create a degree plan for them which will be filed with the UNT Toulouse Graduate School.

Policies, Procedures, and Expectations

Technology Requirements

- Students must have a desktop or laptop computer running Windows or macOS on which they can download programs.
 - A tablet can be used for the majority of the coursework, but some activities will require the use of a downloaded program on a desktop or laptop. (More information and instructions on this will be provided in the individual courses.)
 - **Chromebooks will not work** for some activities and students may have difficulty completing coursework on them.
- UNT uses the Canvas Learning Management System. Students need to be sure their computers meet the Canvas [hardware and software requirements](#).
- UNT students have access to Microsoft Office 365 and to the OneDrive Office Web Apps. For more information and step-by-step instructions on installing Microsoft Office and using the OneDrive Office Web Apps, please see the [IT Help Desk website](#).
 - Students will specifically need to use Microsoft Word, Excel, and PowerPoint in their courses.
- Students must be able open, print, and occasionally fill out PDF documents. [Adobe Acrobat Reader](#) can be downloaded for free to complete these tasks.
- UNT students will need access to Zoom if they wish to attend office hours or other online tutoring services (e.g., the Writing Center). To learn more about your UNT Zoom account, please see the [Zoom Basics page](#).

Course Transfer Policy

Applicants to the MA program can potentially replace BEHV 5613 (Ethics) and/or BEHV 5634 (Staff Performance) with coursework taken in another Verified Course Sequence as long as: (a) the coursework was completed in a BACB or ABAI Verified Course Sequence covering the 4th or 5th edition task list; (b) the coursework was completed with the grade of B or higher; and (c) the coursework covered the same content hours as would be covered in the course(s) they wish to replace (i.e., BEHV 5613 and/or BEHV 5634). All coursework taken to satisfy the MA degree requirements, including coursework that was transferred in, must be completed within four years. Please see the Program Completion policy below for more information.

During the admissions process, a coursework evaluation must be completed to ensure that the content hours required for BEHV 5613 Ethics and/or BEHV 5634 Staff Performance have been met and can be transferred into the BAO VCS. Written permission specifying that BEHV 5613 and/or BEHV 5634 may be replaced by the previously taken coursework must be secured by the student prior to starting any courses in the BAO program.

BAO coursework evaluations are completed independent of the BACB. BAO coursework evaluations are conducted only to determine if coursework from another VCS can replace BEHV 5613 and/or BEHV 5634.

Please note that the BACB will independently evaluate coursework to determine adherence to the currently required content hours. If desired, students may choose to have an official evaluation of any previous coursework completed by the BACB to determine adherence to the current requirements. For more information on this, please see the BACB's website.

Communication Expectations

Our goal is to help students succeed. Learning collaboration and professional etiquette, including context-appropriate communication skills, is part of students' preparation as behavior analysts. Effective communication with other students, faculty, and staff supports student success in their online graduate program.

Here are some of our top communication tips:

- Be kind, polite, and respectful.
- Be mindful of tone in online communication. It lacks the nonverbal cues of face-to-face communication which provides clarity and context within spoken conversations.
- Give everyone the benefit of the doubt. Ask for clarification instead of making accusations.
- Be receptive and responsive to feedback and suggestions.
- Be a problem solver. Check the syllabus and/or the Resources module in your course for an answer to your question before emailing.
- Seek help when you are not able to resolve something on your own. Learn to know what you don't know and when you need to ask for help.
- Be a contributor to improvement of situations. Try to approach problems from a behavior-analytic perspective and then work on solutions by changing the environment.
- Use correct spelling and grammar.
- Do not use slang or emoticons.
- Double-check emails before sending them.

For more tips on communicating professionally, please see these [Online Communication Tips](#).

Concurrent Enrollment Policy

Classes must be taken in numerical order. See the Course Sequence Table in Appendix D for more information.

Students can take up to three classes in the long semesters (Fall and Spring). In the 10-week Summer semester, students can take up to two classes. Exceptions will be considered on a case-by-case basis

Earning below a B (80%) in any course requires students to take that course again. While retaking a class, students may not take it with any other class for which the one they are retaking is a prerequisite.

Passing/Failing a class

A grade of B (80%) or higher is required in order to pass a class and proceed to the next course(s) in the sequence.

Earning lower than a B (<80%) is considered failing a course and requires that the student take that course again. See the Concurrent Enrollment Policy and Academic Suspension for more information.

Drop/Withdrawal Policy

Please see UNT's information on [dropping a class](#) and [withdrawing](#).

Incompletes

No more than one "Incomplete" ('I') may appear on a student's transcript for any course on the student's degree plan. Students must remove the 'I' within the time period specified by the instructor, not to exceed one year from the time it is given.

Course Duplications (per [UNT policy](#))

Beginning Fall 2018, students may duplicate only two graduate courses in which they received a grade of C or lower for grade replacement. A single course may only be repeated once for grade replacement. If a student earns a master's degree and then pursues a doctoral degree, the two-course limit is per degree level. Courses duplicated prior to Fall 2018 are not considered in the two-course limit. Post baccalaureate and non-degree courses duplicated apply to the master's limit.

The responsibility for initiating the official recording of a grade duplication lies entirely with the student. However, the Registrar's Office may post duplications at the request of the student's advisor or to update academic status. In the absence of such a request, all grades received for a course will be included in the student's cumulative hours attempted and grade points earned. Once a duplication request is submitted, only the last grade received is included in the student's cumulative hours attempted and grade points earned.

Plagiarism Policy

Please see the Academic Integrity Policy in Appendix E. From the Policies and Procedures section:

Academic Status (per [UNT policy](#))

This term is used as an indication of a student's academic standing with the university. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 2.6 in the initial term of enrollment and a CGPA of 3.0 in all subsequent terms to remain in good academic standing.

Cumulative grade point average (CGPA) refers to all graduate courses taken, including hours transferred from other institutions (see [this page](#) for more information).

Academic Probation (per [UNT policy](#))

A graduate student is placed on academic probation at the end of the initial period of enrollment if the CGPA drops below 2.6. A graduate student is placed on academic probation at the end of any subsequent term in which the CGPA falls below a 3.0.

Student Success

If a student is placed on academic probation, they will only be allowed to enroll in two courses per semester until their CGPA is at 3.0 or higher. Continued progress through the program is contingent on passing both courses taken while on probation. See Academic Suspension for more information.

Academic Suspension (per [UNT policy](#))

A graduate student who is placed on academic probation and who does not receive either a semester or a cumulative 3.0 graduate GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to reapply for graduate admission (see "[Readmission of Graduate Students](#)" in the Admission section) and enroll for further graduate courses. After the one-year period of suspension, students may re-enroll in graduate courses under probation. Students who are then suspended a second time without having returned to good academic standing by achieving a CGPA of 3.0 or better will be dismissed from the university. Programs are not required to readmit students who left the university on probation or suspension and reapply.

BAO Readmission Policy

Students who are placed on academic suspension are eligible to reapply to the program after one year (3 semesters). When reapplying, students must go through the same application and admissions process as new applicants to the program. Readmission to the program is not guaranteed; students reapplying to the program will be evaluated in the same way as all other applicants for that semester.

Dismissal From the Program

The UNT Toulouse Graduate School's probation and suspension policies (see above) indicate when students are subject to dismissal from the University.

If a student feels they have been unfairly dismissed from the program, they can follow the Appeal Process procedures below.

Tuition and Fee Waivers

Several exemptions and waivers are available to qualifying students. Brief descriptions of these and additional information about exemptions and waivers can be found on the [Student Financial Services website](#).

Program Completion

Students have four years to complete the MA program. If all courses are not completed within four years of starting the program, students will be required to start over if they wish to complete the program.

Application for Graduation (per [UNT policy](#))

It is the responsibility of the student to stay abreast of progress toward the degree and to file an application using the [MyUNT](#) student portal. Consult the [Graduate School's website](#) for the proper dates. **The applicant's grade point average on all graduate work attempted must be at least 3.0 for the application to be accepted.**

Because of the time required for receipt of transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere will not graduate at the end of the term/semester or summer session/term in which the work is completed but will receive their degree at the close of a subsequent UNT term/semester or summer session/term.

[Tuition and fees information is available online](#). Students anticipating graduation should apply through MyUNT under Academic Records when graduation applications for that semester opens.

Leave of Absence (per [UNT policy](#))

Leave of absence applies to students admitted to the master's or doctoral degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. If approved, the leave of absence may "stop the clock" on the time limit for the degree for a maximum of one year. In the case of extenuating circumstances, a leave of absence may be extended for a second year by the Dean of the Toulouse Graduate School on the recommendation from the student's committee, graduate coordinator, department chair, or academic associate dean. A leave of absence form must be submitted to the Toulouse Graduate School and must have approval of the student's department chair or academic associate dean prior to submission to the Toulouse Graduate School. Once a student returns from an approved leave of absence of one year or longer, the student must submit an application through www.goapplytexas.org to reactivate the student record. After application, the student will automatically be readmitted to the prior programs and their time limit for completion of the degree will resume.

Leaves will only be granted under conditions that require suspension of all activities associated with pursuing the degree. Scenarios such as military deployment and medical leave (including childbirth, adoption of a child, or to care for a sick parent) are examples of a leave of absence that may be approved to "stop the clock" on degree time limits. Personal leave may be approved for a leave of absence but will not stop the clock on the degree time limit. (See "Time Limitations" in the master's and doctoral degree requirements sections of this catalog.)

See the Toulouse Graduate School's website for the [Leave of Absence form](#).

Appeal Process (per [UNT policy](#))

Students who believe they have not been fairly treated in any aspect of their graduate program have the right of appeal. Students with questions concerning discrimination, grade appeal, academic integrity, disability, financial aid, accommodations, or the Code of Student Conduct must contact the appropriate academic personnel or compliance officer and refer to the appropriate policies. Appeals concerning extension of time to complete a degree should be initiated through the student's major department. Appeals concerning admission to the Toulouse Graduate School are initiated through the Dean of the Toulouse Graduate School. Appeals concerning admission to a particular degree program should be initiated through the student's major department. Appeals regarding specific requirements to complete a degree should be initiated through the student's major department. All other appeals should be initiated through the Dean of the Toulouse Graduate School.

Admission decision and time extension appeals will be handled in a different manner. Information about these processes should be sought from either the student's department or the Office of the Dean of the Toulouse Graduate School.

Grade Appeal (per [UNT policy](#))

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled as well as requirements for completion of their academic programs. Faculty members are responsible for establishing standards of academic performance and for evaluating student performance in an equitable manner. Faculty decisions in such matters are considered authoritative and can be overturned only when it has been determined that a grade was assigned in an inequitable, arbitrary, or erroneous manner. This policy outlines the grounds for a student grade appeal and the process by which it must be carried out.

Behavior Analysis Certification Board (BACB) Requirements

Although our course sequence has been verified by ABAI, completion does not, by itself, fulfill BACB requirements. Students will need to meet additional requirements before they can be deemed eligible to take the BCBA examination. In particular, supervision hours must be acquired separately and are not offered by BAO. Please see the Supervision section below.

If students intend to become a BCBA following completion of their studies, they must become familiar with all relevant policies and procedures of the BACB and check the [BACB website](#) frequently for updates and changes in policy. For recent and upcoming changes to BACB requirements, including changes to experience and supervision requirements, please see [this list](#).

Supervision

To find a supervisor for experience hours, please visit the [BACB Certificant Registry](#).

Please see the [BCBA 2022 Eligibility Requirements](#) for more information.

Appendix A



Behavior Analysis Online
Verified Course Sequence for BCBA Examination
5th Edition Task List
 Course Sequence #51002
 For Courses beginning Fall 2019
 ABAI approval received March 22, 2019



5 th EDITION CONTENT AREAS	BEHV 5010 ABA Foundations, Concepts and Principles 3 SCH	BEHV 5612 Meaningful Assessment in Behavioral Practice 3 SCH	BEHV 5613 Culturally Responsive Ethics in Behavioral Practice 3 SCH	BEHV 5617 Behaviorism and the Philosophy of Science 3 SCH	BEHV 5619 Fundamentals and Techniques of Compassionate and Effective Behavior Change 3 SCH	BEHV 5622 Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research 3 SCH	BEHV 5627 Behavioral Practice in Autism 3 SCH	BEHV 5634 Improving Staff Performance in Behavioral Practice 3 SCH	HOURS PER CONTENT AREA
A. Philosophical Underpinnings	18								18
B. Concepts and Principles	27			45					72
C. Measurement, Data Display, and Interpretation						45			45
D. Experimental Design									
E. BACB Compliance Code and Disciplinary Systems; Professionalism			45						45
F. Behavior Assessment		45							45
G. Behavior-Change Procedures					45				45
H. Selecting and Implementing Interventions							45		45
I. Personnel Supervision and Management								45	45
TOTAL HOURS OF INSTRUCTION	45	45	45	45	45	45	45	45	360

Appendix B Sample Degree Plan

UNIVERSITY OF NORTH TEXAS GRADUATE SCHOOL Master's Degree Plan

Name _____ Student ID No. _____

Home address _____

Master's degree to be earned _____ Major _____

Any deficiencies in undergraduate prerequisites _____

Responsibility for reading catalog requirements and for knowing when program has been completed rest entirely upon the student. Application for graduation must be filed with the Graduate School office before the deadline date in force during your final semester. See Graduate School calendar for deadline date.

The number of UNT off-campus residence courses which may be applied to the master's degree is limited by state regulations. Consult the Office of the Graduate Dean for information concerning this restriction.

Identify transfer courses with school abbreviation and date completed. Official transcripts of transfer work must be filed before courses can be approved.

Courses to be completed for the master's degree

Course Prefix	Course Title	Credit	Date Completed	Grade
BEHV 5600	ABA Foundations, Concepts, and Principles	3 sch		
BEHV 5612	Meaningful Assessment in Behavioral Practice	3 sch		
BEHV 5613	Culturally Responsive Ethics in Behavioral Practice	3 sch		
BEHV 5616	Effective Communication and Collaboration in Behavioral Practice	3 sch		
BEHV 5617	Behaviorism and the Philosophy of Science	3 sch		
BEHV 5619	Fundamentals and Techniques of Compassionate and Effective Behavior Change	3 sch		
BEHV 5622	Evidence-based Practice: Understanding and Using Applied Behavior Analytic Research	3 sch		
BEHV 5627	Behavioral Practice in Autism	3 sch		
BEHV 5634	Improving Staff Performance in Behavioral Practice	3 sch		
BEHV 5636	Capstone: Compassion and Science in Behavioral Practice	3 sch		

Admission to candidacy is recommended:

Total Semester hours required: _____

Program Director

Department Chair

To Be Completed by Graduate Dean

This student is admitted to candidacy:

Appendix C

Behavior Analysis Online 5th edition MA Course Sequence

All courses must be taken sequentially. Earning below a B (80%) in any course requires that you take that course again. While retaking a course, you may not take it with any other class for which it is a prerequisite. For example, if you are retaking Assessment, you may not take it concurrently with Techniques.



		Course Student is Enrolling In									
		BEHV 5600 Concepts	BEHV 5612 Assessment	BEHV 5613 Ethics	BEHV 5616 Communication	BEHV 5617 Theory & Philosophy	BEHV 5619 Techniques	BEHV 5622 Research	BEHV 5627 Autism	BEHV 5634 Staff Performance	BEHV 5636 Capstone
Course Prerequisite or Concurrent Enrollment	BEHV 5600 Concepts	ADMISSION to VCS or MA	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite
	BEHV 5612 Assessment			Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite	Prerequisite
	BEHV 5613 Ethics				Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite	Prerequisite
	BEHV 5616 Communication					Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite	Prerequisite
	BEHV 5617 Theory & Philosophy						Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite	Prerequisite
	BEHV 5619 Techniques							Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite
	BEHV 5622 Research								Prerequisite or concurrent	Prerequisite or concurrent	Prerequisite
	BEHV 5627 Autism									Prerequisite or concurrent	Prerequisite or concurrent
	BEHV 5634 Staff Performance										Prerequisite or concurrent
	BEHV 5636 Capstone										

Appendix D

Academic Integrity Policy

(Effective August 2023)

In this course and throughout your graduate work, you are expected to demonstrate academic integrity and professionalism at all times. Failure to adhere to the following guidelines will result in penalties which may include receiving a zero on the activity, a failing grade in the course, academic suspension from the university, and/or other consequences as outlined in the [UNT Student Standards of Academic Integrity](#).

Please also note that the [Ethics Code for Behavior Analysts](#) (effective January 1, 2022), and the RBT Ethics Code (effective December 28, 2018) address issues related to academic integrity. If this code applies to you, cheating or helping another student to cheat, now or in the future, may lead to reporting of the incident to the Behavior Analysis Certification Board. This applies not only when you are enrolled in the course, but also in the future.

Summary of Academic Integrity Guidelines

1. Students are responsible for reading and adhering to the [UNT Student Academic Integrity Policy](#).
2. Do not give your EUID/password to anyone.
3. Unless otherwise indicated, work independently at all times; do not look at or copy the work of another student, former or current.
4. Do not allow another student, current or future, to look at or copy your work. You are responsible for ensuring computer files related to coursework are password protected.
5. Do not submit written work that is identical or highly similar to websites or published works.
6. Do not submit written work without citing the source of all information.
7. Do not submit written work partially or fully generated by artificial intelligence (e.g., Chat GPT).
8. If you have any questions about these guidelines, please contact the Course Instructor or Graduate Advisor.

Course Activities and Questions

1. Activities should be completed independently with no collaboration or help from any other person. If you have questions about the material, please be sure to contact the Graduate Teaching Assistant or Course Instructor; we would love to help!
2. Do not print, copy, or take screenshots/photos of any questions or answers.
3. Do not give questions or answers to anyone.

Quizzes, Tests, and Exams

1. Testing should be completed independently with no use of books, articles, websites, notes, or other materials.
2. Testing should be completed independently with no collaboration or help from any other person.
3. Do not print, copy, or take screenshots/photos of any questions or answers.
4. Do not give questions or answers to anyone.

Written Assignments and Plagiarism

What is plagiarism?

Plagiarism can take several different forms. Plagiarism occurs when some or all information submitted does not contain a corresponding citation and/or is identical or highly similar in structure or wording to:

1. information found on websites
2. information found in books, journals, manuals, Power Points, or other sources
3. information presented within the course activities
4. information solicited through social media (e.g., Facebook)
5. works written by other students, past or present, at UNT or other institutions
6. works written by non-students, free or for purchase
7. works or portions of works previously written by yourself; this is self-plagiarism
8. works partially or fully generated by artificial intelligence (e.g., Chat GPT)

Avoiding plagiarism

All work must be completed independently and must be your own work in your own words. To avoid plagiarism:

1. Fully paraphrase all information AND provide a corresponding citation that specifies the source.
2. Write papers independently.
3. Do not look at or copy the work of current or former students.
4. Do not allow anyone to look at or copy your assignments, including former, current, or future students.
5. Do not submit work that is highly similar or identical to content found in books, articles, websites, Power Points, etc.
6. Do not submit work partially or fully generated by artificial intelligence (e.g., Chat GPT)

Collaborative Learning

Past students have sometimes found it useful to discuss the course materials and help each other study and learn. However, this type of collaboration should only occur for study purposes. All course work should be completed independently because completing coursework collaboratively is academic misconduct. Specifically, collaboration on written assignments is considered plagiarism, is usually easy to detect, and will result in the **specified penalties for academic dishonesty**.

Respondus Monitor

Respondus flags potential academic misconduct during quizzes and exams. Flagged videos will be reviewed by the course instructor.

To earn points on Respondus Monitor activities, it is necessary to do the following:

- Take a video of your environment when instructed to do so (e.g., complete the Environment Check).
 - Move your webcam so that we can see your desk and everything that you can see while completing the activity.
 - Failing to take an appropriate video of your environment will result in a loss of points or a 0 on the activity.
- Refrain from referring to ANY resources (e.g., course materials, phones, tablets, notes) during the activity.
- Ensure that your entire face is filmed at all times.
- Ensure that your eyes stay on the screen where the test appears. If your eyes need a break from the screen, you can close your eyes.
- Do not disable any settings (e.g., facial detection).
- Do not take notes or photos of items.
- Place your laptop on a firm surface. Do not complete the activity in bed or with the computer on your lap.
- Do not wear hats with a brim extending over your forehead.

Failure to follow these instructions will result in a 0 on the assignment.

Turnitin

Turnitin is an Internet-based plagiarism detection service that is integrated into Canvas. Turnitin is utilized by colleges and universities across the country to check for plagiarism. The software creates a database of information from other papers submitted and information found online to crosscheck students' work.

The software produces a Similarity Score that compares each submission to the database; the score is based on the percentage of the submitted text that matches content already in the Turnitin database.

As some overlap is to be expected when students are writing on the same or similar prompts, this score does not mean plagiarism has occurred. It is only used to bring faculty awareness to the possibility of plagiarism. The course instructor will contact students if they believe plagiarism has occurred (see Policies and Procedures below).

Turnitin also has an AI Writing Detection tool. This tool can be used to generate an overall prediction of how much text was generated by AI with 98% confidence (based on data that were collected and verified in the Turnitin AI innovation lab).

Policies and Procedures

Instructor Actions

1. If academic misconduct is suspected by the course instructor, they will notify the student in writing. The email will convey the details of the suspected academic misconduct and will request a conference between the instructor and student to discuss the suspected academic misconduct.
 - Please note that all official communications from the university, including emailed notices such as this, will be sent to students' university-assigned email address. Students are responsible for regularly checking their university-assigned email.
2. If the student accepts the instructor's conference request, a Zoom conference will be scheduled to discuss the suspected academic misconduct.
3. If, after the conference, the instructor determines that the student has not engaged in an act of academic dishonesty, no sanctions will be imposed, and the instructor will immediately notify the student.
4. If the instructor determines upon preponderance of the evidence that the student has engaged in an act of academic dishonesty, the instructor will notify the student in writing as soon as possible.
5. If the student does not respond to the instructor's written communication within five days of the instructor sending the email, the instructor will assess academic penalties in line with the suspected academic misconduct.
6. The instructor will file the required reports and documents with the Office of Academic Integrity.

Student Appeal

1. If a student disagrees with an instructor's determination of academic misconduct or with an academic penalty, the student may submit a written appeal to the instructor's department chair within five days of the date on the instructor's written decision.
2. The student must submit the appeal in writing using the online [Appeal of Academic Integrity Single Violation form](#). The appeal must detail:
 - a. Whether the student is requesting appeal of the findings of academic misconduct or the instructor's assigned academic penalty, or both;

- b. the specific basis for the appeal; and
- c. any factual information in support of the student's case, including any specific evidence.

Department Chair Actions

Within ten days of receiving the student's written appeal the department chair will complete these actions:

1. The department chair will issue, based upon the preponderance of the evidence, one of the following findings and supporting rationale to the student and instructor:
 - a. The student did not engage in an act of academic dishonesty as determined by the instructor; or
 - b. The student did engage in an act of academic misconduct as determined by the instructor and choose to:
 - i. Uphold the assigned academic penalty;
 - ii. Deny the assigned academic penalty; or
 - iii. Modify the assigned penalty.
2. To assist with the appeal review, the department chair may request a written statement from the instructor for review with the student's appeal. The department chair may request additional information, and as appropriate, will meet with the student, the instructor, and other individuals with relevant information.
3. The department chair will complete the online Academic Integrity Single Violation Appeal Finding. A copy of this will be sent to the student's university-assigned email address.
4. The decision of the chair is final.

Multiple Violations

If plagiarism OR Respondus violations occur on more than one assignment in a course, the student will receive an "F" in the course. If plagiarism OR Respondus violations occur in more than one course, the student will be dismissed from the program.

As always, if you have any questions about this information, please let us know.