The purpose of this orientation is to establish an understanding of procedures used by Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office and expectations for Distance Learning students regarding the Engineering Distance Learning Programs at Texas Tech University (TTU). A set of guidelines is necessary to ensure that faculty, teaching assistants, students and the WCOE-DL Office are operating under the same set of expectations regarding communication, curriculum and understanding. This will ensure a quality program for all participants.

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Are You Ready for Distance Learning?

- I set goals and deadlines for myself.
- I have a good reason for taking an online course.
- I finish projects that I start.
- I do not quit just because things get difficult.
- I can learn from things I hear, like lectures, audio recordings or podcasts.
- I am willing to email or have discussions with people I might never see.
- I usually work in a place where I can read and work on assignments without distractions.
- I can ignore distractions around me when I study.
- I am willing to spend 10-20 hours each week on a course.
- I am organized.
- I plan my work in advance so that I can turn in my assignments on time.
- I am good at using the computer.
- I keep myself on track and on time.
- I quickly seek answers to the questions I have on the lecture, assignment, and exam.
Technology Requirements

Computer:
The College of Engineering recommended laptop will run engineering software, including simulations, 3D drawings, and numeric calculations.
- Windows 10 Professional
- Intel Core i7 8th generation 6 core processor (3 GHz or higher)
- Minimum 16GB DDR4 RAM (32GB DDR4 RAM Recommended)
- 256GB - 512GB Solid State Drive (SSD) for OS and applications
- 500GB or higher Solid State Drive or Hard Disk Drive for storing data
- NVIDIA GPU with 4GB GDDR5 or higher. (NVIDIA Quadro P1000 preferred) or NVIDIA GTX 1070 or higher GPU
- 15" Widescreen

Mac or Chromebook systems should not be considered for the following reasons:
- All engineering software is Windows-based
- Running a virtual machine on a Mac will not provide the performance and stability which is required by most engineering software.
- Chromebooks are not designed to run high-performance engineering software and do not have the hardware specifications capable of supporting engineering software.

Peripherals:
- Printer/scanner and/or fax machine or have access to one (typically for exams)
- Virus protection software running on your computer
- Headphones or speakers, a microphone and a camera to use if video conferencing
- Able and comfortable using your TTU email account
- Have Microsoft Office and Adobe Acrobat Reader
  - Software Available to Students: TTU students have access to certain software for academic use. It may be found at: [http://www.depts.ttu.edu/itts/software/](http://www.depts.ttu.edu/itts/software/)

Media Site:
- [https://support.sonicfoundry.com/knowledge/article/000003279](https://support.sonicfoundry.com/knowledge/article/000003279)
- **Microsoft Windows 10 (COE recommended)**, Windows Server 2008 (requires the Desktop Experience), Windows 8, Windows 7, Windows Vista
- Microsoft Edge, Microsoft Internet Explorer 7.0 or later (IE8 or later required if using the Mediasite 7 multiview player), Mozilla Firefox, or Google Chrome
- Windows Media Player 9.0 or later (IE only)
- Adobe Flash for Smooth Streaming playback (Mediasite 7.0.25 and later); Microsoft Silverlight 5 for Smooth Streaming playback (earlier Mediasite releases)
- Broadband Internet connection
  - **Note:** Enterprise Video Platform 7.0.25 or later is required for Windows 10 support.

Internet:
- Reliable connection to the Internet with the capability to stream video and other common multimedia formats (video and audio)
Technology Requirements

- Microsoft Edge, Microsoft Internet Explorer 7.0 or later (IE8 or later required if using the Mediasite 7 multiview player), Mozilla Firefox, or Google Chrome

Understanding and Knowledge:
- Comfortable conducting online searches, setting bookmarks, and downloading files
- Know someone who can assist if you have computer problems
- Knowledge of submitting documents in an online format
Engineering Courseware vs. Blackboard

Courseware – Engineering Courseware (ECW) and Blackboard. Faculty should clearly describe in the syllabus how courseware will be used. If courseware will be used, students should be instructed: how to access the courseware, what they will find on courseware (e.g., lecture notes, quizzes, grades) and where it will be located, if and how they will use courseware to submit assignments, and whether students may communicate with faculty and teaching assistants via courseware.

Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office is solely responsible for maintaining and troubleshooting ECW. WCOE DL Office does not assist or troubleshoot Blackboard. For all assistance with this platform contact IT help (806.742.HELP)

**ECW (Engineering Courseware):**

ECW is managed and supported by the WCOE-DL Office. The WCOE-DL Office is responsible for posting class materials when provided by the faculty. Those class materials may include but are not limited to: syllabi, handouts, assignments, exams, etc. Once exam parameters are given to the WCOE-DL Office, they will be provided to students (see: How DL Exams Are Administered). The WCOE-DL Office is responsible to answer any technical or day-to-day ECW operational questions. For questions regarding academic information about their course, students must contact the faculty.

**Blackboard:**

Blackboard is a University-operated and assisted learning management system. Faculty are responsible for uploading the course material to Blackboard. WCOE DL Office does not have access to, or the training to provide support for the Blackboard system. For support regarding blackboard, please utilize resources on their web-site: [http://www.tlte.ttu.edu/content/asp/blackboard/about.asp](http://www.tlte.ttu.edu/content/asp/blackboard/about.asp) or call: 806.742.0133

**WCOE-DL Office Contact Information:**

Sr. Director, Brent Guinn  
Brent.guinn@ttu.edu  
T: 806.834.3356

Program Manager, Liz Beaty  
liz.beaty@ttu.edu  
T: 806.834.0138
E-Mail Policy

Texas Tech University establishes e-mail as a primary vehicle for official communication with students, faculty, and staff. Each registered student, faculty, and staff member is assigned an official Texas Tech University e-mail address. All official University e-mail communications will be sent to the assigned ttu.edu address, including, but not limited to, communications from faculty to students registered in their classes and from administrative units to students.

The University expects that students will receive and read e-mail in a timely manner. Failure to receive and read University communications delivered to official e-mail addresses in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Students, faculty and staff may redirect their official ttu.edu e-mail address to another address at their own risk. The University faculty and Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office are not responsible for handling e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official University e-mail address.

If a student sends an email from a non-TTU address or a redirected e-mail address it is possible that the University servers will filter that e-mail as junk. In this case, faculty, staff, and other TTU personnel are not responsible for missed deadlines, misunderstood procedures or any other information not received due to the student not using the official TTU e-mail.

All exams, homework, assignments and any other course related materials that are emailed will be sent to each student’s official TTU e-mail address. It is expected that these same items are returned by means of the student’s official TTU e-mail address.

Typical professional communication standards will apply. This means that WCOE-DL Office, teaching assistants and faculty will respond to most emails received from the other parties within one business day (by the next business day), with three business days considered the maximum acceptable window for most circumstances. Other than a personal emergency, the only exception to this will be circumstances where one party has notified the others in advance that he/she will be without email access for a set duration. Automatic replies will be used in this instance, giving specific instructions of who to contact and when the faculty, teaching assistant or staff will be return. It is also noted that the above guideline applies only to emails sent to and from TTU email addresses as use of another email address may result in emails being delivered to spam filters.

If you have further questions regarding e-mail policy, contact the WCOE-DL Office.
Distance Learning Classes

**Video-recording** – Class sessions are video-recorded by the Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office. A link to the Media Site Catalog is posted on Engineering Courseware (ECW). Faculty or teaching assistants presenting in distance courses promote video quality – e.g., making sure their microphones are on, refraining from the use of dry erase boards and use the document camera instead, using sufficient contrast in PowerPoint presentations, leaving classroom lights on during presentations, and repeating questions to ensure that Distance Learning (DL) students can hear the topic. However, ultimately, the WCOE-DL team has the largest control over video-quality. Thus, if students or faculty experience problems with video quality, they should contact the WCOE-DL Office ASAP so they may correct these problems in future videos, as well as the present video, if possible.

All lectures are delivered in state-of-the-art multimedia classrooms with video mixing equipment which allows the capture of video, computer feeds and document camera images. With this technology you can actively participate in the educational experience, whether you choose the live feed or view the class at a more convenient time. This technology gives you:

- **A Flexible Internet Environment**: We use multimedia environments for activities and materials that can be more appropriately and effectively delivered there, such as administration, lecture notes, ancillary readings, class discussion, collaborative projects, interactive exercises, and many other course components. This offers faculty and students flexibility in choosing when and where they participate.
- **Asynchronous Interaction**: One of the most popular features of distance courses is web-based asynchronous discussion. Students have a continuous opportunity to obtain feedback and interact with their professor, peers, and in many cases, outside experts. Class discussions are held in these environments, with both on- and off-campus students participating equally resulting in a significantly higher level of interaction for students and instructors than is possible in the traditional classroom setting.
- **Synchronous Interaction**: Students in our distance program can participate in courses in real time. Live video and audio streams are broadcast for distance courses. The video lectures are posted to the Media Site servers for students to view at their convenience; the Media Site catalog is posted in Engineering Courseware (ECW) under lecture materials. The time and date of the Live Stream is found under the Course Information icon in ECW.
- **Technical Support and Free Software**: We developed software solutions for providing effective instruction via the Internet. DL Students are not burdened with purchasing software to receive course content because we use software that can be distributed at no cost. We also provide any technical support students require to participate in the program. With the help of our support staff, students quickly gain the necessary Internet skills.
- **Up-to-Date Content**: Each course is developed as a semester progresses with no pre-recorded courses. When an on-campus course is offered, new materials are produced and Internet materials are refined. Instructors can respond to developments in their field and to student questions.
- **Commitment to Quality**: The College of Engineering is committed to growth in the use of distance education tools by our faculty. This commitment allows us to provide more courses utilizing the distance education model both on- and off-campus students. By increasing the number of courses that utilize the distance education model, we make a difference in the quality and availability of higher education -- providing a workable solution to the education needs of practicing engineers and industry.
What is a Proctor?

What is a proctor?

A proctor is a person who administers an exam to a student and agrees to fulfill the proctor responsibilities required by TTU and the professor. The proctor will be verified and approved by the Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office. The proctor ensures academic integrity guidelines during exams are followed (ex. exam parameters: no notes, no textbooks, outside assistance, etc.).

To ensure academic integrity and in order to keep Texas Tech Whitacre College on the top list of academic institutions these guidelines will be implemented for ALL proctor requirements.

Who can be a Proctor?

Acceptable proctors for students NOT located in Lubbock:

- Certified Academic Testing Centers
- Learning Centers such as Sylvan, Test Center USA, Educational Resource Centers, Pearson Vue, Prometric, etc.

Acceptable proctors for students located in Lubbock (or the surrounding areas):

- Take the test with the class *(if the professor allows this option)*
- Take the exam at the Texas Tech academic testing center [http://www.depts.ttu.edu/testing/distancel.php](http://www.depts.ttu.edu/testing/distancel.php)
- Learning Centers such as Sylvan, Test Center USA, Educational Resource Centers, Pearson Vue, Prometric, etc.

Contact information provided for the proctor MUST BE completed entirely on the proctor form. Any individual who cannot provide a suitable testing environment will be denied as a proctor. Exams may NOT be administered in a private residence; only in a professional environment and MUST provide active proctoring. The WCOE-DL Office reserves the right to deny any proctor.

Proctoring fees (if any) are the responsibility of the student.

If you are having difficulty finding a suitable proctor, contact the WCOE-DL Office and we will facilitate scheduling a proctoring service for you.

If you have questions about the individual’s suitability, contact the WCOE DL Office.
How DL Exams Are Administered

**Exams** — Before the scheduled exam date, the faculty member receives an email to select the exam parameters. These exam parameters are then sent to the students to allow time to schedule an appointment with a proctor. Distance Learning (DL) students must follow all exam parameters and select a date/time within the exam window. Anything outside this window will be denied. All exam information will be sent to the student’s TTU account. The Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office will check the appropriateness of the proctor and/or the date/time for exams. This ensures that the WCOE-DL Office has ample time to set up the database to administer the exams. More information regarding these are provided below.

**Proctored Exam:**

All distance students will receive an email (to their TTU account) when it is time to prepare for an upcoming exam. Students must submit proctor information and an exam date/time by using the link provided in the email. Proctors will be verified before they can proctor your exam. Students can find more information regarding proctors in the document titled: What is a Proctor?

An example of the initial email is shown below:

In the ECES391-4391 course it is time to prepare for Mid Term Exam 1.

Please reply to this email, so I know you received it, and then complete the proctor information using the following link.

**Exam Proctor**

Click the “Exam Proctor” hyperlink to enter proctor information.

Click “Take Exam With Class” hyperlink if (1) your professor permitted this option and (2) you would like to take the exam on-campus during the scheduled classtime.

Notes regarding the exam process:

- **Proctor**: All students are required to utilize an academic testing center to proctor exams.
- **FIRST**: Student must schedule a date/time with their proctor.
- **SECOND**: Students submit the proctor information form using the link above. The information for the form is obtained.
- **Proctor Form** (at link above): All fields in the proctor information form must be completed.
- **Exam Date/Time**: Students can select any time/date within the window (date range) set by the Professor.
- **Proctoring Fees**: Any fees associated with the proctor process are the responsibility of the student.
- **Proctor Approval**: Your proctor must be contacted by Distance Learning Staff to be verified and approved. DO NOT wait until the exam day to schedule a proctor.
- **Submission Timeframe**: The proctors form must be submitted (via the link above) and should be submitted in a timely fashion.

If you will be taking the exam on campus with the class on 10/3/2019, please select the following link:

**Take Exam With Class**

Note: “Take Exam With Class” should ONLY be selected if you plan to take the exam with the regular on-campus class. This option is provided only if the professor approves of DL students taking the exam in class. The on-campus exam will be conducted during the normally scheduled
How DL Exams Are Administered

class time. DO NOT choose this option if you are taking the exam at an academic testing center with a proctor.

This exam has the following parameters:

Exam Date: 10/3/2019  
Window Begin: Same Day  
Exam Window: 3 days (The date range is: 10/3/2019 - 10/05/19)  
Exam Time: 100 minutes  
Writing Utensil:  
Books Allowed: YES  
Notes Allowed: YES  
Notes Comments:  
Calculator Allowed: Yes  
Calculator Comments:  
Computer Allowed: No  
Can take exam with On-Campus Class: Yes  
Other Comments:  

Please let me know if you have any questions.

Thanks,  
Liz Beatty  
Texas Tech University  
Edward E. Whitacre Jr.  
College of Engineering  
Phone: (806) 742-3451  
Fax: (806) 742-3493

Exam Parameters include important information regarding the requirements for the exam.

Note: Your scheduled exam time must meet the professor’s parameters and is typically on or after the exam date/time for the on-campus section.
How DL Exams Are Administered

Students must submit proctor information **at least 24 hours before the exam date/time.** When all information is submitted, it must be approved by WCOE-DL Office. Proctors will only be approved between the hours of 8 AM – 5 PM Central Time, Monday through Friday. It is advised that students NOT WAIT until the last minute to complete this process. Be mindful of the scheduled time and the preparation time for exams. When completing the proctor and exam information, students must complete each field provided.

Students complete this required proctor and exam information.
How DL Exams Are Administered

Once the proctor has been contacted and approved, they will receive an email with a proctor agreement. The following agreement must be agreed to by the proctor:

Note: The WCOE-DL Office is not responsible if the proctor information is received in an untimely manner or if the student’s chosen proctor does not respond. It is each student’s responsibility to find a proctor, submit information, submit date/time for exam, follow exam parameters and to follow up to be sure the process is completed.

Once the proctor process has been completed, students will receive an email that states:

Your Proctor has been approved for your ECE5391-4391 Mid Term Exam 1.

The exam will be sent to your approved proctor before the time that you have scheduled to take your exam.

Please let us know if you have any questions.

Note: If students do not receive this confirmation email, please check on the status of the proctor.

If there are further questions regarding this process contact the WCOE DL Office.
Other Useful Contact Information

TTU Graduate School-
Campus Location: 328 Administration Building
P.O. Box 41030
Lubbock, Texas 79409-1030

Mailing Address: Graduate School
Boston Ave. at Akron Ave.
328 Administration Building
Lubbock, Texas 79409-1030

Phone: (806) 742.2787 | Fax: (806)742.1746
Email: gradschool@ttu.edu

Registrar’s Office-
Campus Location:
Texas Tech University
West Hall – Academic Records
PO Box 45015, Room 103
Lubbock, TX 79409-5015

Phone: (806) 742-3661 | Fax: (806) 742-0355

Normal Hours: Monday-Friday 8:00 AM to 5:00 PM Central Time.

Current students contact the registrar’s office for:

• Academic Information Privacy (FERPA)
• Cancellation for Non-Payment
• Catalogs and Schedule
• Degree and Enrollment Verifications
• Degree Audit
• Grade Replacement
• Raiderlink (MyTEch Portal)
• Name and SSN Changes
• Notary Services
• Order Transcripts
• Registration Information
• Transfer Credit
• Updating Personal Information
• Withdrawal Information

Student Business Services-

General Contact Information

West Hall 301
Lubbock, TX 79409

Lobby Hours: 8:00 a.m.-4:30 PM Central Time M-F (Excluding University Holidays)
Don't want to wait in line? Wait from home by texting "TTU" to 313131.
Payments must be received by 4:30 PM Central Time on due dates.
Other Useful Contact Information

Phone: (806) 742.3272 | Toll Free: (866) 774.9477 | Fax: (806)742.5910

Mailing Address:
Student Business Services
Box 41099
Lubbock, TX 79409-1099

Express Overnight Mail:
Student Business Services
2520 Broadway, Room 333
Lubbock TX, 79409

Email:  sbs@ttu.edu

Contact the Student Business Services office for questions regarding:

- eBill
- Making a Payment
- Bill Information/Breakdown
- Military & Veteran Services
- Loans & Refunds
- Tuition & Fees
- Scholarship & Financial Aid Information
- Financial
- Red Raider Orientation (RRO)
- Residency Information
- Calendar & Important Dates
WCOE-DL Office Hours of Operation and Contact Information

Location:
Whitacre Jr. College of Engineering Distance Learning (WCOE-DL) Office is in the Engineering Dean’s Office, Suite 100C.
Edward E. Whitacre Jr. College of Engineering
Box 43103 | Lubbock, Texas 79409-3103

Hours of Operation:

❖ Monday-Friday: 8:00am-5:00pm Central Time: in person, by phone and by email
❖ Evenings and Weekends: for emergencies contact by email

The WCOE-DL Office works to return all calls and emails as soon as possible. Emails and phone calls that are received after hours will be answered the following business day. Due to problems caused by spam filters, and large amounts of email, if we have not responded within two to three business days, please resend your email or give us a call. When contacting staff regarding questions, students need to provide their R# and/or course. Not doing so may delay a response.

Contact Information:

Brent Guinn
Sr. Director
Brent.guinn@ttu.edu

Liz Beaty
Program Manager
liz.beaty@ttu.edu

Main College of Engineering:
T: 806.742.3451 | Fax: 806.742.3493
http://aln.coe.ttu.edu

Distance Education Resources provided by TTU Graduate School:
http://www.depts.ttu.edu/gradschool/ProfessionalDevelopment/DistanceEd.php
Will I have to be online at specific times or can I work at any time that is convenient for me?
Participation in the course is asynchronous, which means that both on-campus and distance students can work with course materials at the times that are convenient for them. You will meet the same project and exam deadlines as the on-campus students, so you will want to schedule your time so that you will not rush those deadlines. Your participation in the class will not interfere with your work schedule or any of your personal commitments because you can choose the times that are most convenient for you.

How much of the program is interactive?
Class activities, discussions, and materials are presented interactively in multimedia Internet environments. Course lectures are recorded in state-of-the-art multimedia classrooms and streamed directly onto the Internet. Students can access the live stream and participate in the course in real time or watch the lecture videos on the course website at their convenience.

The asynchronous class discussions provide a continuous opportunity for students to obtain feedback and interact with their professor, peers, and in many cases, outside experts. On-campus and distance students have equal access to these discussion forums, and the faculty spend significantly more time interacting with their students than is possible in a traditional classroom setting.

How many hours per week can I expect to spend on a course?
Most students enrolled in one three-hour graduate course should expect to spend a minimum of 12 hours per week reading course materials, watching lectures via the internet, participating in class activities, and preparing course projects. There are no minimum or maximum time requirements for the course, so each student will have to determine how much time he or she needs to spend on the course in order to meet the course requirements and understand the material being presented and discussed.

Are there time limits on the completion of the courses?
Courses in the Distance Learning program follow Texas Tech University's academic calendar and mirror course offerings available on-campus. Distance students are expected to complete the course requirements within the semester period, meeting each of the instructor's project and exam deadlines. If unforeseen circumstances arise that will hinder your completion of the course, you should contact your instructor immediately to discuss your options. Assignment deadlines and course schedules will be available on the course website.

How will I take exams?
The exam is in a paper and pen format. A proctor, located at an academic testing center, is required. Typically, students use proctors at academic testing centers at a local community college, another university or commercial learning center, such as Sylvan, Test Center USA or Pearson VUE.

Who do I contact if I have problems or questions?
Before you register and while you are taking courses, if you have any questions or problems, please contact the WCOE-DL Office first so that we can assist you. If we cannot help you specifically, we will direct you to the person or entity on campus that can. If the question relates to the subject matter or syllabus, students should contact the instructor directly.
“DO THE RIGHT THING”

Texas Tech University is committed to the values of mutual respect; cooperation and communication; creativity and innovation; community service and leadership; pursuit of excellence; public accountability; and diversity.

- 2005 Texas Tech University Strategic Plan

Texas Tech University is committed to be an ethical institution. In recognition of the rights and inherent dignity of all members of the Texas Tech University community, the university is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Texas, and the policies adopted by the Board of Regents. As members of the Texas Tech community, faculty, students, staff, administration, and all stakeholders accept responsibility for abiding by and promoting the ethical principles of the university described below. Although legal behavior and ethical behavior overlap in many areas, they are quite distinct. While we follow legal requirements, an ethical institution goes beyond them to achieve the following values.

Texas Tech Whitacre Jr. College of Engineering Student Code of Ethics

Each student enrolled in WCOE courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The WCOE Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the WCOE and Texas Tech University. All students enrolled in engineering courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

Student Code of Ethics

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information when asking faculty for a make-up or extension for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Oct 2019 eb
Whitacre College of Engineering - Texas Tech University

Statement of Ethical Principles

- Cooperation and Communication – WCOE is committed to the promotion of professional relationships and open channels of communication.
- Diversity – WCOE is committed to the inherent dignity of all individuals and the celebration of diversity

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for recognition for college academic honors, awards, and scholarships.

Texas Tech University Statement of Academic Integrity

Academic integrity is taking responsibility for one's own work, being individually accountable, and demonstrating intellectual honesty and ethical behavior. Academic integrity is a personal choice to abide by the standards of intellectual honesty and responsibility. Because education is a shared effort to achieve learning through the exchange of ideas, students, faculty, and staff have the collective responsibility to build mutual trust and respect. Ethical behavior and independent thought are essential for the highest level of academic achievement, which then must be measured. Academic achievement includes scholarship, teaching and learning, all of which are shared endeavors. Grades are a device used to quantify the successful accumulation of knowledge through learning. Adhering to the standards of academic integrity ensures that grades are earned honestly and gives added value to the entire educational process. Academic integrity is the foundation upon which students, faculty, and staff build their educational and professional careers. [Texas Tech University (“University”) Quality Enhancement Plan, Academic Integrity Task Force, 2010]

Academic Dishonesty Definitions

Students must understand the principles of academic integrity and abide by them in all class and/or course work at the University. Academic Misconduct violations are outlined Part I, section B of the Code of Student Conduct. If there are questions of interpretation of academic integrity policies or about what might constitute an academic integrity violation, students are responsible for seeking guidance from the faculty member teaching the course in question.

Instructor/Staff Responsibilities

Any person becoming aware of alleged violations of academic integrity should report the allegation to the instructor of record in the course. The instructor in a course is responsible for initiating action in each case of dishonesty or plagiarism that occurs in that class. The instructor should contact the Office of Student Conduct to discuss the nature of the violation and the student’s record of academic integrity violations. Instructions for reporting allegations of academic dishonesty are available in the Code of Student Conduct. The instructor should attempt to discuss the matter with the student and receive a response from the student about the allegations. Then, the instructor may notify the student of possible academic sanctions including, but not limited to assigning a paper or research project related to academic integrity, make-up assignment that is different than the original assignment, issue no credit for the original assignment, reduce the grade for the assignment and/or course, issue a failing grade on the
assignment, and/or issue a failing grade for the course. The academic penalty will not be implemented or assigned until all disciplinary procedures are complete. All academic integrity violations should be referred to the Office of Student Conduct as a central clearinghouse of violations and for adjudication as a Code of Student Conduct violation where disciplinary sanctions will be assigned.

✓ As a Distance Learning Student of Texas Tech University and the Whitacre College of Engineering, I agree to uphold Academic Integrity as stated above.
✓ I certify that I have completed, and I understand this Distance Learning student orientation.