



WORLD-CLASS  
EDUCATION

ACADEMIC  
INTEGRITY  
POLICY

# TABLE OF CONTENTS

Preface.....	i
Academic Integrity Principles and Values .....	1
Categories of Academic Integrity Violations .....	2
Procedures for Academic Integrity Violations Involving Administrators .....	3
Procedures for Academic Integrity Violations Involving Faculty, Staff and Librarians.....	4
Academic Integrity for Students.....	4
Classification of Academic Integrity Violations by Offense.....	5
Fraud and Purchase Term Papers.....	9
Procedures for Reporting and Appealing Academic Integrity Violations .....	10
Student Appeal of Charge or Sanction.....	11
Composition and Authority of the University Appeals Board .....	12
Other Procedures for University Appeals Board Reviews.....	13
Appendices for Student Process	
Appendix 1 - Summary Matrix.....	15
Cheating.....	16
Plagiarism .....	21
Fabrication.....	21
Academic Misconduct.....	22
Appendix 2 - Flowchart of Violations Reporting Requirements .....	24
Appendix 3 - Flowchart of Appeals Process.....	25
Academic Integrity Violations Reporting Form.....	26

*Revised Fall 2012*

*(Approved by Kean University Board of Trustees June 25, 2012)*



# KEAN UNIVERSITY

## ACADEMIC INTEGRITY POLICY

### PREFACE

---

Kean University is aware of and sensitive to the pressures exerted by peers and family, work environment, the academic process, and society in general, and is committed to creating an environment in which academic integrity is supported and academic dishonesty is not tolerated. To that end, the University has taken steps to ensure that all members of the academic community are fully aware of the Academic Integrity Policy by: widely distributing the policy, posting it on the University's Web site, identifying material on all course syllabi, and provide training to increase awareness of Academic Integrity issues among all members of the Kean University Community.

Thus, administrators, staff, Board of Trustees Members, and faculty at Kean University have an obligation to support academic integrity by ensuring that all members of the University community understand:

- What constitutes academic integrity
- How to prevent academic dishonesty
- What sanctions are imposed for academic dishonesty
- What consequences ensue as a result of such sanctions, and
- What process is used to impose those sanctions

All members of the Kean Community shall actively engage in the academic process. In order to ensure compliance with the Academic Integrity Policy, administrators, faculty, staff, librarians, and students should:

- Represent their identity truthfully in all situations
- Protect their materials, including papers, tests, and other academic exercises, from unauthorized access
- Protect their means of access to resources, including computer passwords and library access codes, from unauthorized use of the system
- Respect the work of others by acknowledging their words, ideas, opinions, theories, data, programs, and other intellectual material in accordance with the guidelines of the discipline or other faculty instruction

- Report data or source information accurately
- Refuse to participate in activities that violate the Academic Integrity Policy
- Read, understand, and comply with the code of ethics and/or clinical code of their chosen discipline, and
- Represent their mastery of material truthfully and accurately.

## ACADEMIC INTEGRITY PRINCIPLES AND VALUES

---

Kean University is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in all members of the campus community. Kean University provides academically rigorous undergraduate and graduate programs that adhere to the twin principles of honesty and academic integrity. These principles are essential for ensuring and maintaining excellence in the quality of its academic instructional programs and facilitating the intellectual development of its students, led by the faculty, staff, administration, and Board of Trustees of the University. Therefore, academic dishonesty in any form - written or non-written, media or technology - seriously compromises the Kean University mission to provide quality programs and opportunities for the optimum development of all students and employees.

There are five fundamental values that characterize an academic community of integrity (five values itemized below adapted from The Center for Academic Integrity, (<http://www.academicintegrity.org/icai/home.php>)

- **Honesty.** The quest for truth and knowledge requires intellectual and personal honesty in learning, teaching, research and service.
- **Trust.** Academic institutions must foster a climate of mutual trust and respect in order to stimulate the free exchange of ideas.
- **Fairness.** All interactions among the members of the Kean University Community should be grounded in clear standards, practices and procedures.
- **Respect.** Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
- **Responsibility.** A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

Maintaining high standards of academic integrity is the obligation and expectation of all members of the Kean community – students, faculty, staff, administrators and Board of Trustees. It ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual’s work must reflect that person’s own efforts and achievements. Any collaboration of effort by an individual or groups of individuals must be acknowledged. Failure to acknowledge such contributions constitutes an act of dishonesty and a misrepresentation of the individual’s work.

Academic and professional communities are built on ideas. These ideas are debated, investigated, tested, and applied. The evidence of these ideas and the work that stems from them includes, but is not limited to: research data, articles, books, computer programs, art, music, policies, and procedures. Academic and professional communities use this intellectual material to communicate ideas and to expand their body of knowledge. Reputable and respected members of these communities always acknowledge the sources of the material so used.

At Kean University, the demonstration of academic integrity falls into four categories:

- Mastery of material – All members of the Kean community are responsible for the truthful representation of their mastery of content and material on prepared documents or other academic, research or professional exercises.
- Representation of sources – All members of the Kean community are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.
- Truthful submission of work – All members of the Kean community are responsible for the truthful representation of data, scholarly or creative works, research, its findings, projects, or other academic, research or professional exercises.
- Access and use of resources – All members of the Kean community, shall ensure that they protect their rights to access and use resources and engage only in authorized access and use of copyright of these resources.

## CATEGORIES OF ACADEMIC INTEGRITY VIOLATIONS

---

Violations of the Academic Integrity Policy generally fall into four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct. In order to assist students, faculty, staff, librarians and administrators to understand what constitutes academic dishonesty, the following definitions are provided:

- **Cheating.** Cheating is an act of deception by which a person misrepresents his or her mastery of material
- **Plagiarism.** Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. Copying or paraphrasing text without acknowledging the source, for example, is plagiarism.
- **Fabrication.** Fabrication refers to the use of invented information or the falsification of creative or scholarly works, research, its findings or other results. Listing sources in a bibliography or other report that were not used in the paper or project is an example of fabrication.
- **Academic Misconduct.** Academic Misconduct is any other act of academic dishonesty that does not specifically fall in one of the above categories. Academic misconduct includes assisting another to commit any act of academic dishonesty.

In addition to the categories described above, academic integrity violations may also occur in other academic contexts.

The University maintains that all members of the academic community are expected to employ the highest standards of academic integrity in their work and in representing their academic credentials. Whenever the values of academic integrity are violated (such as cheating, fabrication, plagiarism, fabrication and academic misconduct) sanctions and discipline are required actions.

## PROCEDURES FOR ACADEMIC INTEGRITY VIOLATIONS INVOLVING ADMINISTRATORS

---

1. Upon receiving a written complaint alleging an academic integrity violation, the President or his/her designee shall assign a fact-finding investigator(s) to review and investigate an alleged academic integrity violation by a University administrator. The accused administrator shall receive written notification advising him/her of the general nature of the alleged violation.
2. The assigned investigator(s) shall conduct the fact-finding investigation, which shall include an interview of the accused administrator who shall be afforded an opportunity to present any evidence he or she believes is relevant to the investigation. The investigation also may include interviews of other witnesses and the review of any relevant documentation at the sole discretion of the investigator(s).
3. At the conclusion of the investigation, the investigator(s) shall prepare an investigation report to be submitted to the President or his/her designee, which shall include findings of fact and a recommendation regarding whether an academic integrity violation occurred.

4. After receiving the report, the President or his/her designee shall determine whether a violation has occurred and advise the administrator in writing of his/her decision. The President or his/her designee shall have the discretion upon receipt of the recommendation to conduct additional inquiries before reaching a decision.
5. Upon receiving the decision, the accused administrator shall have a right of appeal to the University's Board of Trustees. Any appeal shall be in writing and be submitted to the Board of Trustees within ten (10) calendar days after receipt of the decision by the administrator. The appeal must state the specific grounds for any claimed error in the decision.
6. The Board shall consider the written appeal and any supporting documentation submitted with the appeal. Upon receipt of the appeal, the Board shall have the discretion to conduct any other inquiries or take any other action it deems necessary.
7. An appeal decision issued by the Board is the University's final institutional action regarding whether an academic integrity violation occurred.
8. If an investigation results in the finding of an academic integrity violation against the administrator that is not appealed or is sustained after an appeal, the matter will be referred to the Office of Human Resources pursuant to the University's established procedures for disciplinary action.

## PROCEDURES FOR ACADEMIC INTEGRITY VIOLATIONS INVOLVING FACULTY, STAFF AND LIBRARIANS

---

Certain procedures for faculty, staff and librarians require negotiation between the University and designated representatives of the applicable collective negotiations unit(s). Therefore, this section will be updated in the future.

## ACADEMIC INTEGRITY FOR STUDENTS

---

Students who demonstrate academic integrity become a part of their academic or professional community. These guidelines are designed to help the student understand how to achieve that result.

What follows are the procedures related to students. Faculty members are required to support the Academic Integrity Policy by discussing the value of integrity and by reporting academic dishonesty.

As the first line of support, faculty shall ensure that the Academic Integrity Policy is discussed to an appropriate extent in every course

section, with emphasis on the elements that pertain particularly to that class. As stated in the University catalog, faculty shall distribute a syllabus for every course section that includes, among other criteria and information, the course requirements, methods of evaluation, and the basis by which the final grade is derived.

## CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS BY OFFENSE

---

Violations of academic integrity are classified based on the level of seriousness of the behaviors. Brief descriptions, examples and recommended sanctions are provided below. Quantitative benchmarks (percentages of course grades) are offered as guidance to assist faculty and administrators to determine the appropriate level of violation. These are general descriptions and should not be considered as all-inclusive.

### Level One Violations

Level One violations consist of those instances when, in the opinion of the instructor, the student's actions may be the result of inexperience and the activity in which the violation occurs constitutes less than 10% of the grade for the course. Level One violations are considered academic issues and not disciplinary offenses. Inherently, Level One violations would be most common among first-year students.

#### **Examples:**

##### PLAGIARISM

- Improper citation or footnoting
- Citation of information not taken from the source indicated

**Recommended Sanction:** Make-up assignment at a more difficult level or assignment of no credit for work in question, required attendance at a workshop on preparation of term papers, or a library assignment on the preparation of term papers.

### Level Two Violations

Level Two violations consist of those instances involving cheating, plagiarism, fabrication, or academic misconduct when, in the opinion of the instructor, one or more of the following conditions exists:

- The student's actions constitute a violation of academic integrity that cannot be dismissed as a result of inexperience.
- The activity in which the violation occurs constitutes less than 25% of the grade for the course.

## Examples:

### CHEATING

- Unauthorized assistance with academic work (e.g., excessive editorial assistance)
- Allowing another student to copy one's work
- Copying from another student's work

### PLAGIARISM

(representing less than 25% of the entire academic exercise)

- Level One violations not attributable to inexperience
- Copying another person's words directly 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
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, the work of another, without citation,

### FABRICATION

- Listing of sources in a bibliography or other report not used in that project

### ACADEMIC MISCONDUCT

- Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor

**Recommended Sanction:** A failing grade on the assignment. The Academic Integrity Violations Report (AIVR) is sent to the Office of the Vice President of Academic Affairs and the record may be considered in the determination of the level of future violations.

### Level Three Violations

Level Three violations consist of those instances involving cheating, plagiarism, fabrication, or academic misconduct when, in the opinion of

the instructor, one or more of the following conditions exists.

- The student's actions are a repeat offense of a Level Two violation.
- The activity in which the violation occurs constitutes 25% or more of the grade for the course.

### **Examples:**

#### CHEATING

- Using unauthorized materials such as a textbook, notebook, or text messaging during an examination
- Collaborating with another person during an exam by giving or receiving information without permission
- Unauthorized access to or use of someone else's computer account or computer files for any purpose.

#### PLAGIARISM

(representing 25% or more of the entire academic exercise)

- Improper citation or footnoting
- Citation of information not taken from the source indicated
- Copying another person's words directly 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
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, without citation, the work of another

#### FABRICATION

- Submitting as one's own of any academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively
- Making up data or source information for an experiment, research project, or other academic exercise

## ACADEMIC MISCONDUCT

- Altering test answers and then claiming that the instructor inappropriately graded the examination
- Misrepresenting oneself or providing misleading and false information in attempt to access another's computer account

The Dean (or designee) or the Office of the Vice President of Academic Affairs may determine that a violation reported at Level Two becomes a Level Three in the presence of a prior Level Two violation unknown to the reporting instructor. This determination may be made after the Level Two sanction has already been imposed.

**Recommended Sanction:** Probation or suspension from the University for one semester with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course. The Academic Integrity Violations Report (AIVR) is sent to the Office of the Vice President of Academic Affairs and the record may be considered in the determination of the level of future violations.

### Level Four Violations

These are the most serious breaches of academic integrity and include violations that may even potentially result in legal action against the perpetrator. Level Four violations consist of those instances involving cheating, plagiarism, fabrication, or academic misconduct when, in the opinion of the instructor, one or more of the following conditions exists:

- The student's actions represent a blatant disregard or disrespect for the expectations of academic integrity and/or University life.
- The student's actions represent a violation of law.
- The student's actions represent any degree or category of infraction relating to a graduate thesis.

### **Examples:**

#### FABRICATION

- Makes up data or source information in an experiment, research project, or other academic exercise related to the senior or graduate thesis

#### ACADEMIC MISCONDUCT

- 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
- Coercing any other person to obtain an unadministered test

- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered examination, term papers, or works of art, or entering any University office or building for the purpose of obtaining said materials without authorization
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination
- Creating illegal accounts, changing of files or securing of passwords illegally
- Destroying computer accounts without authorization
- Violating the clinical or ethical code of the discipline
- Sabotaging of another's work

The Dean (or designee) or the Office of the Vice President of Academic Affairs may determine that a violation reported at Level Three becomes a Level Four in the presence of a prior Level Three violation unknown to the reporting instructor. This determination may be made after the Level Three sanction has been applied. Multiple Level Two Violations or a Level Two violation followed by a Level Three violation may only be sanctioned at Level Three. Only multiple Level Three violations may be raised to Level 4.

**Recommended Sanction:** Expulsion from the University and a permanent dismissal notation on the student's internal academic file.

## FRAUD AND PURCHASED TERM PAPERS

---

The unauthorized collaboration with any other person in preparing work offered for course credit, such as purchasing a term paper from another student or from a term paper research company and submitting that paper as one's own is fraud. Such behavior is illegal. New Jersey Statutes Annotated § 18A:2-3 states:

"No person shall, for any fee, or other remuneration, prepare, offer to prepare, cause to be prepared, sell or offer for sale any term paper [emphasis added], thesis, dissertation, essay, report or other written, recorded, pictorial, artistic or other assignment knowing or under the circumstances having reason to know, that said assignment is intended for submission either in whole or substantial part under a student's name in fulfillment of the requirements for a degree, diploma, certificate, course or courses of study at any university, college, academy, school or other educational institution."

**The law provides a \$1,000 fine for anyone convicted of violating its provision.** Students should be aware that academic research companies:

- Keep comprehensive lists of the clients they serve, including the client's name, the school he or she attends, the date on which the material was purchased from the company, and the type of material secured.
- Provide copies of these lists and copies of the material sold to the individual purchaser, to any collegiate institution or faculty member, upon request made on official institutional letterhead.

## PROCEDURES FOR REPORTING AND APPEALING ACADEMIC INTEGRITY VIOLATIONS

---

Violations of Level 2, 3, or 4 of the University's academic integrity policy must be reported on an Academic Integrity Violations Report form (AIVR) found in all academic program offices. Completion and filing of the AIVR form by an instructor, as outlined below, will serve as the official written notification of an Academic Integrity Policy offense. The responsibility for demonstrating the existence of a violation shall be upon the faculty member bringing the charges.

The Academic Integrity Violation Report Form is a five part form which identifies the student and instructor involved, the course, course assignment and specific details of the violation. It shall also designate the category and classification of the violation.

In the case of Level 2 violations, the instructor will meet with the student to address the charge, including the level of violation and recommended sanction, and impose the sanction for Level 2 violations. The sanction imposed by an instructor must be recorded on the AIVR form and forwarded to the Office of the Vice President of Academic Affairs. If the instructor is unable to reach the student, a copy of the AIVR form will be sent via certified mail to the student's address of record. **All Level 1 and Level 2 appeals will proceed through the academic program grade grievance procedure or academic program Personnel Committee.** If a student does not appeal, the AIVR form remains on file in the Office of the Vice President of Academic Affairs as the final record of the violation.

All student/instructor conferences about Level 3 and 4 violations will be informational only. As discussed above, the instructor will meet with the student to address the charge; however the instructor is not responsible for determining the sanction or action that will be taken in response to these violations, but may make a recommendation to the College Dean (or designee). If the instructor is unable to reach the student, a copy of the AIVR form will be sent via certified mail to the student's address of record. All Level 3 and Level 4 violations reports must

be sent to the Dean's (or designee) Office for action prior to filing the report with the Vice President of Academic Affairs and executive director/department chairperson. Both the student and the instructor have the right to meet individually with the Dean (or designee) before a decision is made. The College Dean (or designee) will then review the incident and apply a sanction in accordance with the Academic Integrity Policy level of violation and recommended action. No further action will be taken if the Dean (or designee) finds no violation has occurred. The Dean's (or designee) action will be reported in the appropriate section on the form. A letter will be sent to the student confirming the disciplinary action taken, i.e. probation, suspension or dismissal. A copy of the completed form and the action taken will also be forwarded to the instructor, executive director/department chair and Vice President of Academic Affairs. All sanctions imposed by an instructor or College Dean (or designee) must be in accordance with the published Academic Integrity Policy.

## STUDENT APPEAL OF CHARGE OR SANCTION

Once a sanction has been imposed at Level 3 or 4, the student may file a written appeal of the charge or sanction to the Vice President of Academic Affairs within 30 calendar days of the date of notification. Should an Academic Integrity Violations charge be made at the end of a semester, a No Record (NR) grade will be assigned until the charge is addressed. The Vice President of Academic Affairs office will refer all appeals of Levels 3 and 4 violations to the University Appeals Board (UAB) for hearing or mediation. The UAB may uphold, modify, or dismiss a charge or a sanction made by the College Dean (or designee). If a student does not appeal, the Academic Integrity Violation Report form remains on file in the Office of the Vice President of Academic Affairs as the final record of the violation.

Any written appeal by the student must be filed within 30 calendar days of the date of notification. It must include a:

- Clear explanation of the nature of the appeal
- Clear explanation of the reason(s) for the appeal
- Clear concise statement of the facts as known, with appropriate supporting documentation
- Clear statement of what is being appealed; i.e., the dishonesty charge and/or the sanction imposed and
- Current postal and e-mail addresses and telephone number(s) where the student can be reached.

The University Appeals Board must be convened by the Vice President of Academic Affairs office upon receipt of an appeal. The Vice President of Academic Affairs office will be responsible for checking the student's past record, if any, to see if the student has committed prior acts of academic dishonesty.

## COMPOSITION AND AUTHORITY OF THE UAB

---

The University Appeals Board is a body elected by the Faculty Senate membership whose role is to review all student appeals of violations of academic integrity.

The voting members of the UAB consist of one (1) full-time teaching faculty members elected from each academic college by the Faculty Senate membership; one (1) professional staff member elected by the Faculty Senate professional staff membership; three (3) students, one each, appointed by each of the three student governing bodies; and one (1) administrator or staff member appointed by the Vice President of Academic Affairs. The Vice President for Student Affairs will appoint a nonvoting member who will serve as an observer. It is the responsibility of this member to observe and monitor procedure, and act as the liaison between the UAB and the Vice President for Student Affairs. After the Senate election results, in May, the Vice President of Academic Affairs will convene a UAB meeting for the purpose of electing a UAB Chair for the proceeding fall semester.

The UAB must be elected during the Faculty Senate's regularly scheduled elections. Faculty Senate members of the UAB serve for two years. A quorum of 60% of the voting members is required to consider appeals.

The decisions of the UAB are considered final and may be appealed only on the grounds of alleged procedural or substantive error. Appeals will be directed in writing to the Vice President of Academic Affairs and must be filed within ten (10) business days of the decision issued by the University Appeals Board. The written appeal must identify the nature of the alleged procedural or substantive error on which the appeal is based. Prior to reaching a decision on the appeal, the Vice President of Academic Affairs will meet with the Chairperson of the University Appeals Board to review the basis on which the UAB reached its decision. If the Vice President of Academic Affairs determines that a procedural or substantive error occurred, the Vice President of Academic Affairs may direct the UAB to reconsider its decision. The determination of the Vice President of Academic Affairs is final.

### **Additional procedures for UAB reviews include:**

- **Student Presence at UAB Meeting:** Students will be notified by certified mail that their appeal will be heard on a specific date and time, and that they are invited to attend. The student must notify the UAB Board Secretary in advance whether or not he/she plans to attend the hearing or inform the Board Secretary if the hearing is scheduled at a time when the student cannot attend so that a mutually agreeable date can be scheduled. Should a student not attend by choice, the appeal will be heard based on the written record. Should the meeting be rescheduled for student's convenience and the student fail to attend the meeting, the appeal will be heard based on the written record.
- **Faculty Presence at UAB Meeting:** The involved faculty member will be notified of the date and time of the hearing. The arrangements described above pertaining to attendance and rescheduling are also applicable to involved instructor.
- **Case Records:** Pending a scheduled appeal meeting, two (2) confidential copies of scheduled cases will be kept in the Office of the Vice President of Academic Affairs for review by Board members and the directly involved parties, i.e., the faculty member and the accused student.
- **Attorneys Present at Meeting:** Attorneys may attend at the accused student's request to observe the proceedings and advise the student. Attorneys may not address the Board or otherwise participate.
- **Parents or Guardians Present at Meeting:** Parents or guardians may attend at the accused student's request to observe the proceedings and advise the student. Parents or guardians may not address the Board or otherwise participate.
- **Hearing Procedure:** The UAB will convene its meetings first and then invite student and faculty to present their information. The Board Moderator will be the person through whom materials or questions will be addressed to the Board. All materials or questions to be introduced must normally be sent to the Moderator at least three (3) class days prior to the scheduled hearing. Notification of the UAB's decision will be by certified mail.
- **Recusal:** Board members will use their discretion concerning cases where familiarity may affect their impartial judgment.
- **Time/Witness Limitation:** The Board Moderator may limit the number of witnesses to be heard or may exclude irrelevant or unduly repetitious information.

- **Hearing Record:** The UAB will receive and consider oral and documentary information that support or discredit the charges presented
- **Alternative Actions:** If there is a need for the UAB to meet outside the academic year, (e.g. summer months), and a quorum cannot be reached, hearings may be delayed until the beginning of the next academic year, or the Faculty Senate, student organization or Vice President of Academic Affairs, as appropriate may be asked to elect an alternate member, as appropriate.
- **Voting Procedures:** The UAB votes may be cast by secret ballot, with the recommendation made on the basis of a majority of voting members present. Minority opinions may be written to the Vice President of Academic Affairs. In the case of a tie vote, voting will continue until the Board deems that it must notify the Vice President of Academic Affairs of a deadlock. Thus, voting may span more than one meeting. In the case of a deadlock, the Vice President of Academic Affairs shall make the final decision.
- **Procedural Questions:** Any procedural questions should be addressed to the Office of the Vice President of Academic Affairs.

## **APPENDIX 1**

SUMMARY MATRIX OF  
DIFFERENT CATEGORIES OF  
ACADEMIC DISHONESTY,  
BY LEVEL OF OFFENSE

## CHEATING

Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. This includes unauthorized assistance, attempting to assist, or receiving of assistance on an exam. Copying from another student's work or allowing another student to copy one's own work, for example, is cheating.

Offense	Level 1	Level 2	Level 3	Level 4	Recommended Sanction
Unauthorized assistance with academic work (e.g., excessive editorial assistance)		<input checked="" type="checkbox"/>			A failing grade on the assignment
Allowing another student to copy one's work		<input checked="" type="checkbox"/>			
Copying from another student's work		<input checked="" type="checkbox"/>			
Repeat Level Two violations			<input checked="" type="checkbox"/>		Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course
Using unauthorized materials such as a textbook or notebook or text messaging during an examination			<input checked="" type="checkbox"/>		
Collaborating with another person during an exam by giving or receiving information without permission			<input checked="" type="checkbox"/>		
Unauthorized access to or use of someone else's computer account or computer files for any purpose			<input checked="" type="checkbox"/>		
Repeat Level Three violations.				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal transcript

## PLAGIARISM

Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. Copying or paraphrasing text without acknowledging the source, for example, is plagiarism. The University recognizes that the appearance of plagiarism is occasionally the result of inexperience or ignorance, generally on the part of the first-year student. Therefore, at the discretion of the instructor, such offenses may be dealt with as academic issues presenting the opportunity for learning rather than as disciplinary matters.

<b>Offense</b>	<b>Level 1</b> <i>Violation represents inexperience</i>	<b>Level 2</b> <i>Violation represents less than 25% of the academic exercise</i>	<b>Level 3</b> <i>Violation represents 25% or more of the academic exercise</i>	<b>Level 4</b> <i>Violation represents Any senior or graduate thesis</i>	<b>Recommended Sanction</b>
Improper citation or footnoting	First-year students	<input type="checkbox"/>			Make up assignment at a more difficult level, or assignment of no credit for work in question; required attendance at workshop on paper preparation of term papers, or a library assignment on the preparation of term papers
		<input checked="" type="checkbox"/>			A failing grade on the assignment
			<input checked="" type="checkbox"/>		Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record or a failing grade in the course
				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Citation of information not taken from the source indicated	First-year students	<input checked="" type="checkbox"/>			Make up assignment at a more difficult level, or no credit for work in question; required attendance at workshop on paper preparation, or similar library assignment A failing grade on the assignment
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Level One violations not attributable to inexperience		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	A failing grade on the assignment
Copying another person's words directly without acknowledging the source	First-year students	<input checked="" type="checkbox"/>			Make up assignment at a more difficult level, or no credit for work in question; required attendance at workshop on paper preparation, or similar library assignment A failing grade on the assignment
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course Expulsion from the University and a permanent dismissal notation on the student's internal academic file

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Using another's ideas, opinions or theories (even if they have been completely paraphrased in one's own words without acknowledging the source)	First-year students	<input checked="" type="checkbox"/>			Make up assignment at a more difficult level, or no credit for work in question; required attendance at workshop on paper preparation, or similar library assignment
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		A failing grade on the assignment
				<input checked="" type="checkbox"/>	Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course
					Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge	First-year students	<input checked="" type="checkbox"/>			Make up assignment at a more difficult level, or no credit for work in question; required attendance at workshop on paper preparation, or similar library assignment
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		A failing grade on the assignment
				<input checked="" type="checkbox"/>	Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course
				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, the work of another, without citation	First-year students				Make up assignment at a more difficult level, or no credit for work in question; required attendance at workshop on paper preparation, or similar library assignment
		<input checked="" type="checkbox"/>			A failing grade on the assignment
			<input checked="" type="checkbox"/>		Probation or suspension from the University for one or more semesters with a notation of "disciplinary suspension" placed in a student's record and a failing grade in the course
				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file

## Fabrication

Fabrication refers to the use of invented information or the falsification of research findings or other results. Listing sources in a bibliography or other report that were not used in the paper or project is an example of fabrication. Fabrication may seem like a form of plagiarism, but fabrication actually represents creating information that does not exist or that the student did not gather through his or her research. Essentially, it is lying about the kind of work a scholar has done. These lies affect the accuracy of information that the scholar provides, thus hurting the academic or professional communities which draw on those ideas.

This chart lists several examples of fabrication as well as the recommended sanctions for the offense.

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Listing of sources in a bibliography or other report not used in that project.		☒			A failing grade on the assignment
Submission as one's own of any academic work prepared in whole or in part by others, <i>unless the assignment allows students to work collaboratively</i>			☒		Probation or suspension from the University for one semester with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course
Makes up data or source information for an experiment, research project, or other academic exercise			☒		Probation or suspension from the University for one semester with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course
Makes up data or source information in an experiment, research project, or other academic exercise related to the senior or graduate thesis				☒	Expulsion from the University and a permanent dismissal notation on the student's internal academic file

## ACADEMIC MISCONDUCT

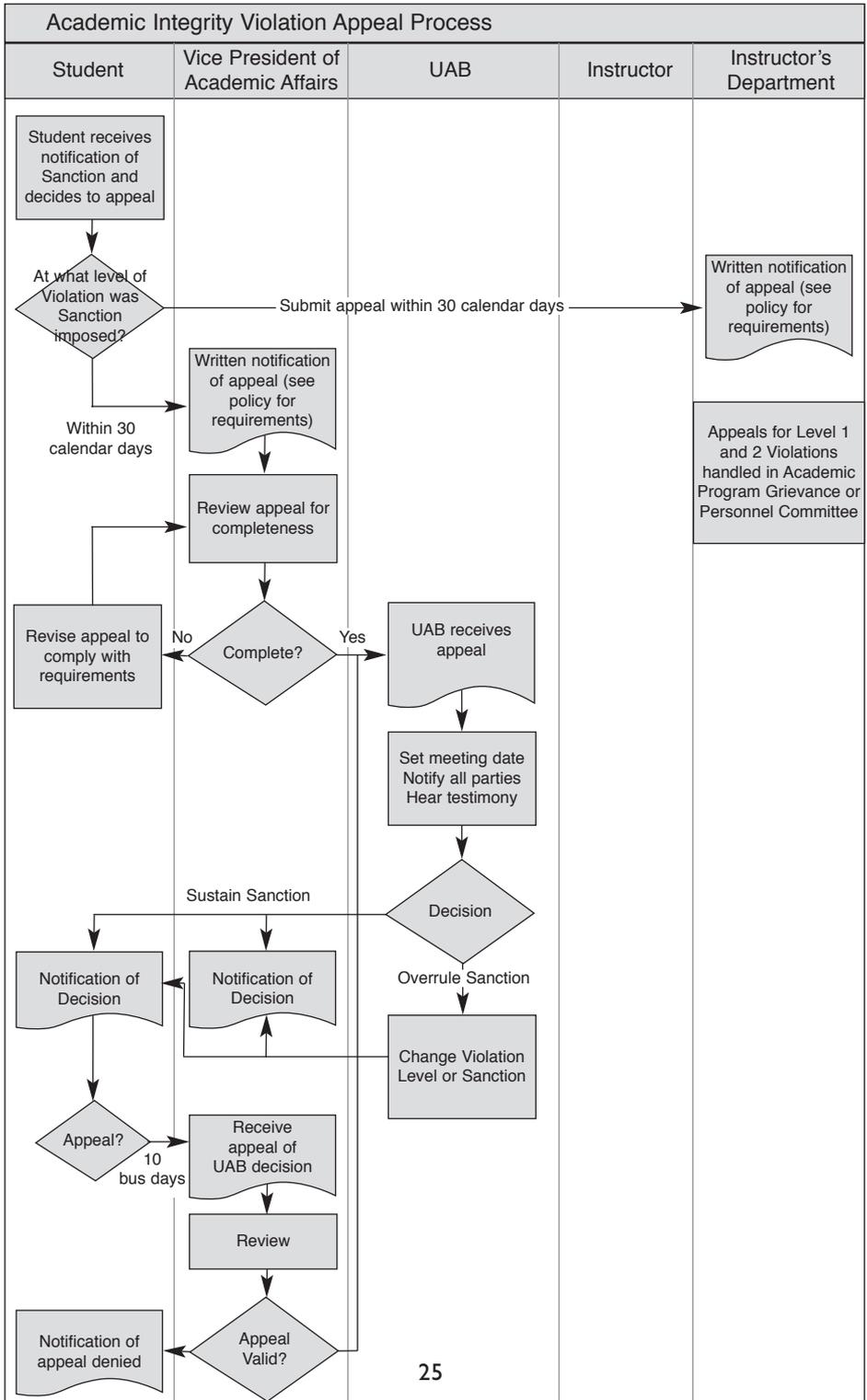
Academic Misconduct is any other act of academic dishonesty that does not specifically fall in one of the above categories. Academic misconduct includes the alteration of grades, involvement in the acquisition or distribution of unadministered tests, submission of the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor and assisting another to commit any act of academic dishonesty. An example of academic misconduct is the unauthorized copying or duplication of copyrighted material, including computer programs.

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor		<input checked="" type="checkbox"/>			A failing grade on the assignment
Altering test answers and then claiming instructor inappropriately graded the examination			<input checked="" type="checkbox"/>		Probation or suspension from the University for one semester with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course
Misrepresenting oneself or providing misleading and false information in attempt to access another's computer account			<input checked="" type="checkbox"/>		Probation or suspension from the University for one semester with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course
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				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Coercing any other person to obtain an unadministered test				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file

<b>Offense</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Recommended Sanction</b>
Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test/examination or term papers or works of art, or entering any University office or building for the purpose of obtaining said materials without authorization				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Substituting for another student or permitting any other person to substitute for oneself to take a test or examination				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Creating illegal accounts, changing of files or securing of passwords illegally				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Destroying computer accounts without authorization				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Violating the clinical or ethical code of the discipline				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file
Sabotage of another's work				<input checked="" type="checkbox"/>	Expulsion from the University and a permanent dismissal notation on the student's internal academic file



# APPENDIX 3



# Academic Integrity Violation Report Form

---

## ACADEMIC INTEGRITY VIOLATIONS REPORT FORM

**Kean University**  
**Office of the Vice President of Academic Affairs**  
**Vice-President for Academic Affairs**

Semester	Year
<input type="checkbox"/> Fall	_____
<input type="checkbox"/> Spring	_____
<input type="checkbox"/> Summer I	_____
<input type="checkbox"/> Summer II	_____
<input type="checkbox"/> Winter	_____

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Department \_\_\_\_\_

Course Title \_\_\_\_\_ Course No. \_\_\_\_\_ Section No. \_\_\_\_\_

**Category & Classification of Violation (select one)**

Level 2 \_\_\_\_\_ Level 3 \_\_\_\_\_ Level 4 \_\_\_\_\_

*(By Instructor) (No action to be taken by instructor at these levels)*

**Course Assignment:** *(provide written assignment or related materials, e.g. Syllabus)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Details of the Offense:** *(include specific evidence of violation)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Signature ensures that student has read the statement of the offense and violation; it does not indicate agreement or disagreement. If unable to obtain, send copy of Report to the Student at the address of record. If no reply by established date, forward to next step with copy of letter.)**

**Action Taken :** *At level 2 the instructor takes action. At levels 3 & 4, students have the right to meet with the Dean (or designee) BEFORE the Dean (or designee) makes a determination about the alleged violation.*

Level 2 \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

Appeal \_\_\_\_\_

*If student appeals, determination of the Departmental Personnel Committee*

Chair/Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Levels 3 & 4 \_\_\_\_\_

Dean (or designee) Signature \_\_\_\_\_ Date \_\_\_\_\_

Appeal \_\_\_\_\_

*If student appeals, Determination by University's Appeals Board (UAB)*

UAB Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Original to Vice President of Academic Affairs      Copies to: student, instructor, executive director/department chair, dean (or designee)