

SUBJECT: Admissions: Dishonesty on Application	Effective Date:	Policy Number:
	July 1, 2011	04-2-005
	Supersedes: Policy on 3/27/03 Policy: Dishonesty on Application	Page 1 Of 2
	Date: 3/15/2011	
Responsible Authority: Director, Admissions and Recruitment		

I. Purpose and statement of operational policy underlying the procedure.

The policy helps to ensure the application for admission is a formal and legal document. Applicants are expected to complete all information accurately and honestly. Any information other than complete and accurate information is classified as academic dishonesty. Dishonesty on an application is grounds for denial of admission and/or dismissal from the College.

In the application process incomplete or incorrect data can result in denial of admission. If discovered after an offer of admission has been made, students are subject to dismissal from the College, administrative withdrawal from courses enrolled and loss of credit hours pursued or earned for the time frame in question.

Academic dishonesty includes, but is not limited to the following:

- Fraudulent personal essays or recommendation letters
- Failure to list ALL previously attended colleges and universities.
- Inaccurate information listed in the Admissions Application

II. Applicability/Scope

This policy applies to all students that apply to LeMoyne-Owen College including:

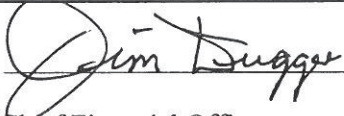
- First Semester Freshman Applicants
- Readmit Applicants
- Transfer Applicants
- Applicants with GED's
- International Applicants
- Teacher Certification Applicants
- Transient Applicants
- ADCP Applicants
- Non-Traditional Applicants

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Applications must be completed entirely and accurately	September for Spring May for Summer Terms February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Make sure all information on application is complete and accurate	September for Spring May for Summer Terms February for Fall
Recruiter/Officer Manager/ Data Entry/Director	Enter application into Power Campus.	September for Spring May for Summer Terms February for Fall

IV. Related policies/References for more information

- College Catalog
- Student Handbook
- Admissions Policy and Procedures Manual
- College Planning Guide
- Online Application

Authorizing Official: <u></u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	