

Rutgers University
Draft Academic Integrity Policy
11/30/2009

I. Academic Integrity

As an academic community dedicated to the creation, dissemination, and application of knowledge, Rutgers University is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic integrity is essential to the success of both the University's educational and research missions and violations of academic integrity constitute serious offenses against the entire academic community. This academic integrity policy was developed to guide undergraduate and graduate students as they prepare assignments, take examinations, and perform the work necessary to complete their degree requirements.

The principles of academic integrity require that:

- All work submitted in a course must be a student's own and must have been produced without the aid of unsanctioned materials or collaboration.
- All use of the ideas, results, or words of others must be properly acknowledged and cited.
- All contributors to a given piece of work must be properly acknowledged.
- All data or results must be obtained by ethical means and reported accurately without suppressing any results inconsistent with the author's interpretation or conclusions.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

The University administration is responsible for making academic integrity an institutional priority and shares with faculty, staff, and students the responsibility for developing effective educational programs that foster an understanding of and commitment to the fundamental principles and practices of ethical academic conduct and for establishing equitable and effective procedures to deal with violations of academic integrity.

Faculty members bear a responsibility for educating students about the importance and principles of academic integrity and for responding appropriately to violations of academic integrity. Individual faculty members¹ are also responsible for informing students of the particular expectations regarding academic integrity within their specific courses and for making reasonable efforts to minimize academic dishonesty.

Students are responsible for understanding the principles of academic integrity fully and abiding by them in all aspects of their work at the University. To affirm their commitment to academic integrity, students are required to affirm that they have read and understood the Rutgers Academic Integrity Policy and to write the University honor pledge on all academic work they submit. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

¹ For purposes of the Academic Integrity Policy, the term faculty member includes not only tenured, tenure-track, and nontenure-track faculty members, but also part-time lecturers, TAs, staff members, and administrators who are serving as the instructor of record in a course; i.e., the instructor responsible for assigning final course grades.

II. Violations of Academic Integrity and Recommended Sanctions

This section describes various types and levels of academic integrity violations, and the range of recommended sanctions at each level. Examples are provided of each type of violation by level of severity; these examples are meant to be used only as rough guidelines in determining what type of violation may have occurred in a given instance and what an appropriate sanction might be.

A. Types of Violations

Plagiarism: Plagiarism is the use of another person's words, ideas, processes, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks, or by appropriate indentation, and must be cited properly according to the accepted format for the particular discipline. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one's own words.

Cheating: Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. This includes using books, notes, electronic sources, conversations with others, etc. when their use is restricted or forbidden during in-class quizzes or exams or in out-of-class assignments. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others.

Fabrication: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. This includes falsifying laboratory exercises or research reports by selectively omitting data that does not support one's hypothesis or claimed experimental precision.

Facilitation of Dishonesty: Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who intentionally facilitates a violation of academic integrity is as culpable as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation.

Academic Sabotage: Academic sabotage is deliberately impeding the academic progress of others by altering or destroying work done by another student or by denying other students access to scholarly materials or information to which they are entitled.

Violation of Research or Professional Ethics: This category involves both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication.

Violations Involving or Resembling Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of ill-gotten materials committed in the course of an act of academic dishonesty.

B. Levels of Violations and Sanctions

Any violation of academic integrity is a serious offense and is therefore subject to an appropriate penalty or sanction. Academic integrity violations at Rutgers University are classified into two

levels called non-separable and separable, respectively. Non-separable violations are less severe violations for which the possible sanctions do not include suspension or expulsion from the University; separable violations are more severe violations for which the sanctions may include suspension or expulsion. Whether a given violation is classified as separable or non-separable depends on a number of factors including the nature and importance of the assignment, the degree of premeditation or planning, the extent of dishonest or malicious intent, the academic experience of the student, and whether the violation is a first-time or repeat offense. In determining the level of a violation on a class assignment by an undergraduate student, it is useful to distinguish between a major and a minor assignment, roughly defined as follows:

- A minor assignment is one that is worth less than 20% of the total grade.
- A major assignment is one that is worth 20% or more of the total grade.

1. *Non-separable Violations*

Non-separable violations may occur because of inexperience or lack of knowledge of the principles of academic integrity and are often characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the student committing the violation. These violations are generally quite limited in extent, occur on a minor assignment or constitute a small portion of a major assignment and/or represent a small percentage of the total course work.

Sanctions include, but are not limited to, one or more of the following, but do not include suspension or expulsion:

- Required participation in a noncredit workshop or seminar on ethics or academic integrity.
- An assigned paper or research project related to ethics or academic integrity.
- A make-up assignment that is more difficult than the original assignment.
- No credit for the original assignment.
- A failing grade on the assignment.
- A failing grade for the course
- Disciplinary Warning or Probation

2. *Separable Violations*

Separable violations are very serious violations of academic integrity that affect a more significant portion of the course work compared to non-separable violations. Separable violations do not occur because of inexperience or lack of understanding of academic integrity. They are often characterized by substantial premeditation or planning and dishonest or malicious intent on the part of the student committing the violation

Sanctions include, but are not limited to, one or more of the following, and may or may not involve suspension or expulsion:

- A grade of XF (disciplinary F) for the course.
- Disciplinary probation.
- Suspension for one or more semesters.
- Dismissal from a departmental or school Honors Program
- Denial of access to internships or research programs.
- Loss of appointment to academically-based positions.

- Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's Rutgers transcript.

The recommended sanctions at each level are not binding, but are intended as guidelines for the University community. Sanctions for a given violation may be imposed differently on those with more or with less experience as students. Thus violations of academic integrity by graduate students² will normally be penalized more severely than violations by inexperienced undergraduate students. In particular, violations that would be considered non-separable for an undergraduate are often treated as separable for a graduate student and violations for which the sanction for an undergraduate would be suspension for a semester or a year might result in dismissal from his or her graduate or professional program or expulsion from the University for a graduate student.

Some professional schools may have codes of professional conduct with mandatory sanctions for violations thereof imposed by their accrediting organizations. These sanctions may be more stringent than those recommended under this Policy. Students and faculty should consult the policies of the particular professional program.

C. Examples of Non-separable and Separable Violations of Academic Integrity

A number of examples of common violations of academic integrity are given in the table below, categorized both by type and level of the violation. These examples are meant to be illustrations and certainly do not exhaust the possible violations of academic integrity. Note, moreover, that the examples in the non-separable category refer to violations by undergraduate students. Such violations would normally be considered separable if committed by a graduate student.

Plagiarism
<p>Non-separable³</p> <ul style="list-style-type: none"> • Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution on a minor assignment or a small portion of a major assignment. • Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own thoughts on a minor assignment or a small portion of a major assignment. • Receiving unauthorized research, programming, data collection, or analytical assistance from others on a class exercise without acknowledgement. • Using data or interpretive material for a laboratory or other class exercise without acknowledging sources or collaborators.

² In this policy, the term graduate student refers to post-baccalaureate students pursuing advanced degrees of any type or enrolled in graduate courses.

³ As noted in the introduction to this table, these violations are normally treated as separable when committed by a graduate student.

Separable

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution on a substantial portion of a major assignment.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own thought on a substantial portion of a major assignment.
- Submitting a purchased term paper or other purchased materials to satisfy a course requirement.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, and computer programs, and other non-textual material from other sources without proper reference on a major assignment.
- Repeated non-separable violations

Cheating

Non-separable³

- Receiving research, programming, data collection, or analytical assistance from others on minor projects where this is not permitted.
- Working with another student on a homework or laboratory assignment when such collaborations are not permitted
- Copying another student's work or answers on a minor quiz or examination.
- Using or possessing books, notes, calculators, cell-phones, or other devices and/or prohibited materials during a minor quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the second instructor.

Separable

- Preprogramming a calculator or other electronic device to contain answers, formulas, or other unauthorized information for a major examination.
- Acquiring a copy of an examination from unauthorized sources prior to the examination.
- Having a substitute take an examination for one
- Requesting that others (including commercial companies) conduct research or prepare work for one.
- Copying another student's work or answers on a major test or examination.
- Using or possessing books, notes, calculators, cell-phones, or other devices and/or prohibited materials during a major test or examination.
- Copying another student's work or using unauthorized materials during a proficiency exam, Master's examination, or doctoral Qualifying Examination.
- Repeated non-separable violations.

Fabrication
<p>Non-separable³</p> <ul style="list-style-type: none"> • Citing a source that does not exist on a minor assignment. • Inventing or falsifying evidence or data or references for a minor assignment.
<p>Separable</p> <ul style="list-style-type: none"> • Citing a source that does not exist on a major assignment. • Inventing or falsifying evidence or data or other source materials for a major assignment. • Falsifying research papers or reports by selectively omitting or altering data that do not support one's claims or conclusions. • Repeated non-separable violations.
Facilitation of Dishonesty
<p>Non-separable³</p> <ul style="list-style-type: none"> • Collaborating before a minor quiz or examination to develop methods of exchanging information. • Allowing others to copy answers to work on a minor quiz or examination or assisting others to do so.
<p>Separable</p> <ul style="list-style-type: none"> • Collaborating before a major test or examination to develop methods of exchanging information. • Allowing others to copy answers to work on a major test or examination or assisting others to do so. • Distributing a test or examination from unauthorized sources prior to the test or examination. • Distributing or selling a term paper to other students. • Taking an examination for another student. • Repeated non-separable violations.
Academic Sabotage
Non-separable: None
<p>Separable</p> <ul style="list-style-type: none"> • Intentionally destroying or obstructing another student's work. • Stealing or defacing books, journals, or other library or University materials. • Altering computer files that contain data, reports or assignments belonging to another student. • Intentionally giving other students false or misleading information about assignments or examinations. • Removing posted or reserved material or preventing other students' access to it.

Violation of Research or Professional Ethics
Non-separable: None
Separable <ul style="list-style-type: none"> • Knowingly violating a canon of the ethical code of the profession for which a professional or graduate student is preparing. • Using unethical or improper means of acquiring, analyzing, or reporting data in a Master's or doctoral research project, grant-funded research, or other research submitted for publication. • Quoting directly or paraphrasing without acknowledging the source and/or presenting the ideas or results of another as one's own in a senior thesis, a master's thesis, a doctoral dissertation, a scholarly article submitted for publication, or a grant proposal. • Misuse of grant or institutional funds. • Violating professional ethics as a Teaching Assistant or Graduate Assistant.
Violations Involving or Resembling Criminal Activity
Non-separable: None
Separable: <ul style="list-style-type: none"> • Stealing an examination from a faculty member's or University office or from electronic files. • Selling or distributing a stolen examination. • Forging a change-of-grade form. • Falsifying a University transcript. • Misrepresenting one's academic credentials on a resume.

III. Administration of the Academic Integrity Policy

A. Role of CAOs and CAIDs

The Chief Academic Officer (CAO) on each campus; i.e., the Executive Vice President for Academic Affairs in New Brunswick/Piscataway and the Chancellor in Newark and in Camden, has the ultimate responsibility for implementing and overseeing the Academic Integrity Policy on his or her campus. The CAO is responsible for deciding the sanction for (a) students found responsible for separable violations of academic integrity and (b) students who appeal the finding of responsibility and/or the sanction for a non-separable violation of academic integrity on the campus. The CAO shall either exercise these responsibilities personally or delegate them to one or more academic administrators called Campus Academic Integrity Designees (CAIDs). The Executive Vice President for Academic Affairs also has the responsibility to make sure that the Academic Integrity Policy is implemented consistently and fairly across all the University's campuses, schools and colleges.

B. Role of AIFs and Faculty

Academic Integrity Facilitators (AIFs) shall ordinarily be academic staff or faculty members appointed by the deans of their respective schools or colleges. The AIFs shall help to educate students and faculty concerning academic integrity, shall advise faculty concerning academic integrity policies and procedures, and shall investigate and adjudicate allegations of non-separable violations of academic integrity that faculty members choose not to handle themselves. The AIFs may also carry out the Preliminary Review of cases of alleged separable violations of the Academic Integrity Policy, as described in the *University Code of Student Conduct*.

Faculty members may also play a role in the administration of the Academic Integrity Policy by investigating and adjudicating allegations of non-separable violations of Academic Integrity under the guidelines provided in this Policy.⁴

C. Role of the Academic Integrity Review Committees

Each regional campus has its own Academic Integrity Review Committee (AIRC), which is a standing committee of faculty members and staff members, appointed by the campus CAO, and student members of the Honor Council (see III.G below), all trained by the Office of Student Conduct. The AIRCs have two functions: (1) considering student appeals regarding determination of responsibility and/or recommended sanction for non-separable violations of academic integrity and (2) considering student requests for the removal of XF grades.

D. Role of the Hearing Boards and Hearing Officers

University Hearing Boards hear cases of students accused of separable violations of academic integrity who do not accept responsibility for the alleged violation. Hearing Boards consist of students and faculty members (normally three students and two faculty members) chosen from a pool of students and faculty trained by the Director of the Office of Student Conduct. Hearings are conducted by a *Hearing Officer*, who must be a member of the University community, normally a staff or faculty member.

E. Role of Campus Advisers

Campus advisers are staff or faculty members trained to provide assistance to complainants or respondents in University Hearings or Disciplinary Conferences.

F. Role of the Appeals Committees

Each regional campus has its own Appeals Committee consisting of one faculty member, one administrator, one undergraduate student, and one graduate student. These committees consider appeals of findings of responsibility and/or sanctions for separable violations of academic integrity. Appeals are considered by a three-member panel consisting of the faculty member, the administrator, and either the undergraduate student or the graduate student member of the Committee, depending on whether the respondent is an undergraduate or a graduate student,

⁴ Faculty members may not handle allegations of separable violations of academic integrity, but must refer such allegations to an appropriate AIF or to the Office of Student Conduct or the Campus Conduct Officer.

respectively. Appeals are decided on the basis of the record of the original proceeding and on written statements submitted by the interested parties. Appeals panels do not conduct a hearing nor take direct testimony.

G. Role of the Honor Council

The Honor Council is an organization of undergraduate and graduate students from all three regional Rutgers campuses dedicated to promoting academic integrity. The Honor Council plays a key role in educating students and other members of the University community about academic integrity. Members of the Council also play a number of roles in the administration of the Academic Integrity Policy, including

1. serving as student members of University Hearing Boards, Appeals Committees, and AIRC panels.
2. serving as the complainant at a University Hearing; i.e., presenting the case against the respondent, when the faculty member or other member of the University community who filed the complaint against the respondent does not wish to do so. These Honor Council members are called *Community Advocates*.
3. providing information, advice, and assistance to students accused of violating the Academic Integrity Policy, including accompanying the student to any meeting with a faculty member or AIF and assisting the respondent during a University Hearing or Disciplinary Conference. Such Honor Council members are called *Student Advocates*. They are permitted to address the Hearing Board at a University Hearing or the Conduct Officer at a Disciplinary Conference and to question witnesses in either case.

H. Role of the Office of Student Conduct and the Campus Conduct Officers

The Office of Student Conduct (OSC) and the Camden and Newark Campus Conduct Officers handle cases of alleged separable violations of academic integrity under the *University Code of Student Conduct*. The OSC schedules and arranges University Hearings on all three campuses; the Camden and Newark Campus Conduct Officers handle all other aspects of cases of alleged separable violations on their respective campuses. The OSC and Campus Conduct Officers also play a key role in educating students, faculty, and staff about academic integrity.

The OSC also provides a number of university-wide services, including serving as the central university repository of student disciplinary records and providing training for Academic Integrity Facilitators, Campus Advisers, Student Advocates, Community Advocates, Hearing Officers, and members of Hearing Boards, Appeals Committees, and the Academic Integrity Review Committees, in cooperation with the campus CAOs and CAIDs.

IV. Policies Regarding Adjudication of Alleged Violations of Academic Integrity

A. Reporting and Adjudicating Alleged Violations

The policies for reporting and adjudicating alleged violations of academic integrity are different for non-separable and separable violations both with regard to the persons authorized to adjudicate the allegations and the procedures to be followed.

Faculty members¹ shall either adjudicate alleged non-separable violations of academic integrity by undergraduate students or they shall refer such allegations for adjudication to an AIF of the school or college offering the course (for alleged violations occurring in a Rutgers course), or to an AIF of the school or college in which the student is enrolled (for alleged violations occurring outside a Rutgers course⁵). Faculty members may not adjudicate cases of alleged separable violations of academic integrity but must refer them for adjudication to an appropriate AIF or to the Office of Student Conduct or the Camden or Newark Campus Conduct Officer. Since all violations of academic integrity by a graduate student (as defined in this Policy) are potentially separable under the Academic Integrity Policy, faculty members should not adjudicate alleged academic integrity violations by such students, but should refer the allegation to an appropriate AIF in the student's school of matriculation.

Members of the University community other than faculty members (as defined in this Policy) should normally report evidence of a violation of academic integrity in a Rutgers course to the instructor of record in the course or to the Chair of the department offering the course; evidence of a violation of academic integrity occurring outside a Rutgers course⁵ should normally be reported to the faculty member supervising the accused student or to the student's Department Chair or Graduate Director. However, any member of the University community is permitted, according to the *University Code of Student Conduct*, to file a formal allegation of a violation of academic integrity with the Office of Student Conduct or the Camden or Newark Campus Conduct Officer.

However an allegation of a non-separable violation of academic integrity is initially reported, the allegation shall be adjudicated by (1) the faculty member teaching the course in which the violation is alleged to have occurred or responsible for supervising the accused student or (2) by the appropriate AIF (as specified above). In either case, the faculty member or AIF meets with the student respondent⁶, reviews all available evidence, makes a determination regarding responsibility, and recommends an appropriate sanction if he or she finds the student responsible for the alleged violation. The student can then accept responsibility for the violation and accept the recommended sanction or appeal the finding of responsibility and/or the sanction in writing to the Academic Integrity Review Committee.

The procedures for adjudicating allegations of non-separable violations are summarized briefly in Appendix B of this Policy and specified in detail in Appendix C entitled *Procedures for Adjudicating Alleged Non-Separable Violations of Academic Integrity*. The brief summary in Appendix B is meant only to give the reader an overview of the procedures. Anyone seeking a detailed understanding of the procedures for adjudicating non-separable violations of academic integrity, including the rights and responsibilities of the respondent and all others involved in the process, must consult Appendix C.

Allegations of separable violations of academic integrity must be adjudicated according to the procedures specified in the *University Code of Student Conduct*. These procedures begin with a preliminary review carried out by an AIF or other Conduct Officer for the purpose of deciding whether to charge the student with a separable violation of academic integrity. If the student is charged with and accepts responsibility for a separable violation, the Conduct Officer

⁵ Examples include alleged violations of academic integrity committed in a research project, scholarly paper, or examination not tied to a specific Rutgers course.

⁶ The respondent is the student accused of violating the Academic Integrity Policy.

recommends a sanction to the CAID, who makes the final decision, barring appeals, regarding the sanction. If the student does not accept responsibility for the violation, he or she has the right to (1) a University Hearing before a student and faculty Hearing Board or (2) a Disciplinary Conference with a Conduct Officer assigned by the Director of the Office of Student Conduct or the Camden or Newark Campus Conduct Officer. Any determination of responsibility for a separable violation of academic integrity by a University Hearing Board or Conduct Officer at a Disciplinary Conference or any sanction assigned for such a violation by a CAID may be appealed to the Appeals Committee of the regional campus in which the respondent is enrolled. If not satisfied with the decision of the Appeals Committee, the respondent may petition the President of the University to review the finding and/or sanction.

The procedures for adjudicating allegations of separable violations of academic integrity are summarized in more detail in Appendix B of this Policy. The summary is meant only to give the reader an overview of the procedures. Anyone seeking a detailed understanding of the procedures for adjudicating separable violations of academic integrity, including the rights and responsibilities of the respondent and of others involved in the process, must consult the *University Code of Student Conduct*. Additional explanatory material on the procedures may be found on the Student Conduct website: <https://studentconduct.rutgers.edu>

B. Keeping of Student Disciplinary Records

As required by the University Records Management Policy, the University must maintain student disciplinary records, including records of violations of academic integrity, in the Office of Student Conduct. Expulsion files are considered active permanently and shall be retained indefinitely. All other files are considered active until the student graduates and shall be retained for ten years after adjudication of the violation.

Records of academic integrity violations in a College or School or on a Campus may also be kept in the appropriate Dean's or Chancellor's Office. Copies of all such records must be sent to the Office of Student Conduct for inclusion in the University-wide student records database. All requests for information concerning student disciplinary records should be forwarded to the Office of Student Conduct.

C. Removal of XF Grades

Requests for removal of the X from an XF grade must be submitted in writing to the Campus Academic Integrity Review Committee, which makes the final decision on the request. Such requests will not be considered until at least two calendar years from the time of the violation that resulted in the XF. In order for the request to be granted, the student must have an exemplary record with the respect to academic integrity since the original violation, must have completed the online Rutgers academic integrity course, and must satisfactorily answer a required series of essay questions on why the X should be removed. If the request is denied, the student must wait another year to submit another request.

D. Voiding of Student Disciplinary Records

After all the terms of a sanction have been fulfilled, a student found responsible for a violation of academic integrity may petition the CAO or CAID to void the student's disciplinary record. In considering the student's petition, the CAO or CAID shall take into account the conduct of

the student since the violation, the nature of the violation, and the severity of the harm caused to others. All voiding of disciplinary records must be reported to the Office of Student Conduct.

