

POLICY MANUAL

PH.D. IN PUBLIC ADMINISTRATION

School of Public Administration
College of Architecture, Urban and Public Affairs
Florida Atlantic University
Fort Lauderdale, FL 33301

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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 Administrative Theory & Inquiry; Public Policy Studies, Organizational Studies, and Public Budgeting and Financial Administration. Also, students are allowed to 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 college work, examinations, and disciplined research. Accordingly, the program includes a substantial amount of formal course work and requires a demonstrated capacity to be a problem-solver in the form of 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, if they have not already taken the equivalents elsewhere.

- Introduction to Public Administration
- Public Administration and Public Policy
- Organizations and Administrative Behavior
- Seminar in Public Budgeting Techniques
- Seminar in Public Personnel Administration

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).

The minimum criteria 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) presenting a combined score or at least 1,000 on the mathematical and verbal aptitude sections of the Graduate Record Examination (GRE) and 4.5 on the analytical writing section. Regardless of GPA, official GRE scores must be submitted. For applicants whose native language is not English, a minimum score of 580 on the Test of English as a Foreign Language is required.

In addition to the above criteria, the Ph.D. Admissions Committee will review all available evidence, including but not limited to:

- Letters of recommendation (especially from academic sources);
- Resume
- Samples of academic writing
- Statement of intent
- Type of graduate program attended

Upon completion of the review of such evidence, the Committee may admit the applicant to the Ph.D. program. Merely meeting the minimum criteria of GRE and GPA is not necessarily sufficient for admission. Admission cycles for the Ph.D. program will be in the Fall and Spring semesters.

4. APPLICATION PROCEDURE

The University must receive the following documents at least 12 weeks prior to the beginning of the Fall and Spring semesters. Failure to meet this time requirement may jeopardize the student's ability to enroll in classes during that academic year.

4.1 To the Graduate Admissions Office of the University:

A completed FAU Graduate Application Form, with application fee; 2) official transcripts of all college-level work; 3) official GRE scores; 4) official TOEFL scores for applicants whose native language is not English. These documents are to be mailed to:

Graduate Admissions Office
Florida Atlantic University
777 Glades Road
Boca Raton, Florida 33431

4.2 To College Coordinator of Academic Programs

- 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 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).

These documents are to be mailed to:

Coordinator of Academic Programs,
 College of Architecture, Urban & Public Affairs
 Florida Atlantic University
 College of Architecture, Urban and Public Affairs
 111 East Las Olas Blvd.
 Fort Lauderdale, Florida 33301

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

5. FINANCIAL ASSISTANCE

There are a substantial number of competitive stipends for teaching and research available to full-time students (nine credits per semester). Amounts of the stipends vary, depending upon the nature of the work assigned. Requests for stipends should be made in writing to the Coordinator of the Ph.D. Program. Various non-resident tuition and matriculation fee waivers are also available. Applications for teaching and research stipends and out-of-state tuition and matriculation fee waivers will be reviewed by the Ph.D. Admissions Committee, and recommended to the Director for approval, subject to funding availability.

The Director of the School awards department financial aid. It is renewable for a total of two, and in some cases three years, depending upon availability of funds and student performance.

5.1 Selection and Monitoring of Graduate Teaching Assistants (GTAs)

All graduate teaching and research assignments will be decided by the Director of the School of Public Administration in consultation with the Coordinator of the Ph.D. program. Once new teaching assistants are chosen, they will meet with the Coordinator of the Ph.D. program or a faculty member appointed by the Director of the School, as agreed by the Coordinator of the Ph.D. Program, one semester before they begin teaching to review syllabi and text books used in previous semesters. These students

will sit in on classes to observe how current faculty and teaching assistants approach the material and class. Prior to the semester in which they begin teaching, the new teaching assistants meet together with the Coordinator of the Ph.D. program to discuss common issues such as office hours, scheduling exams, etc. When the practicum course or GTA practicum module is offered, new GTA's are required to complete such practicum prior to engaging in classroom teaching.

6. TRANSFER CREDITS

The Ph.D. Admissions Committee must approve acceptance of transfer credits from previous institutions. Transfer of credit is limited to six semester credits (or such credit limits permitted by university policy) 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. Admissions Committee, the course work is judged equivalent in content and rigor to that of the Florida Atlantic University Ph.D. Program in Public Administration.
- No credit used for another degree program or preparatory course credit may be counted toward the 63 hours in the Ph.D. degree.

7. DEGREE REQUIREMENTS

To be awarded the degree, admitted students must complete at least 45 credit hours (assuming possession of a master's degree; otherwise 66 credit hours) of approved course work and 18 hours of dissertation work, pass a written comprehensive examination on the subject-matter core, provide their area of concentration advisor with a paper outlining and analyzing the major academic literature in their area, and pass an oral examination on their area of concentration. A passing score on the written comprehensive examination, concentration literature review and the oral concentration examination, as determined by the faculty, are required before students can advance to candidacy for the Ph.D. and present a dissertation proposal. To fulfill the degree requirements, the dissertation must be completed and defended successfully.

7.1 Core Curriculum (24 semester hours)

Subject-matter core

- PAD 7005 Intellectual Development of Public Administration
- PAD 7932 Advanced Public Policy
- PAD 7106 Organization Theory
- PAD 7240 Public Expenditure Analysis

Tools core

- PAF 7820 Qualitative Methods for Public Affairs Research
- PAF 7800 Quantitative Methods for Public Affairs Research
(This course may be waived, and an elective taken in its place, if a student can demonstrate that he or she already has acquired mastery of the material covered in the course.)
- PAD 7703 Advanced Quantitative Analysis
- PAD 7707 Advanced Research Seminar in Public Affairs

7.2 Elective and Concentration courses

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 their area of concentration advisor, will draft a Program of Study statement. This statement serves as the basis for monitoring the student's progress throughout the program and will be an input into the course scheduling process.

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 electives.

Concentrations may be selected from:

- Public administration theory and inquiry
- 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 Coordinator of the Ph.D. Program.

Elective courses are selected so as to provide additional background for comprehensive exam components. Core courses plus concentration courses plus other electives must add up to at least 45 credit hours.

7.3 Continuous Enrollment

Graduate students are required to comply with the University's continuous enrollment policy. That policy requires the student to register at least two semesters (fall, spring, or summer) of every academic year in order to remain eligible for the degree. The School of Public Administration requires that each student register for at least one three-credit course two semesters of every academic year.

8. ADVISEMENT

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

8.1 After 18 Credits

Upon completion of 18 credits, a formal Program of Study statement should be maintained in the students' 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/ her plans to take in order to fulfill 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 Program of Study statement must be submitted to the Coordinator who will, upon approval, include it in the student's file. The Program of Study Statement serves as a basis of confirming the process toward, and completion of all Ph.D. degree requirements.

8.2. After 36 Credits

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

8.3 Progress to Candidacy

It is the responsibility of the Coordinator of the Ph.D. program, the concentration adviser, and the dissertation supervisor to monitor the student's performance and chances of completing the Ph.D. program successfully. Shortly after the student completes the core curriculum or at least any six courses in the Program of Study, the Coordinator of the Ph.D. Program, in consultation with the Advisor, assesses the student's performance to date. If there is any doubt concerning the student's ability to complete the Program of Study, the faculty is consulted. If the faculty concludes that improvement in a particular academic area is required, then the Coordinator of the Ph.D. Program 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 probation status, the student will be informed and given the opportunity to address the decision before the Coordinator of the Ph.D. Program.

To remain in good standing the student must maintain at least a 3.25 GPA in the course work. Only grades of A, A-, B+, and B are acceptable in fulfilling graduate school requirements in the Ph.D. plan of study.

The Coordinator of the Ph.D. Program, in monitoring the academic performance of Ph.D. students, shall notify at the end of each semester all students whose grade point average is less than 3.25 that they are not in good academic standing and are placed on probation. Failure to regain a 3.25 cumulative average within two successive semesters following the semester in which the deficiency first occurred can result in dismissal. The faculty of the School of Public Administration reserves the right to dismiss any student at any time when in its judgment the student is not making satisfactory progress toward completion of the degree.

9. EXAMINATIONS

9.1 Research Methods

There will be a competency test in research methods.

9.2 Comprehensive Examination

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

Comprehensive examination questions cover the following components (subject matter areas):

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

Students must select three exam areas for the written examination. If a student fails one component of the comprehensive examination, the student shall have one opportunity to retake that component at the next scheduled examination date. There is no opportunity to retake the examination if two components are failed or if any of the components are failed twice. Students who retake any part of their written examinations may request the faculty of the School to allow an oral examination of that component instead.

This examination is available for eligible students every Fall and Spring semesters. To be eligible, students must be in good academic standing by maintaining a 3.25 grade point average. In addition, students must have received a grade of B or better in the following courses:

- PAD 7005 Intellectual Development of Public Administration
- PAD 7932 Advanced Public Policy
- PAD 7106 Organization Theory
- PAD 7240 Public Expenditure Analysis

These core courses should be helpful in preparing for the comprehensive exams, but they are not sufficient preparation. Students are advised to take at least one additional course for each exam component they wish to be tested on. For example, in preparing for the Public Administration Theory and Inquiry component of the exam, PAD 7050 Scope and Theory 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 be faculty who 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 to three weeks of the administration of the

examination, and will notify the 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 With Distinction (PWD), Pass (P), Marginal (M), Fail (F) for each component. If the exam received M's (Marginal) from two readers, then there will be an oral examination on that particular subject, to be held on the examination day scheduled by the Ph.D. Coordinator. Also, in the case of conflicting grades (for instance, Fail (F), Pass (P), and Marginal (M)), there would be an oral examination held on that particular subject, on the examination day scheduled by the Ph.D. Coordinator. Three readers will participate in the oral examination process.

9.3 Concentration Examination

After successfully completing the written comprehensive examinations, the student is eligible to take the concentration capstone under the supervision of his/her concentration adviser. The student will register for PAD 7910 Advanced Research and Study with his/her area of concentration advisor. PAD 7910 is the concentration capstone course and counts as one of the five concentration electives. The student will also form a committee comprised of three faculty members: the area of concentration advisor, and two other faculty members.

Students will demonstrate comprehensive understanding of their area of concentration in two ways.

- (a) The student will provide to his/her area of concentration advisor a Qualifying Paper, to be distributed to the two other members of the concentration committee. The paper should demonstrate some knowledge of how to do research and will be no more than 30 pages in length.
- (b) The student will present and discuss this Qualifying Paper at a colloquium scheduled by the area of concentration advisor, at which the concentration advisor and the same two other faculty members on the concentration committee will be present, along with other faculty and students.

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The Qualifying Paper may not be presented until after the student has passed all components of the written core comprehensive examination. The *maximum* amount of time within which a student must successfully complete and present a qualifying paper in his/her area of concentration is two semesters upon completion of the five concentration courses. If a student does not complete and present the qualifying paper within this time, s/he will be deemed to be making unsatisfactory progress toward completion of the degree and may face dismissal from the program. Members of the concentration committee must sign the Qualifying Paper and Presentation Approval Form at the conclusion of the colloquium. The

student's concentration advisor then submits the form to the Coordinator of the Ph.D. Program. The student may then petition to be admitted to candidacy.

10. ADMISSION TO CANDIDACY

The student must form a dissertation committee that endorses the student's dissertation topic. The chair of the dissertation committee must be from the School of Public Administration. The candidacy petition may contain 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 supervisor for specifics. Upon approval of the topic, the dissertation chair and other committee member (three to five) sign the candidacy form, which the student must then file with the administrative office of the School of Public Administration.

The student is admitted to candidacy once three faculty members have approved a dissertation topic. A student may not register for dissertation credits until he/she has been admitted to candidacy. Formal admissions to candidacy, consistent with University policy, requires passage of comprehensive exams, approval of a dissertation topic by, and the signatures of, a dissertation committee chairperson and at least two additional committee members, and approval by the Director of the School, the Dean of the College, and the Dean of Graduate Studies and Research. The Admission to Candidacy form should be submitted to the Director of the School. A copy will be provided to the Coordinator of the Ph.D. Program.

11. DISSERTATION

To fulfill this requirement for a Ph.D. in Public Administration, a minimum of 18 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 Coordinator of the Ph.D. Program and concentration adviser, the student selects a dissertation chair from the faculty of the School of Public Administration and two to four additional Ph.D.'s from inside or outside the School. After working with the committee and under the primary supervision of the chair, the student then submits a copy of the formal dissertation proposal to his/her chair. The proposal should address the nature of the research and its significance to the field of knowledge. Here the student should have a well-developed statement of the research problem/issue, research questions, research design, the significance of this topic to the field, and the feasibility of doing the

proposed research. The APA style manual is used at Florida Atlantic University.

The dissertation proposal must be defended before the entire committee. The dissertation chair then notifies the Coordinator of the Ph.D. Program 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 Office of the Director, 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 of three credits per semester. 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 Coordinator of the Ph.D. Program.

The Coordinator of the Ph.D. Program 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 and graduate students at least four weeks prior to the defense date. The final draft of the dissertation, as determined by the dissertation chair, must be in the chair’s possession before the student can submit an application for graduation. Doctoral dissertation defenses may not be scheduled during the summer.

At the end of the dissertation defense the chair and at least three members of the committee must sign the Dissertation cover page, indicating that the defense has been accepted. 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 College and the Dean of Graduate Studies and Research for approval. The student must file the copy of the defended, approved dissertation with the Office of the Director, School of Public Administration, and with the FAU Dean of Graduate Studies and Research.

The Ph.D. degree will be awarded upon a majority (and no less 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 a 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 the Graduate 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 seven calendar years from the date of initial admission into the program. In extraordinary circumstances students may submit a request to the Dean of the College, through the Director of the School, for a one-year leave of absence or a one-year extension of the seven-year time limit. If granted, the Dean or the Director must notify the Registrar and the Dean of Graduate Studies and Research of any such approval. Students should consult the Graduate 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.

An accusation of a violation of the Honor Code may be made by a student or by a member of the faculty. 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 a Honor Code Hearing Committee composed of two members of the graduate faculty, a faculty member appointed by the Dean of the College Architecture, Urban and Public Affairs 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 College of Architecture, Urban & Public Affairs, 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 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 comprises 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 College of Architecture Urban and Public Affairs, 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, comprehensive exams, and qualifying papers

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).
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