

Rowan University Senate Academic Integrity Policy

I. 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.

II. 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.
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- ☐ 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. Currently available at: <http://www.rowan.edu/toolbox/policies/network/>. Below are some examples of violations listed in the policy. Students should refer to the policy for the full list of violations.

- Each user is solely responsible for all functions performed from his/her account(s) on any system.
- No user may violate Federal Copyright Law. This means he/she may not alter, copy,

translate, transmit, or receive software, music, images, text, or any other information licensed to or copyrighted by another party unless the license or copyright explicitly permits he/she to do so.

- No user may attempt to monitor another individual's data communications, nor may he/she read, copy, change, or delete another individual's files or software, without the prior permission of the owner.
- No user may send messages that are likely to result in the loss of the recipient's work, system downtime, or otherwise compromise a remote user's system. This includes, but is not limited to, redistribution of computer viruses or Trojan horses.

III. Classification of Academic Integrity Violations by Offense

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

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.

Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no credit for work in question, required attendance at a workshop on academic honesty, and/or an assignment that will increase the student's awareness of academic integrity.

Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction imposed in accordance with policy.

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.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly following a sanction review by the Academic Integrity Review Board (for additional information refer to Section V below, "Academic Integrity Review Board Procedures"). The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

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.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 4 Violations

Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below level 3 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; fusing a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.

Recommended sanction: Expulsion from the University and a permanent dismissal notation on the student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

IV. Reporting and Adjudication of Academic Integrity Violations

A student or University employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor or the Office of the Provost.

An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.

Role of Instructor

- a. If the instructor then concludes that misconduct has occurred, he or she should obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the departmental office, or the Office of the Provost. The instructor should complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level. Instructors are permitted to refer the alleged violation directly to the Office of the Provost for adjudication by the Academic Integrity Review Board. In such matters a member of the Office of the Provost will be designated to conduct the meeting with the student.
- b. The instructor should make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given the opportunity to respond to the allegation and to review and sign the RAIV if he/she so chooses. The student should be allowed to remain in class and complete course work until a final resolution is reached.
- c. The instructor should include a recommended grade sanction on the RAIV before the student signs the acknowledgement section of the RAIV form. Instructors may recommend sanctions up to and including a failing grade for the course. Students should not sign the form if they have additional questions or want to consult staff in the Office of the Provost.
- d. At the conclusion of the meeting the instructor must provide the student with a copy of the RAIV form. The instructor should then forward the form and all supporting documentation to the Office of the Provost for a determination of the appropriate level of violation.

Level 1 violations: The instructor will make the determination on whether a violation has occurred and on the penalty. Appeals go directly to the Office of the Provost.

Level 2 violations: The instructor will make the determination of whether a violation occurred and on the penalty. Appeals go to the Office of the Provost, which will refer the matter to the Academic Integrity Review Board for a sanction review.

Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. Appeals are decided by the Provost.

e. Additional sanctions, including suspension or expulsion from the university, may be assessed when requested by the instructor, requested by the academic unit in which the violation occurred, or when stipulated by the academic integrity policy (i.e. the level of the violation or the existence of previous academic integrity violations by the student.)

f. In the case that an instructor must assign a grade before the case is resolved, the instructor should assign a grade of "INC," which will be changed when the case is resolved.

g. A student may not withdraw from a course in which he or she has committed or has been accused of committing an academic integrity violation. A student found to have withdrawn from a course in which an academic integrity violation is alleged or determined will be re-enrolled in the course upon receipt of a RAIV by the Office of the Provost. In addition, a student found responsible for an academic integrity violation in a course in which they have participated but have not enrolled will be retroactively enrolled and assigned an appropriate sanction.

V. Academic Integrity Review Board Procedures

The Academic Integrity Review Board is composed of six regular members.

- Two student members who are appointed by the Student Government Association. Student members must be matriculated and in good standing with the University.
- Two members of the faculty who are appointed by the University Senate President.
- Two members of the administration who are appointed by the Office of the Provost.
- One alternate from each category will also be appointed.

The Academic Integrity Review Board is chaired by the Associate Provost for Academic Affairs. The Chair shall be a participating but nonvoting member of the Committee. The Academic Integrity Review Board may conduct a sanction review or be convened for adjudication of an allegation of academic dishonesty by a quorum of four members, provided that at least one student, one faculty member and one administrator are present.

Additional Procedural Guidelines

a. For matters not being adjudicated by the Academic Integrity Review Board (Levels 1 and 2), the Board will conduct a sanction review to determine whether the student has prior violation and then determine appropriate additional sanctions.

- b. When applicable the Office of the Provost will be responsible for providing both the student and the instructor with proper notice concerning their participation in a hearing before the Academic Integrity Review Board. In addition notice of the results of hearings and matters referred for sanction review will also be provided. In the event that either the student or the instructor does not attend a scheduled hearing the matter will be heard based on the written record and the information provided by the party in attendance.
- c. Hearings conducted by the Academic Integrity Review Board will be closed to all members of the campus and outside community except those directly involved with the case.
- d. The burden of proof rests upon the complainant, who must establish that it was “more likely than not” that the accused student is responsible for the conduct violation based on the weight of the credible information presented.
- e. Any student appearing at a hearing before the Academic Integrity Review Board for adjudication of an allegation of academic dishonesty may challenge the assignment of any member of the board to his/her case. Upon hearing the details of the challenge, the Chair will either uphold or deny the challenge.
- f. A Board member will withdraw from adjudicating any case in which he/she cannot reach a fair and objective decision.
- g. There will be an audio recording of the hearing (excluding Board deliberations and voting) for the purpose of providing assistance to the Board in their deliberations and to the accused student or complainant for use in filing an appeal. This recording remains the property of the University and constitutes an official record of the hearing.
- h. Because legal procedures will not be formally applied, the Chair will make all determinations on questions of procedure and admissibility of information presented and will not be excluded from hearings or Board deliberations except that s/he will not vote. The Chair will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.
- i. The Board will review all materials and hear all information pertinent to the case from the complainant, the accused and all witnesses. Members of the Board, including the Chair, will be free to ask relevant questions in order to clarify information or resulting issues.
- j. After hearing all the information, the Board will deliberate privately until a decision is reached by a majority vote. A tie vote will result in a finding of “not responsible.”
- k. If the student is found “responsible” the Board will determine the appropriate sanction to be imposed. At this point both the academic and non-academic past disciplinary records of the accused student will be supplied to the Board by the Chair. Other information from the Chair which is relevant to the choice of sanction(s) may also be introduced at this point, including information concerning sanctions imposed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time unless the accused student has been informed and allowed to review and comment on the information.

I. Following the hearing, the Chair will provide the accused student with written notification of the decision reached, the reason for the decision and information regarding the University's appeal process.

VI. Rights in Hearings

The University disciplinary system is not a criminal or civil law process and the legal procedures applicable in criminal and civil cases will not apply. This policy is not intended to supercede any existing law or regulation. University disciplinary hearings will accord the following specific rights to all students:

- a. To receive written notice of the alleged violation.
- b. To have reasonable access to the case materials prior to and during any hearing.
- c. To have access to advice by an individual of his or her choosing, including an attorney. (refer to the Student Information Guide. However, the advisor may not participate in the hearing.
- d. To participate in the hearing, present information on his or her own behalf, call witnesses and question information provided at their hearing. This does not include the right to directly question witnesses.
- g. To receive written notification of the decision reached. The notification will also include a list of any sanctions imposed and appeal information.

VII. Description of Sanctions

A student may receive a single or multiple sanctions for violations of the Academic Integrity policy. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student and the nature and severity of the violation. Sanctions which may be imposed upon any student found to have violated the Academic Integrity policy include the following:

XF Grade: When a student fails a course for reasons of academic dishonesty, a grade of *XF* will be assigned. *X* will be removed from the transcript after the student completes an academic integrity seminar or its equivalent; the student can have a maximum of one *X* removed in his/her career as a Rowan student. *XF* for the purpose of GPA calculation will be considered an *F*.

Academic Integrity Probation: A defined period of time (minimum of one semester) indicating that a student is no longer in good standing with the university. Any subsequent violation while in this status will likely result in suspension or expulsion from the university.

Suspension: Beginning on the date the suspension takes effect, the student is no longer a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student is not permitted to be present on the campus or at a University-sponsored event for any reason whatsoever. The suspension will be noted on the student's academic transcript as disciplinary suspension. The student is not entitled to any refund of any fees after published refund

Expulsion: Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The expulsion will be noted on the student's academic transcript as Academic Integrity Expulsion. The student is not entitled to any refund of any fees after published refund dates.

VIII. Appeal of Academic Integrity Violations

1. Upon receiving notification of the outcome of a case, the accused student may file an appeal for the following reasons:

- a. A specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to have effectively denied the participant a fair hearing.
- b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
- c. The sanction is substantially disproportionate to the violation.
- d. The facts of the case were insufficient to establish that a violation occurred.

Please Note: If a student has pleaded responsible to a violation, the reason for appeal will be limited to reason "c" only.

2. All appeals must be made within seven (7) business days of the date on the letter informing the student of the decision. Appeals must be submitted in writing to the Provost or designee and should explain in detail the basis of the request, including any supporting documentation. Upon receipt of the written appeal, the Provost will defer the imposition of the sanction(s) pending the decision on the appeal.

3. The Provost will review the written appeal and all documentation contained in the case file and will decide whether to deny or uphold the appeal. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the original adjudicator for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Provost will render the appropriate determination and/or sanction.

4. The Provost will respond to the appeal within seven (7) business days of the date on the letter. The final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.

5. Normally, all appeal decisions are final and will be implemented immediately. For matters involving the expulsion of a student, the accused student may request that the President of the University review the decision of the Provost. A request for review by the President must be made within seven (7) business days of the date on the letter informing the parties of the Provost's decision. The request must be submitted in writing to the Office of President and must include clear and convincing reasons to change the decision of the Provost. The President may or may not elect to review a decision. The

request for review will be responded to in a timely manner by the Office of the President.

6. The appeals process described will be the final step in the adjudication process.

Approved May, 2008

Rowan University
Report of an Academic Integrity Violation (RAIV)

This form should be used by the instructor to report alleged academic integrity violations. If an instructor suspects academic misconduct has occurred, he or she should follow these steps in resolving the matter:

Please indicate if you are requesting that the Office of the Provost adjudicate this case with no further participation by you. See level (a) under Role of Instructor in the Academic Integrity Policy for further information. Fill out the relevant information below, skipping step 1.

Step 1: Meet with the student(s) involved.

Instructor-Student Meeting: In Person Phone. If in person or by phone, date of meeting: _____

Email Unable to meet with/contact student: _____

Step 2: Provide information concerning alleged incident.

The following student has been charged with violating the University Academic Integrity policy:

Name: _____ Student ID Number: _____

Dept. & Course No.: _____ Section No.: _____

Type of Violation:

Cheating Plagiarism Fabrication Academic misconduct Other:

Level of Violation: 1 2 3 4

Step 3: Attach a rationale for the violation level, and summary of the incident, including copies of all relevant materials.

Step 4: Recommend sanction(s).

Grade Sanction:

"F" on the assignment, paper, program, test or exam

"F" for the course

Other:

Additional Recommended Sanctions:

Complete Academic Integrity Program

Hearing for consideration of suspension or expulsion in addition to other sanctions

Other:

Step 5: Student reads and signs the following acknowledgement. Instructor provides student with a copy of this RAIV form.

I have been made aware of the alleged violations and understand that the procedures delineating next steps can be found in the Academic Integrity policy.

Step 6: Forward this form to the Office of the Provost.

Student's Name: _____

Signature: _____

Instructor's Name: _____

Signature: _____

Dept.: _____ Email: _____ Date: _____

Phone: _____

Rowan University Academic Integrity Flow Chart for Instructors

1. When you suspect a violation of the Academic Integrity policy, complete as much as possible of the Report of an Academic Integrity Violation (RAIV).
2. Attempt to meet with the student to inform him/her of the alleged violation and obtain the student's signature acknowledging he/she has been informed of the allegation. (See RAIV for alternatives when face-to-face meetings are not possible.) By signing, the student is not admitting to the violation, only that he/she understands the process. If the student does not understand the process, he/she does not have to sign the RAIV. Provide the student with a copy of the RAIV, whether he/she signs it or not.
3. Taking into consideration circumstances, context, and intent—and employing the chart below—use your best judgment to determine where a violation fits. There is overlap among the categories.

	Level 1	Level 2	Level 3	Level 4
Characteristics	Usually involves a minor portion of the coursework. May occur because of ignorance or inexperience on the part of the student.	Affects a more significant portion of the course.	Even more serious in nature and involves dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination.	Most serious breaches of academic integrity. They also include violations committed while already on or after returning from Academic Integrity Probation.
Examples	Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.	Quoting directly or paraphrasing without proper acknowledgement or failing to acknowledge all sources of information and contributors who helped with an assignment.	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.	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.
Recommended Sanctions	<ul style="list-style-type: none"> • Failing grade for assignment* • Make-up assignment at a more difficult level • Required attendance at academic honesty workshop • Assignment on awareness of academic honesty 	<ul style="list-style-type: none"> • Failing grade for the course* • Academic Integrity Probation • Required attendance at academic honesty workshop • Lesser sanctions as appropriate 	<ul style="list-style-type: none"> • <i>Suspension from the University for one or more semesters with a disciplinary suspension notation on student's transcript*</i> • <i>Academic Integrity Probation</i> • <i>Required attendance at academic honesty workshop</i> • <i>Lesser sanctions as appropriate</i> 	<ul style="list-style-type: none"> • <i>Expulsion from the University with a permanent dismissal notation on student's transcript*</i> • <i>Lesser sanctions as appropriate</i>

Sanctions shown in italics are determined by the Academic Integrity Review Board, but are provided here for your information. You do not need to recommend sanctions for Level 3 and 4 violations. An asterisk denotes the maximum penalty that may be applied. At all levels, additional and/or lesser sanctions may be applied at the discretion of the instructor or the Academic Integrity Review Board.

4. Complete and submit the RAIV to the Office of the Provost. The table below identifies jurisdictions for each violation level.

Levels 1 and 2	Levels 3 and 4
Instructor evaluates the violation and determines sanction. Academic Integrity Review Board reviews sanction.	Academic Integrity Review Board evaluates the violation and determines sanction.

Additional notes:

- All violations of academic integrity must be reported to the Provost's Office and follow the RAIV procedures.
- While it is normally the instructor who reports and acts on an academic integrity violation, other instructors, staff members, or students may, and should, report such violations.
- Instructors who do not wish to adjudicate violations at Level 1 and Level 2 may refer the matter to the Provost's Office for adjudication.
- Repeat offenses are considered to be more serious and will be categorized by the Academic Integrity Review Board as higher level violations.
- The complete Academic Integrity Policy, including definitions of cheating, plagiarism, fabrication, and academic misconduct, and the RAIV, are available on the Provost's Policies and Procedures web site at <http://www.rowan.edu/provost/policies/>.