



Youth Development Student Handbook

Michigan State University Version 2012-2013

MSU is an affirmative action, equal opportunity employer.

Table of Contents

Welcome	3
History of the Great Plains Interactive Distance Education Alliance	
Glossary of Terms	4
Program Requirements	5
Master of Arts in Youth Development	
Youth Development Specialist Graduate Certificate	
Youth Program Management Graduate Certificate	
Academic Advisor	7
Campus Coordinator	7
Registration	8
Physical or Learning Accommodations	9
E-mail	9
E-mail Etiquette	
Virus Software	10
Enrollment	10
Before Classes begin	
Course Management Systems	11
Library Access	11
Academic Standards	12
Graduate Student Responsibilities and Expectations	
Academic Integrity	13
Student Grievance Procedures	
Grades	
Graduation Procedures	14
Financial Aid	15
Tuition and Billing	
Course Drops/Withdrawal/Incompletes/Tuition Refund	15
Transfer Credits	15
Resources	16
Academic Integrity Policy	17
Student Acknowledgement Form	19
Handbook Acknowledgement Form	20

Welcome

You have been admitted to a unique online graduate program which focuses on the positive aspects of human development in the second decade of life. You have chosen to pursue a Graduate Certificate or a Master of Arts degree.

These programs are part of a multi-state, multi-institution consortium offering fully online graduate programs in the human sciences. The Great Plains Interactive Distance Education Alliance or Great Plains IDEA offers degrees in Human Sciences and Agriculture and Natural Resources. Each program is supervised by a Board of Directors and includes member institution representatives. All programs have been approved by each institution offering the program or programs and have followed the same procedures as other degree programs at the institution.

Programs are facilitated and supported by fourteen public research universities, each of which brings unique strengths to the academic programs. Universities share knowledge through a body of faculty with expertise in youth development. It allows each campus to contribute course offerings to the degree, while allowing students to learn from the best scholars in the field without applying to several different universities.

In the Youth Development Program, participating institutions include: Michigan State University, Kansas State University, University of Nebraska, South Dakota State University and the University of Missouri. All institutions have a history of success in distance education.

The Great Plains Interactive Distance Education Alliance (Great Plains IDEA) was founded in 1994 capitalizing on the institutional resources of 14 major research universities to sponsor graduate education programs through distributed learning technologies. The Alliance offers fully online graduate coursework and program options in high demand professional fields. Academic programs are the core of the Alliance. Each member institution awards academic credit and degrees for programs in which they participate. Curricula are developed by inter-institutional faculty teams. Every program meets the requirements of these accredited institutions of higher learning.

You have been admitted to and are considered a graduate student at your home institution, with the same rights, privileges and responsibilities as students who take classes on campus. As a new graduate student, it is your responsibility to be familiar with the information in this handbook and with the applicable rules, regulations and procedures it contains. Your home institution may also have additional documents or resources, which you are also responsible for understanding. We hope this handbook will assist you in completing your program by providing a guide for your enrollment and program progress.

This handbook is an addendum to the *Masters Handbook* in the Department of Human Development and Family Studies (HDFS) of Michigan State University, which can be found at: <http://hdfs.msu.edu/graduate/youth-development>. Graduate Certificate students will find this information helpful as well. You are considered a graduate student with the same rights and responsibilities as other graduate students at MSU, regardless of the delivery method of the courses. Please read and follow the policies in the Academic Programs book (<http://www.reg.msu.edu/AcademicPrograms/Default.asp>), the *Masters Handbook* provided by HDFS and this Youth Development handbook.

Glossary of Terms

Because of the unique nature of these programs, the following terms will be helpful to understand as you read through this document and as you move through your chosen degree program.

Home Institution-the institution that you applied to, were admitted into, pay tuition, and from which you will receive your degree or certificate.

Teaching Institution-the institution that is teaching the class you are enrolled in during a particular semester. You are typically a guest student or visiting scholar at this institution.

Course Management System-The online software program being used to access course materials at a university. Examples of what you would find there could include: class e-mails, documents are posted here for access 24 hours a day, 7 days a week, discussion boards and announcements.

Campus Coordinator-person at your home institution who coordinates your registration with the teaching institution. There is a campus coordinator at each institution.

Faculty Advisor-professor at your home institution that you are assigned when you begin your graduate program. After 12 credits completed you will have the opportunity to remain an advisee with this professor or choose another professor based on your interests. Faculty bios and research interests are listed at: <http://hdfs.msu.edu/people>.

Program Requirements

Master of Arts in Youth Development (36 credits)

Upon completion of the Youth Development Master of Arts degree, competencies and expectations for students are to:

1. Understand, integrate, and be able to apply conceptual approaches to youth development (i.e., asset building, positive youth development, community youth development, and risk and resiliency)
2. Understand normative pathways to development
3. Understand youth and family cultural issues/contexts and their micro- and macro-influences on positive youth outcomes
4. Understand and apply basic research and evaluation skills to youth development programming through an applied project that serves as a capstone experience under the direction of the candidate's home institution
5. Have developed skills in problem-solving with "stakeholders" including funding sources, boards, other agencies, families and other professionals
6. Demonstrate understanding of the development and impact of local, regional, state, federal, and global policies on youth and be able to advocate through policy development for optimal youth outcomes
7. Be able to develop and apply resources (e.g., agency budgeting, grant writing and processing, fund raising) for successful implementation and management of youth-serving organizations and
8. Understand the history of the youth development area and advocate for the continued professionalization of the field

To accomplish these goals, students must successfully complete all of the following courses:

- Foundations of Youth Development (professional development seminar) - 1 cr.
- Administration and Program Management - 3 cr.
- Adolescents and Their Families - 3 cr.
- Community Youth Development - 3 cr.
- Contemporary Youth Issues - 3 cr.
Note: 3 credits are required. This course may be taken up to 3 times with different topic areas (i.e., Youth and Appearance, Global Perspectives of Youth, Adolescent Health, etc.)
- Program Design, Evaluation, and Implementation - 3 cr.
- Youth Development - 3 cr.
- Youth in Cultural Contexts - 3 cr.
- Youth Policy - 3 cr.
- Youth Professionals as Consumers of Research - 3 cr.

Also, a minimum of eight (8) additional credits are taken to meet the degree requirements. These credits may come in the form of pre-approved electives, thesis, capstone project, internship, research projects, or additional coursework depending on the degree requirements of the home institution.

Michigan State University requires all Master degree candidates to complete a capstone project and participate in an oral defense of the project. This is called a Plan B Master's degree. Information on the timeline, proposal and requirements are in the Great Plains IDEA ANGEL group and from your assigned advisor.

Graduate Certificates in Youth Development (13 credits)

Youth Development Specialist Graduate Certificate

Upon completion of the Youth Development Specialist Graduate Certificate, students will have met two or more of the following objectives as a Practitioner I:

- Understand, integrate and be able to apply conceptual approaches to youth development (e.g. asset building, positive youth development, community youth development, risk and resiliency)
- Understand normative pathways to development
- Understand youth and family cultural issues/contexts and their micro- and macro-influences on positive youth outcomes
- Understand the history of the youth development area and advocate for the continued professionalization of the field

To accomplish these goals, students must successfully complete:

- Foundations of Youth Development (professional development seminar) - 1 cr.

Complete four (4) of the following courses:

- Adolescents and Their Families - 3 cr.
- Community Youth Development - 3 cr.
- Contemporary Youth Issues - 3 cr.
- Youth in Cultural Contexts - 3 cr.
- Youth Development -3 cr.
- Youth Policy - 3 cr.

Youth Program Management and Evaluation Graduate Certificate

Upon completion of the Youth Program Management and Evaluation Graduate Certificate, students will have met two or more of the following objectives as a Practitioner II:

- Understand and apply basic research and evaluation skills to youth development programming
- Be able to develop and apply resources (e.g. agency budgeting, grant writing and processing, fund raising) for successful implementation and management of youth-serving organizations
- Develops skills in problem-solving with stakeholders including funding sources, boards, other agencies, families and other professionals.
- Demonstrate understanding of the development and impact of local, regional, state, deferral and global policies on youth and be able to advocate through policy development for optimal youth outcomes and

- Understand the history of the youth development area and advocate for the continuous professionalization of the field

To accomplish these goals, students must successfully complete:

- Foundations of Youth Development (professional development seminar) - 1 cr.

Complete four (4) of the following courses:

- Administration and Program Management - 3 cr.
- Contemporary Youth Issues - 3 cr.
- Program Design, Implementation and Evaluation - 3 cr.
- Youth Policy - 3 cr.
- Youth Professionals as Consumers of Research - 3 cr.

Students seeking either Graduate Certificate must apply for Graduate School admission according to your home institution guidelines. Students completing both Graduate Certificates only take the Foundations of Youth Development professional development seminar once.

The Academic Programs Catalog lists the requirements for the MA degree or Graduate Certificate programs. It is your responsibility to understand and follow these guidelines. The catalog is found at: <http://www.reg.msu.edu/AcademicPrograms/Default.asp>
 You may not complete the MA degree program AND a graduate certificate. If you choose to switch from the MA to the Graduate Certificate or vice versa, you must complete a new personal statement, and admission is not guaranteed.

Academic Advisor

When you were admitted to a graduate certificate or degree program, you were assigned a faculty advisor. Your advisor will assist you with:

- course planning
- transfer credit questions
- approve electives and course substitutions
- plan your internship work
- help with research interests
- keep you up-to-date with program and university policies, procedures and requirements

Campus Coordinator

The Campus Coordinator at your home institution has the following responsibilities:

- send the intake survey to newly admitted students
- help students navigate through a distance education program
- inform students of upcoming course schedules
- keep on file the Student Acknowledgement Form allowing the university to share student information with the other Great Plains IDEA institutions
- inform students when it is time to register for courses according to the Great Plains IDEA calendar

- assist students with referrals to technical help desks and answer basic questions
- enter student admissions and enrollment data into the Alliance database
- send exit and alumni surveys

Please fill out the surveys to help us improve the program and services to future students.

Registration

When students are accepted to the Youth Development program you will receive:

- a welcome letter
- a student ID or student number
- pass word

You will receive these from your home institution. Typically, you will use the student id or student number to set up an e-mail address and computer login id. Please save this important information to avoid future problems.

MSU's student number is your PID (i.e. A12345678)
and your pass word is your PAN (i.e. 1234).
No one but you will have your PAN, so keep it in a safe place.
These 2 items will be used to set up your MSU netid (login) and MSU email

Students register for all courses through their home (admitting) institution. If the course is also taught by your home institution, you will also access the class through your home institution's Course Management System.

MSU student register on the online schedule. Information on course descriptions, drop/add dates, start/end dates and textbook information is at: <http://schedule.msu.edu/>

If the class is taught at another institution, you will be assigned guest or visiting scholar status at the teaching institution and receive another student number, computer login id and e-mail address through the teaching institution. You will also access the course through the teaching institution. Important links to other institutions are listed later in this handbook.

Please note that courses are listed with different course numbers at different institutions. The course number you enroll in at your home institution will be different than at the teaching institution. So, please remember you will have a student number, computer login and password for more than one institution.

You must complete and return the *Student Acknowledgement Form* (in the back of this handbook) for your campus coordinator to enroll you in classes at another institution.

Physical or Learning Accommodations

Please inform your campus coordinator after admission into the graduate or graduate certificate program if you require any accommodations because of a physical or learning disability. All institutions have offices to ensure compliance with ADA guidelines. You must register to receive services. It is your responsibility to notify each professor of your needs, as well.

MSU's Resource Center for Persons with Disabilities can be reached at:
<http://www.rcpd.msu.edu/>, 517-884-7273, TTY: 517-355-1293

E-mail

E-mail is the official mode of communication in the Youth Development programs. Use of electronic mail and network connections at the participating institutions is a privilege and not a right. It is the student's responsibility to ensure that use of their accounts does not violate the computer and network use policies of any of the participating institutions. Please review your home institution policies on acceptable uses of technology.

MSU's Acceptable Use Policy: <http://www.msu.edu/aup/>

Each teaching institution has its own e-mail system. Institutions will only send e-mail messages using the university's e-mail accounts. If students forwards their e-mail to an AOL, Hotmail, or G-mail account, or change their e-mail account, it is their responsibility to ensure they are receiving messages.

It is the responsibility of each Youth Development student to establish and regularly check their individual university e-mail account(s) at least once per day during an enrolled semester. Students should also check their spam or junk mail folders and add to a safe senders list any email address going into these folders from participating universities.

MSU's e-mail system is located at: <https://mail.msu.edu/imp/login.php>
Please activate your e-mail as you receive your student number and PAN number.

E-Mail Etiquette

It is expected that all messages to other students, YD faculty and Great Plains IDEA YD Campus Coordinators will be sent with a relevant subject line, full name within the e-mail text. Do not send advertising, junk mail, chain letters, mass mailings, and harassing or intimidating messages.

Virus Software

Because of the nature of the program and the extent to which materials are shared between and among students and institutions, students are strongly advised to install anti-virus software on each of the computers they use. It is also advised to keep their anti-virus definitions up-to-date. Any file detected to have been forwarded with a virus is subject to penalties as identified by the course instructor in their syllabus. It is the student's responsibility to scan all materials to be submitted for course work.

Problems with technology and internet access happen; however, having technical difficulties, losing documents or missing deadlines due to connection problems, viruses or other malfunctions are not accepted reasons in an online program for missing deadlines.

Plan ahead and backup your work!

Enrollment

You will enroll in all courses (regardless of teaching institution) through your home institution. Due to popular demand, please be aware that enrolling for the course through your home institution will not guarantee you a spot in the class at the teaching institution. We encourage you to enroll as early as possible to avoid problems. Know your home institution's enrollment dates.

All participating Great Plains IDEA institutions have common start/end dates across universities, which may differ from your home institution's other courses. The Youth Development program offers all required classes each semester, and offers 5-6 courses in the summer. The program is designed so that students can finish the MA degree in as little as 18 months when going full-time.

Youth Development classes at MSU are listed under the course codes
HDFS (Human Development & Family Studies) and
YD (Youth Development)
at the 800 level on the schedule of courses at: <http://schedule.msu.edu/>

Before the semester begins

All course information sheets are available at: <http://www.hsidea.org/programs/course-information/>. Prior to the beginning of each semester (about two weeks) students will additional information related to the course(s) in which they are enrolled. The course information sheets include:

- Required text or materials for the course
- Instructor contact information
- Campus Coordinator contact information for the teaching institution
- Textbook information
- Contact information for persons with disabilities

- Drop dates
- Cost for the course or credits

Most students choose to purchase texts from non-university vendors (Amazon, Barnes and Noble, Half.com, etc.), however, be attentive to the edition of the textbook being used when ordering. Many professors only use online resources such as academic journals through Google Scholar or the teaching institution's library collection. Professors try to be considerate of cost, whenever possible.

Course Management Systems

Each institution has a course management system or platform which is an online, internet based repository for course materials. The sites are available 24 hours per day, 7 days per week.

- KSU: <https://signin.k-state.edu/WebISO/login>
- MSU: <https://angel.msu.edu/default.asp>
- NDSU: <https://bb.ndsu.nodak.edu/webapps/portal/frameset.jsp>
- UMC: <https://courses.missouri.edu/>
- UNL: <https://my.unl.edu/webapps/portal/frameset.jsp>

It is a good idea for new students to set up their computer login id's as soon as possible, and access the Course Management System. Most have tutorials or demos to familiarize you with the layout.

Library Access

Students are granted access to library materials according to the teaching institution's policies.

MSU: Students currently enrolled in online courses from MSU are eligible to use all the services through the Library Distance Learning Services at <http://er.lib.msu.edu/>. The first part of your e-mail address will act as your netid and allow you to sign in (e.g. sparty@msu.edu is the MSU e-mail address, [sparty](mailto:sparty@msu.edu) is the MSU netid).

Students may place articles or book requests at this site, chat with a librarian or connect to the extensive online resource network. Students can view abstracts of articles and books, or full-text articles, in some cases. Questions or problems using MSU library's e-resources may call the help desk at 800-500-1554. The helpline is available 24/7 in the US (except University holidays).

There is a library tutorial available in the Great Plains IDEA ANGEL Group
for your review and in the Foundations course.

UNL: Students currently enrolled in distance courses from UNL are eligible for distance library services. These services include remote access to databases, e-books, and e-journals; liaison librarian consultation; reference assistance; and delivery of materials from the UNL Libraries

collections. The Libraries' Distance Education Coordinator sends an email message to UNL distance students the first week of the semester. The message to each distance student includes a unique library user number; UNL students use their NUID number. The Libraries' Distance Education Coordinator may be reached at: kadams1@unl.edu or 402-472-2560.

KSU: All non-KSU students will create an electronic ID (e-ID) that will act as their email account, K-State Online access (Course Management System) and K-State Library access user ID. About one week in to the course this e-ID will be manually authenticated which will allow library access.

UMC: <http://mulibraries.missouri.edu/>

Academic Standards

Students are expected to maintain a minimum overall grade point average in their program according to their home institution's policies and to make adequate yearly progress toward their degree or certificate. Students who require interruptions in their programs are urged to discuss this with their advisors.

The College of Social Science will send a warning letter if a student gets one grade under a 3.0 and could result in Academic Probation, requirement to participate in an Academic Program Review and/or possible dismissal from the graduate program. Please read the Master's Handbook for more information on Academic Standards at: <http://hdfs.msu.edu/graduate/youth-development> .

Graduate Student Responsibilities and Expectations

- Learn and adhere to the academic rules, procedures and policies, of your home institution and those outlined in this Great Plains IDEA Youth Development Student Handbook
- Meet the requirements of your home institution for degree or certificate completion pertaining to your Youth Development degree program in a timely manner
- Follow scholarly codes of ethics in course work, research, and professional activities
- Exhibit high-standards of professionalism in program course work
- Understand and use the most recent American Psychological Association (APA) Publication Manual for formatting and style

Michigan State University publishes and you must be aware of:
Integrity of Grades:
<https://www.msu.edu/unit/ombud/academic-integrity/index.html#integrity>
Academic Freedom of Students:
<https://www.msu.edu/unit/ombud/academic-integrity/index.html#afs>
Graduate Students Rights and Responsibilities is located at:
<https://www.msu.edu/unit/ombud/academic-integrity/index.html#gsrr>

Academic Integrity

The Great Plains IDEA Board of Directors Academic Integrity policy is appended at the end of this handbook. In addition, students should note the following:

- Students will be responsible for assessing the validity and fidelity of online sources. When possible, students should utilize primary academic resources over web sources.
- Although student may find common volumes between courses, recycling of materials for assignments is not permitted.

Wikipedia is not considered an academic source. Do not use!

Student Hearing Procedures

Students who have a grievance in a course are to follow the following protocol: first, contact the course instructor in writing and discuss the issues in an open, positive, factual and reflective manner. If the concern needs further resolution, the Department Chair at the teaching institution may be contacted and subsequently the Dean at that teaching institution.

Students may also discuss their concerns with their assigned academic advisor or campus coordinator. The advisor or campus coordinator will inform the student of the appropriate procedures in the grievance process. Students who contact the department chair first will also be informed of the grievance procedures. More information and the process is available at: <https://www.msu.edu/unit/ombud/grievance-procedures/index.html>.

Grades

You will be taking courses from institutions with different grading systems. The teaching university will provide your grade to your home university according to the matrix. Your university will then translate the grade according to the matrix and your home institution's standards. The following chart represents the Youth Development programs only; the complete matrix is available at: <http://www.gpidea.org/>

	Kansas State	Michigan State	U of Missouri	U of Nebraska	North Dakota State
A+	A - 4	4.0	4.0	4.00	A
A	A - 4	4.0	4.0	4.00	A
A-	A - 4	3.5	3.7	3.67	A
B+	B - 3	3.5	3.3	3.33	B
B	B - 3	3.0	3.0	3.00	B
B-	B - 3	2.5	2.7	2.67	B
C+	C - 2	2.5	2.3	2.33	C
C	C - 2	2.0	2.0	2.00	C
C-	C - 2	1.5	1.7	1.67	C
D+	D - 1	1.5	1.3	1.33	D
D	D - 1	1.0	1.0	1.00	D
D-	D - 1	0.0	.7	0.67	D

At the end of the semester, grades are reported on the transcript at the ‘home’ institution. There is no need to request a transcript from the teaching institution. Grades will be posted within 72 hours to 3 weeks after the end of the semester (each school has their own deadlines).

Graduation Procedures

Early in the semester that a student plans to complete all of their coursework, they are to file the necessary application for graduation or other paperwork with their home institution. Students are responsible for knowing, following and meeting the deadlines and procedures of their home institution when filing for graduation. Students will receive a diploma from their home institution, with no distinct difference noted because of the online format with this degree program. Students are encouraged, but not required to participate in any commencement activities.

The application for graduation from MSU is found at:
<https://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>

Financial Aid

This program is considered eligible for financial aid, as any other graduate program. You may be eligible for university, college or department level scholarships, fellowships or awards. Keep in mind, each individual student, school and your status will determine your aid package.

Always fill out the Free Application for Federal Student Aid! Scholarship search engines are available at: <https://scholendow2.ais.msu.edu/Student/ScholSearch.asp>

Tuition and Billing

Students pay a negotiated common price/credit hour to the institution at which they matriculate. There are no out-of-state versus in-state tuition fee scales. Tuition billing and payment are done by the student's home institution. A few institutions will mail paper bills to the students. Others place tuition bills/receipts online at a designated location.

MSU will post financial aid awards, scholarships, grades and bills in STU-INFO at: <https://stuinfo.msu.edu/AppLogin.Asp?>

Course Drops/Withdrawals/Incompletes and Tuition Refunds

A Great Plains IDEA student requesting to drop a course, with or without a refund, or withdrawal for the semester is subject to the student's home institution's policies and procedures.

When dropping a course or withdrawing for the semester, please drop the course on the computer (if within deadlines) and notify the instructor and your campus coordinator. The Campus Coordinator is responsible for notifying others, as needed.

An incomplete is a pending grade to allow more time to complete the class. It is only for extenuating circumstances in the last few weeks of the semester. Students must be passing the class and fill out a contract with the professor and institution listing the requirements to complete the class.

A pattern of dropping credits after classes have begun will reduce financial aid for yourself and future generations.
Be a good citizen; only enroll for the classes you intend to finish.

Transfer Credits

Contact your advisor to see if you are eligible to transfer credits into your graduate degree program. You will be subject to the policies and procedures of your home institution.

Michigan State University allows 9 credits to be transferred into a Master's degree program. Applicability to your degree program is subject to advisor, college and university approval.

Resources

Enrollment: First, contact the Campus Coordinator at your home institution for assistance.

- KSU: <http://www.k-state.edu/ksugpidea/>, gpideacc@ksu.edu, 785-532-3965
- MSU: <http://schedule.msu.edu/>, gpidea@msu.edu, 517-432-9225
- NDSU: Karen Murie at: Karen.murie@ndsu.edu, 701-231-8685
- UMC: <http://mudirect.missouri.edu/>, Nancy L. Johnson at: JohnsonN@missouri.edu, 1-800-545-2604
- UNL: Lisa King at: lking@unl.edu, 402-472-7787

Tuition:

- KSU: Cashiers Office: <http://www.k-state.edu/finsvcs/cashiers/>, 785-532-6317
Financial Aid: <http://www.k-state.edu/sfa/>, 1-877-817-2287
- MSU: Controller's Office, <http://www.ctrl.msu.edu/COStudentAccounts/#maincontent>, 517-355-3343, student.receivables@ctrl.msu.edu,
Financial Aid, 517-353-5940
- NDSU: Karen.murie@ndsu.edu
- UMC: <http://cashiers.missouri.edu/>, 573-882-3097
- UNL: <http://studentaccounts.unl.edu/tuitionfee/>

E-mail:

- KSU: helpdesk@ksu.edu , 800-865-6143 , <http://www.k-state.edu/its/helpdesk/>
- MSU: 800-500-1554, help@msu.edu
- UMC: 573-882-5000 or <http://mizzouit.missouri.edu/help/>
- NDSU: NDSU ITS Help Desk 701-231-8685
- UNL: Computing Help Desk, M-Saturday (7:30am-11:30pm), Sunday (7:30am-1:00am), 866-472-3970, helpdesk@unl.edu

Course Management Systems:

- KSU: <http://public.online.ksu.edu/>, 800-865-6143
- MSU ANGEL: <https://angel.msu.edu/default.asp>, 800-500-1554
- UMC: <https://courses.missouri.edu/>
- NDSU: <https://bb.ndsu.nodak.edu/webapps/portal/frameset.jsp>
- UNL: 866-472-3970, jwooten2@unl.edu

Academic Integrity Policy Appendix E.4

Academic Integrity Statement for Great Plains Interactive Distance Education Alliance
(Great Plains IDEA)

(Modified with Permission: General Catalog 2001-2, Colorado State University, pp.33-34)

The foundation of higher education is truth and knowledge, each of which relies in a fundamental manner upon academic integrity and is diminished significantly by academic dishonesty. Academic integrity is conceptualized as doing and taking credit for one's own work. A pervasive attitude promoting academic integrity enhances the sense of community and adds value to the educational process. All within the Great Plains IDEA are responsible for and affected by the cooperative commitment to academic integrity.

Academic dishonesty (see examples below) undermines the educational experience offered through the Great Plains IDEA, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and instructors.

Instructors are expected to use reasonably practical means of preventing and detecting academic dishonesty. Any student found responsible for having engaged in academic dishonesty will be subject to academic penalty and/or disciplinary action.

Students are encouraged to share the responsibility for the academic integrity of the Great Plains IDEA by reporting incidents of academic dishonesty. Examples of academic dishonesty include (but are not limited to):

1. Cheating

Providing or receiving unauthorized assistance on any form of academic work. Examples include copying the work of another student; taking an exam or completing homework for another student; possessing unauthorized answer codes; and falsifying exams or other graded activities.

2. Plagiarism

Plagiarism includes the copying of language, structure, ideas, or thoughts of another, and representing them as one's own without proper acknowledgment. Examples include a submission of purchased research papers as one's own work; paraphrasing and/or quoting material without properly documenting the source.

3. Unauthorized Possession or Disposition of Academic Materials

Unauthorized possession or disposition of academic materials includes the unauthorized selling or purchasing of examinations or other academic work; stealing another student's work; unauthorized entry to or use of material in a computer file; theft or mutilation of library materials; and using information from or possessing exams that an instructor did not authorize for release to students.

4. Falsification

Falsification encompasses any untruth, either verbal or written, in one's academic work. Examples include receiving unauthorized assistance on an exam, inaccurate reflection of an individual's participation in a group activity, or lying to avoid taking an exam or turning in other academic work.

5. Facilitation of Cases of Academic Dishonesty

Facilitation of any act of academic dishonesty including cheating, plagiarism, and/or falsification of documents also constitutes violation of the Great Plains IDEA's academic integrity. Examples include knowingly discussing specifics of the content of a test or examination you have taken with another student who has not yet taken that test or examination or facilitating, by sharing one's own work, a student's efforts to cheat on an exam or other academic work.

If an instructor has evidence that a student has engaged in an act of academic dishonesty, the instructor will notify the student of the concern. The student will be given the opportunity to give his/her position on the matter. If the student admits to engaging in academic dishonesty or if the instructor judges that the preponderance of evidence supports the allegation of academic dishonesty, the instructor may then assign an academic penalty consistent with their institutional policy. Examples of academic penalties include receiving a reduced grade for the work, a failing grade in the course, or other lesser penalty as the instructor deems appropriate. If, after making reasonable efforts, the instructor is unable to contact the student or collect relevant evidence before final course grades are assigned, he/she shall assign an interim grade of incomplete and notify the student of the reason such grade was given.

If the student disputes the allegation of academic dishonesty he/she should inform the instructor of their intent to appeal. The appeal is made through the Great Plains IDEA university representative at the student's home institution, using instructional policies and procedures at that institution.

The Great Plains IDEA university representative at the student's home institution shall be responsible for facilitating communication between the student and the instructor and guiding the appeal process with due diligence.

All work submitted by the student is to be their original products. When quoting other sources standard citations, using APA standards, are expected.

Students submitting the work of others or in any other way plagiarizing materials will be subject to the academic integrity policies of their home institution.

Grade Appeal Process:

- a. Students wishing to appeal a grade will follow all procedures at the teaching institution.
- b. The teaching institution will contact the Great Plains IDEA representative at the student's home institution to inform them that a grade appeal has been initiated.

Note: When students sign the "Student Acknowledgment Form," the form will state that they "agree to substitute the grade appeal process at the "teaching institution" for my "home institution's" process (see attached draft of Student Acknowledgment Form).—Appendix A

Approved by Great Plains IDEA Graduate Dean Team, 02/23/06; Approved by Great Plains IDEA Board of Directors, 03/02/06

Student Acknowledgment Form

The Great Plains Interactive Distance Education Alliance (Great Plains IDEA) offers multi-institution, online graduate degrees and certificate programs. This consortium provides students with high quality, coordinated instruction from experts at several universities. After formal admission to their home institution, students may also enroll in Great Plains IDEA degrees and programs directly. Credits earned within these degrees and programs are counted at the home institution as regular, not transfer, credit.

As a Great Plains IDEA student, you have selected the university that you wish to have as a “home institution” by applying for admission to that school.

To register a student in a class the home university enters student specific information into a Great Plains IDEA database. The information entered into the database will include the student’s home institution, student identification number, name, address, phone number, e-mail address, date of birth, gender, ethnicity, citizenship/visa information, previous degrees and institutions where they were granted, and course registration and history. This allows the teaching university immediate access to class lists and provides the university with necessary student activity reports. Software and data will be stored and maintained on a secure central database server. A limited number of university staff or faculty will be granted access to the database on a need-to-know basis.

Grade appeals for all Great Plains IDEA online courses will be handled at the teaching institution. Students will not have access to the grade appeal process at their “home institution.”

I understand _____ (Home Institution) will be disclosing my personal identifiable information in the manner outlined above, and that I agree to substitute the grade appeal process at the “teaching institution” for my “home institution’s” process. I understand the purpose of sharing student specific information within the Great Plains IDEA multi-institution program.

Signature

Date (month/date/year)

Print Last Name

Middle
Initial

First Name

Revised 11/15/2005; Approved Great Plains IDEA Graduate Deans, 02/23/06; Approved Great Plains IDEA Board of Directors 03/02/06

Handbook Acknowledgement Form

You are required to print and return a copy of this statement to your Campus Coordinator. You should also save an electronic or hard copy of this document. You are held in compliance with the edition available when you matriculated (entered) your home institution.

I, _____, have read and reviewed the Great Plains IDEA Youth Development Student Handbook. I agree to abide by the policies stated within and consequences related to my non-compliance.

Signature

Date

Print Family/Last name

Middle Initial

First Name