

## Rowan University Academic Integrity Policy

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The information below is excerpted from the University's Academic Integrity Policy. You should consult the complete policy in the *Student Information Guide*, available at [www.rowan.edu/studentaffairs/infoguide/](http://www.rowan.edu/studentaffairs/infoguide/). In all First-Year Writing courses, you will learn about academic integrity, the importance of doing your own work, and proper use of information from sources. It is your responsibility to understand and uphold academic integrity. **Please be sure to read the section at the end of this document entitled "Additional Policies Specific to the First-Year Writing Program," which clarifies two issues associated with writing courses.**

### Introduction

The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

### Classification of violations

Violations are classified as Level 1, 2, 3, or 4. Instructors decide sanctions for Level 1 and 2 violations; sanctions for Level 3 and 4 violations are decided by an Academic Integrity Review Board. All violations are reported to the Provost's Office and these reports are retained in your records. Repeat violations will result in more significant penalties.

**Level 1 Violations:** Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.

**Example:** Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.

**Level 2 Violations:** Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at level 1 is considered a level 2 violation. A sanction for a level 2 violation will not exceed a failing grade in the course.

**Example:** Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.

**Level 3 Violations:** Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below level 3 is considered a level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

**Example:** Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.

**Level 4 Violations:** Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below Level 4 violations and violations committed while already on or after returning from Academic Integrity Probation.

**Example:** Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.

### **Definitions of Academic Integrity Violations**

**Cheating:** Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include but are not limited to:

- Copying from another person's work.
- Allowing another person to copy your work.
- Using unauthorized materials such as a textbook or notebook during an examination or using technology to illicitly access unauthorized materials.
- Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
- Collaborating with another person during an examination by giving or receiving information without permission.

**Plagiarism:** Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

Examples of plagiarism include but are not limited to:

- Quoting, paraphrasing or even borrowing the syntax of another's words without acknowledging the source.
- Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source.
- Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
- Submitting a computer program as original work that duplicates, in whole or in part, without citation, the work of another.

**Fabrication:** Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include but are not limited to:

- Citation of information not taken from the source indicated.
- Listing of sources in a bibliography or other report not used in that project.
- Fabricating data or source information in experiments, research project or other academic exercises.
- Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

**Academic Misconduct:** Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.

Examples of academic misconduct include but are not limited to:

- Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose.
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test/examination or entering any university office or building for the purpose of obtaining an unadministered test/examination.
- Coercing any other person to obtain an unadministered test.
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- Altering test answers and then claiming instructor inappropriately graded the examination.
- Violating the Network and Computer Use Policy, also known as the "Acceptable Use Policy, Network and System Services" established by Information Resources and available at [www.rowan.edu/toolbox/policies/network/](http://www.rowan.edu/toolbox/policies/network/).

### **Additional policies specific to the First-Year Writing Program**

The following policies are additional interpretations of the Academic Integrity Policy and address situations that may arise in writing courses.

**Authorized versus unauthorized assistance:** The Department of Writing Arts makes a clear distinction between authorized assistance—when students receive extra help with an assignment—and unauthorized assistance—when students have someone else write a paper or sections of a paper for them. A tutor or a second reader may help you develop your ideas, better organize your thoughts, and locate grammar and mechanical errors, but should not do your writing for you. In courses where you are required to submit drafts followed by revisions made in response to feedback, the revised version should be clearly traceable to the earlier draft(s) and you should be able to account for all changes and additions. Instructors have the right to refuse to accept papers they have never seen as drafts and/or to refuse to accept revisions that bear no resemblance to previously submitted drafts. ***All of the writing that you submit in class must be your own work.*** Do not attempt to represent someone else's work as

your own. Doing so will be considered a violation of Rowan's Academic Integrity Policy and may result in an "F" for that assignment and possibly an "F" for the course grade.

**"Recycling" of papers:** The Department of Writing Arts does not allow students to turn in the same writing assignment for more than one class. Students must receive express permission of their instructor to submit writing—or a substantial part of a written text—previously submitted to another class. Not doing so is considered a violation of Rowan's Academic Integrity Policy and may result in an "F" for that assignment and possibly an "F" for the course grade.