

## SANCTIONS

Academic integrity is a very serious matter at Rutgers and the penalties are just as serious. The degree of sanctioning depends heavily on the level of the violation, a student's academic standing (the longer you've been in school—the more we expect!) and a student's academic history (as in, did he/she ever do this before?). On top of your parents being a really upset and the possibility of throwing your college career off-track with a suspension or expulsion, here are the possible consequences associated with your actions:

- **Warning** (Level 1)
- **Academic Integrity Workshop or Assignment** (All Levels)
- **Make-Up Assignment or Failure on the Assignment** (Levels 1 & 2)
- **Community Service** (All Levels)
- **Disciplinary Probation:** Students are ineligible to represent the university in any official function or leadership position, such as varsity athlete, student leader, or university senator. (Levels 1 & 2)
- **Failure in the Course** (Levels 2, 3, 4)
- **Term Suspension** (Level 3)
- **Permanent Expulsion** (Level 4)

## RESOURCES

As you can see, violations of academic integrity could have serious repercussions on your academic or professional future. Before you make one of these costly errors, take advantage of the myriad of resources available to you as a Rutgers University student:

- Ask your professor or teaching assistant.
- Contact the academic department or University Libraries for help.
- Consult the Writing Program or Learning Centers.
- Visit <http://academicintegrity.rutgers.edu>.



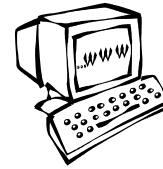
Office of Student Judicial Affairs

732-932-9414

<http://judicialaffairs.rutgers.edu>

<http://academicintegrity.rutgers.edu>

## ACADEMIC INTEGRITY AT RUTGERS



**A**cademic dishonesty is an unfortunate part of any academic institution, and many students do not comprehend how serious and permanent it can be until after the fact. In some cases, students do not even realize that what they are doing constitutes a violation of academic integrity, but others know their actions are ethically questionable and proceed anyway. The unfortunate part is that many students who cheat do not even attempt to communicate their problems to a professor or advisor before resorting to an act of academic dishonesty.

The standard of integrity by which the students and faculty members operate heavily determines the quality of an academic institution and ultimately the value of your degree. Maintaining a high level of integrity is essentially the backbone of every great institution of higher education around the world. Hey, we haven't been around since 1766 for nothing!

We can't MAKE you care about academic integrity—but rest assured, employers care, your fellow students care, graduate schools care, and Rutgers cares. We hope that this pamphlet helps you to gain a better understanding of academic integrity issues at Rutgers before it's too late.

## DEFINITIONS

As a student at Rutgers, you are expected to abide by its academic integrity policy...and naturally that means we want you to understand it! You may *think* you know what some of these terms mean, but are you 100% positive?

- **Test Cheating:** Any prohibited action during an exam, test or quiz. Cheating can mean copying answers from a classmate (with or without their knowledge), changing answers on a graded exam or using cheat sheets or prohibited materials such as textbooks or notebooks. And since we are a “high tech” generation, YES—storing or receiving information via cell phone, graphing calculator or iPod is also considered cheating.
- **Plagiarism:** Taking credit for the words and ideas of others, which means you didn't give credit to the actual author. This includes directly copying a source into an assignment or paper without proper citations, using the paper

## DEFINITIONS

of a fellow student as your own and “cutting and pasting” sources from the Internet. Even using one sentence improperly can be considered plagiarism!

- **Paraphrasing:** Restating or rewording text to aid with flow or form. Changing a few of the words around in a quoted source does not suddenly make it *your* idea or thought. Paraphrasing without proper citation IS plagiarism. Make sure you give credit to your source!
- **Multiple Submission:** Submitting your own work to fulfill another academic requirement without prior permission. Sometimes professors will allow students to reuse part or whole of a previous assignment— JUST ASK!
- **Fabrication:** Submitting anything that is not true or real. For example, making up results on a lab report, using falsified and/or fake sources and citing interviews that did not actually occur are all considered fabrication.
- **Facilitating Cheating or Plagiarism:** This occurs when one person knowingly assists another with a violation of academic integrity. A person who facilitates an act of academic dishonesty can face the same penalty as the person who actually commits the offense.
- **Denying Others Access:** This includes removing or defacing a reserved source from the library, sabotaging the work of another student, or even removing signs/postings about changes in exam or class scheduling .
- **Collaboration:** Can be a little bit tricky, depending on the assignment or nature of the academic discipline, but basically, collaboration means working together with someone on an academic assignment. Sometimes, you are permitted (such as conducting an experiment with your lab partner) and other times you are not (such as copying a friend’s homework assignment before class). Even when collaboration is permitted, you *may* not be able to collaborate on the writing of the actual lab report. Your safest bet is just to ASK.
- **Common Knowledge:** Anything generally known to everyone. Don’t get trapped by this often-misused phrase. Back in the days of high school, your teachers might have told you something like, “If you can find it in the encyclopedia, it is common knowledge and you do not have to cite it.” Well, the folks here at Rutgers don’t exactly agree. The threshold for considering something to be common knowledge should be pretty darn high and really has nothing to do with an encyclopedia. Unless you are making a statement such as “The United States of America has fifty states,” we suggest you play it safe and cite the source.

## VIOLATIONS

The University Policy on Academic Integrity classifies academic integrity violations into four levels. While all violations of academic integrity are serious matters, the typical penalties increase as the level of the violation increases. Below are some of the most frequent violations:

- **Level One:** Violations that usually occur due to lack of knowledge or inexperience and only involve a small fraction of the total course work.
  1. Working with another student on a lab report or assignment.
  2. Failure to footnote or cite sources in a very limited portion of an assignment.
- **Level Two:** Violations that are more serious and usually involve a larger portion of coursework.
  1. Quoting or paraphrasing to a moderate extent without proper citation or footnote.
  2. Submitting the same work or portions of the same work for different classes or different assignments.
  3. Using data in a lab report without acknowledgement of the source.
  4. Receiving assistance with research without proper acknowledgement.
- **Level Three:** Violations that involve major or essential parts of the course work and can carry the penalty of suspension from the University.
  1. Copying, facilitating copying, or using prohibited materials during tests or exams.
  2. Plagiarizing major portions of a written assignment or using a purchased paper.
  3. Acquiring or distributing an exam from an unauthorized source prior to the exam.
  4. Fabricating data or inventing sources.
  5. Removing posted or reserved materials or denying access to others.
- **Level Four:** The most serious academic violations can carry the penalty of permanent expulsion from the University.
  1. Having a substitute take an exam or taking an exam for another.
  2. Acts similar to criminal activity such as forging a grade form or stealing an exam.
  3. Sabotaging another student’s work.
  4. Fabrication, falsification or plagiarism in a senior thesis, master’s thesis, doctoral dissertation, or other scholarly submission.

For a complete list of academic integrity violations, consult the full policy at <http://academicintegrity.rutgers.edu>