

KEAN

ACADEMIC INTEGRITY POLICY

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PREFACE

Kean University is aware of and sensitive to the pressures exerted by peers and family, the work environment, the academic process, and society. The University is committed to creating an environment where academic integrity is supported and 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 website, identifying material on all course syllabi, and providing 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. 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 among all campus community members. 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 Kean University's mission to provide quality programs and opportunities for the optimum development of all students and employees.

Five fundamental values characterize an academic community of integrity (five values itemized below adapted from The Center for Academic Integrity, https://academicintegrity.org/resources/fundamental-values).

- **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 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, groups of individuals, or other entities, such as, but not limited to generated artificial intelligence (please see Artificial Intelligence Expectations below) 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: published and non-published works and materials, presentations (oral or poster, etc.), research data, articles, books, computer programs, exhibitions, performances, art, music, policies, and procedures. Academic and professional communities use this intellectual material to communicate ideas and expand their body of knowledge. Reputable and respected members of these communities always acknowledge the sources of the material 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 in 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 copyrighted resources, including adherence to terms of use specified by the Creative Commons licenses assigned to Open Educational Resources (OER).

ARTIFICIAL INTELLIGENCE EXPECTATIONS

Artificial Intelligence (AI) is the technology that enables computers to perform tasks that typically require human intelligence, such as visual perception, speech recognition, decision-making, and translation between languages. Generative AI is software that generates content, including text, images, simulations or other media. Generative AI (GenAI) includes programs such as ChatGPT, GPT 4, DALL-E, Quillbot, Vertex, and many others to come.

At Kean University, faculty members specify in their course syllabi how AI and GenAI may be used in their classes. These guidelines may vary from course to course. Students are required to adhere to the specific requirements outlined in each syllabus.

The overarching guidelines for AI use, applicable to all courses, are as follows:

- **Originality:** Content created by Generative AI cannot be presented as original student work.
- **Citation and Attribution:** In courses where AI use is permitted, any content generated by AI must be cited and attributed just like ideas, text, speech, or imagery from human authors. This includes the use of quotation marks, citations, and other forms of attribution to clearly distinguish between the student's original work and material generated by external sources.
- **Integrity:** Students are accountable for any content they create or publish. AI-generated content can be inaccurate, misleading, fabricated (referred to as "hallucinations"), or include copyrighted material. Therefore, if faculty policy permits the use of AI, students must meticulously review all AI-generated content, acknowledging their responsibility for the accuracy of any work they submit.

- **Consequences:** Faculty may use various tools and methods to ensure appropriate use of AI, including: comparisons with in-class or other written work, AI detection tools integrated into Canvas, demonstrated mastery of learning via the ability to orally present/discuss content, and other relevant forms of evidence. Use contrary to the course policy and/or without proper acknowledgement is subject to the same rules and consequences outlined for integrity violations. Consequences of inappropriate use may include failing the assignment, failing the course, and/or further disciplinary actions as per the University's academic integrity policy.

Kean is committed to student success and to supporting students as they learn to appropriately navigate key life tools, such as Artificial Intelligence. Students are encouraged to use student academic support services available at Kean to develop their skills and avoid reliance on Generative AI tools. More information is available at NTLC (https://libguides.kean.edu/AI). Students uncertain about AI use expectations in a course should seek clarification from their instructors. Failure to seek clarification is not an acceptable excuse to challenge an academic integrity violation.

CATEGORIES OF ACADEMIC INTEGRITY VIOLATIONS

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

- **Cheating.** Cheating is an act of deception by which a person misrepresents their mastery of the material.
- **Plagiarism.** Plagiarism occurs when a person represents another's words, ideas, phrases, sentences, or data as one's own work. For example, copying or paraphrasing text without acknowledging the source 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 not used in the paper or project is an example of fabrication.
- **Academic Misconduct.** Academic misconduct is any other form of academic dishonesty that does not explicitly 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 expects all academic community members 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, plagiarism, fabrication and academic misconduct) sanctions and discipline are required actions. Discipline-specific standards and codes of ethics also govern the ethical

expectations of some students, particularly those pursuing graduate or professional degrees, and often supersede the University's academic integrity expectations. Students are expected to avoid violations of academic integrity and to model respect, compassion, diligence, punctuality, collegiality, and other characteristics of emerging professionals.

PROCEDURES FOR ACADEMIC INTEGRITY VIOLATIONS INVOLVING ADMINISTRATORS

1. Upon receiving a written complaint alleging an academic integrity violation, the President or their 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 them 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 they believe 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 their 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 their designee shall determine whether a violation has occurred and advise the administrator in writing of their decision. The President or their 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 in determining the appropriate level of violation. These are general descriptions and should not be considered as all-inclusive.

Following a determination that a student has violated the Academic Integrity Policy, the Dean's Office or Provost's Office may, when warranted by the nature or circumstances of the violation, review other coursework completed by the student at the University to determine whether there is evidence of additional violations of the Academic Integrity Policy. If the review identifies potential additional violations, those matters will be addressed in accordance with the applicable procedures set forth in this Policy, including notice to the student and an opportunity to respond. The University may also take appropriate action with respect to conduct that may constitute fraud or otherwise require reporting under applicable law or University policy. During the pendency of such a review, the University may place an administrative hold on the student's record that prevents the release of the student's official transcript.

Level One Violations

Examples:

PLAGIARISM

- Improper citation or footnote(s)

Recommended Sanction: Make-up assignment or assignment of no credit for work in question, required attendance at a workshop on preparation of academic or term papers, or a library assignment on the preparation of academic or 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 due to inexperience.
– The activity in which the violation occurs constitutes less than 25% of the grade for an undergraduate course or at the instructor's discretion for a graduate or doctoral level course. (Note that percentages are offered as guidance for the appropriate level of violation.)

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

- Level One violations not attributable to inexperience
- Copying another'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 student may also be required to meet with an academic coaching writing tutor and/or attend an academic workshop.

The Academic Integrity Violations Report (AIVR) is sent to the Office of the Provost and Senior Vice President of Academic Affairs and the record may be considered when determining the level of future violations.

Level Three Violations

Level Three violations involve cheating, plagiarism, fabrication, or academic misconduct when, in the instructor's opinion, 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 an undergraduate course or at the instructor's discretion for a graduate or doctoral level course. (Note that percentages are offered as guidance for the appropriate level of violation.)

Examples:

CHEATING

- Using unauthorized materials such as a textbook, notebook, text messaging or any other unauthorized device 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.

PLAGIARISM

- Improper citation or footnote(s)
- Citation of information not taken from the source indicated
- Copying another'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 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 an attempt to access another's computer account

The Dean (or designee) or the Office of the Provost and Senior 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 academic file and a failing grade in the course. The student may also be required to meet with an academic coaching writing tutor and/or attend an academic workshop. The Academic Integrity Violations Report (AIVR) is sent to the Office of the Provost and Senior 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 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 or dissertation.

Examples:

FABRICATION

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

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, building or accessing a computer to obtain said materials without authorization
- Substituting for another student or permitting another to substitute for oneself to take a test or examination
- Creating illegal accounts, changing files or securing passwords illegally
- Destroying computer accounts without authorization
- Violating the clinical or ethical code of the discipline
- Sabotaging of another's work

The Academic Integrity Violations Report (AIVR) is sent to the Office of the Provost and Senior Vice President for Academic Affairs. The Dean (or designee) or the Office of the Provost and Senior 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 academic file.

FRAUD AND PURCHASED ACADEMIC/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 , 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 they attend, the date 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.

COURSE WITHDRAWAL

Students have a right to withdraw from a course in accordance with University policy, however, academic integrity violations will be pursued and resolved regardless of the student's continued enrollment. If the resolution of the violation results in a failing grade for the course, the student will be re-enrolled in the course and the failing grade will be assigned.

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) linked here. 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 to the student, director/department chair, Dean, and Office of the Provost and Senior Vice President for Academic Affairs. All notifications to students are made through our Maxient Database. Students will also receive notification to their Kean-issued email address. If a student fails to open their letters via the Maxient database, letters may be sent via United Parcel Service (UPS). The responsibility for demonstrating the existence of a violation shall be upon the faculty member bringing the charges.

The Academic Integrity Violation Report Form 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 which will be forwarded to the director/department chair, Dean, and Office of the Provost and Senior Vice President for Academic Affairs. All notifications to students are made through our Maxient Database. Students will also receive notification to their Kean-issued email address. If a student fails to open their letter via the Maxient database, letters may be sent via United Parcel Service (UPS). **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 Provost and Senior Vice President of Academic Affairs as the final record of the violation. Please see below for more information regarding academic files and requests for academic records.

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). All notifications to students are made through our Maxient Database. Students will also receive notification to their Kean-issued email address. If a student fails to open their letter via the Maxient database, letters may be sent via United Parcel Service (UPS).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. A letter will be sent to the student via the Maxient database confirming the disciplinary action taken, i.e., probation, suspension or dismissal. A copy of the letter will also be forwarded to the instructor, executive director/ department chair and the Office of the Provost and Senior 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 Office of the Provost and Senior Vice President of Academic Affairs within 10 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 Office of the Provost and Senior Vice President of Academic Affairs 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 Provost and Senior Vice President of Academic Affairs as the final record of the violation.

Any written appeal by the student must be filed within 10 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 Office of the Provost and Senior Vice President of Academic Affairs upon receipt of an appeal. The Office of the Provost and Senior Vice President of Academic Affairs office will check 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 University community 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 member elected from each academic college by the faculty; one (1) professional staff member elected by professional staff membership; two (2) students, one each, appointed by each of the two student governing bodies; and one (1) administrator or staff member appointed by the Provost and Senior Vice President of Academic Affairs. The Vice President for Student Affairs will appoint a non-voting member to serve as an observer. This member is responsible for observing and monitoring procedures and acting as the liaison between the UAB and the Vice President for Student Affairs. After the Senate election results, in May, the Office of the Provost and Senior Vice President of Academic Affairs representative will convene a UAB meeting to elect a UAB Chairperson for the next academic year.

The UAB must be elected during the University Senate's regularly scheduled elections. University 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 by the student only on the grounds of alleged procedural or substantive error. Appeals will be directed in writing to the Provost and Senior 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 Provost and Senior 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 Provost and Senior Vice President of Academic Affairs determines that a procedural or substantive error occurred, the Provost and Senior Vice President of Academic Affairs may direct the UAB to reconsider its decision. The determination of the Provost and Senior Vice President of Academic Affairs is final.

OTHER PROCEDURES FOR UAB REVIEWS

Additional procedures for UAB reviews include:

- **Student Presence at UAB Meeting:** Students will be notified via the Maxient database to their Kean issued email account that their appeal will be heard on a specific date and time and an invitation to attend. The student must notify the UAB Board Secretary in advance whether or not they plan to attend the hearing or inform the Board Secretary if the hearing is scheduled 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 fails 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 for attendance and rescheduling also apply to the involved instructor.
- **Case Records:** Pending a scheduled appeal meeting, the Office of the Provost and Senior Vice President of Academic Affairs will provide access to confidential case files for review by Board members and the directly involved parties, i.e., the faculty member and the accused student.
- **Advisor Present at Meeting:** An advisor is a person permitted to be present throughout any hearing proceedings to support and/or assist the student. The advisor may not address the Board or otherwise participate. An advisor may be an attorney, parent, or guardian. A student may have one advisor present during the hearing. If the advisor present is an attorney, University Counsel must also be present.
- **Hearing Procedure:** The UAB will convene its meetings first and then invite the student and faculty member to present their information. The Board Moderator is 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) business days before the scheduled hearing. The notification of the UAB's decision will be via the Maxient database to the student's Kean issued email account.
- **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 University Senate, student organization or Provost and Senior Vice President of Academic Affairs, 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 Provost and Senior Vice President of Academic Affairs. In the case of a tie vote, voting will continue until the Board deems that it must notify the Provost and Senior Vice President of Academic Affairs of a deadlock. Thus, voting may span more than one meeting. In the case of a deadlock, the Provost and Senior Vice President of Academic Affairs shall make the final decision.
- **Procedural Questions:** Any procedural questions should be addressed to the Office of the Provost and Senior Vice President of Academic Affairs.
- **Academic File/Academic Records Request:** If a student is engaged in an academic integrity violation review, the decision by the Dean, the UAB, or the Provost and Senior Vice President for Academic Affairs becomes a Student Conduct record.

ACADEMIC FILES AND ACADEMIC RECORDS REQUESTS

The Office of Student Accountability, Standards & Education will maintain disciplinary files, which contain all necessary and appropriate correspondence and other documentation pertinent to any cases for which a student was found responsible for violating the student code of conduct. Records of cases designated as "pending" will also be maintained. Student disciplinary files will be maintained as follows:

- Disciplinary records will be maintained for a period of seven years after the last year of the student's attendance at the University.
- The University reserves the right to retain any disciplinary records for longer periods.
- Records involving suspensions, expulsions and appeals are kept permanently.

Kean University collects data and information about students in order to facilitate their educational development. The Family Educational Rights and Privacy Act (FERPA) of 1974 and the Higher Education Amendments of 1998 delineate the rights of students to be informed of the existence of this information, to have access to it, and the conditions under which information about students may be disclosed to others. A copy of the Family Educational Rights and Privacy Act is available in the Office of the Registrar or on their website.