KEAN UNIVERSITY

ACADEMIC INTEGRITY POLICY

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Revised Fall 2006
KEAN UNIVERSITY
ACADEMIC INTEGRITY POLICY

INTRODUCTION

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

Maintaining high standards of academic integrity is the obligation of all members of the Kean community – students, faculty, and administrators. 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.

The University maintains that all members of the academic community are expected to employ the highest standards of academic integrity in their work. Any violation of such will be subject to a sanction based on the infraction, which may include a reprimand, reduction in grade, failing grade, suspension, or dismissal from the University.

NATURE OF ACADEMIC INTEGRITY

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 - Students are responsible for the truthful representation of their mastery of material on tests or other academic exercises.
- Representation of sources - Students 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 - Students are responsible for the truthful representation of data or other findings, projects, or other academic exercise.
- Access and use of resources - Students shall ensure that they protect their rights to access and use resources and shall engage only in authorized access and use of resources.

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.

SUPPORT FOR ACADEMIC INTEGRITY

Faculty and administrators are aware of and sensitive to the pressures exerted by students’ peers and family, work environment, the academic process, and society in general. The temptation to ignore academic integrity in favor of potentially higher grades can be overwhelming. In order to help students to avoid this temptation, faculty and administrators of Kean University are 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 and posting it on the University’s Web site.

Faculty and Administrative Support

Administrators 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.

Procedures pertaining to faculty academic integrity can be found in the Professional Code of Conduct for Faculty Members. What follows are the procedures related to students. Faculty 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.

Student Support

Students shall actively engage in the academic process. In order to ensure compliance with the Academic Integrity Policy, 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 DISHONESTY

Violations of the Academic Integrity Policy fall into four categories: Cheating, Plagiarism, Fabrication, and Academic Misconduct. In order to assist students, faculty and administrators to understand what constitutes academic dishonesty, the following definitions are provided (detailed examples begin on page 10):

Categories of Academic Dishonesty

• **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.

• **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 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.

• **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.

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.

**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 Provost 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 more than 25% 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 more than 25% 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 Provost’s office 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.

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 Provost’s office 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.
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 department 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 Provost. 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 departmental grade grievance procedure or departmental Personnel Committee. If a student does not appeal, the AIVR form remains on file in the Office of the Provost 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. 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 Office for action prior to filing the report with the Provost and department chairperson. Both the student and the instructor have the right to meet individually with the Dean before a decision is made. The College Dean 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 finds no violation has occurred. The Dean’s action will be reported in the appropriate section on the form. A letter will be sent to the student con-
firming the disciplinary action taken, i.e. probation, suspension or dismis-
slal. A copy of the completed form and the action taken will also be
forwarded to the instructor, department chair and Provost. All sanctions
imposed by an instructor or College Dean 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 Provost 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 Provost’s
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. If a
student does not appeal, the Academic Integrity Violation Report form
remains on file in the Office of the Provost as the final record of the vio-
lation.

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 Provost’s
office upon receipt of an appeal. The Provost’s 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/school by the
Faculty Senate membership; one (1) professional staff member elected

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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 Provost. 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 Provost 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 Provost 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 will meet with the Chairperson of the University Appeals Board to review the basis on which the UAB reached its decision. If the Provost determines that a procedural or substantive error occurred, the Provost may direct the UAB to reconsider its decision. The determination of the Provost is final.

Other 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 faculty members.

**Case Records:** Pending a scheduled appeal meeting, two (2) confidential copies of scheduled cases will be kept in the Office of the
Provost 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 of the kind that persons are accustomed to relying on in these matters.

**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 Provost, 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 Provost. In the case of a tie vote, voting will continue until the Board deems that it must notify the Provost of a deadlock. Thus, voting may span more than one meeting. In the case of a deadlock, the Provost shall make the final decision.

Any procedural questions should be addressed to the Office of the Provost.
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.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Recommended Sanction</th>
</tr>
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<tbody>
<tr>
<td>Unauthorized assistance with academic work (e.g., excessive editorial assistance)</td>
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<td></td>
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<td></td>
<td>A failing grade on the assignment</td>
</tr>
<tr>
<td>Allowing another student to copy one’s work</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copying from another student’s work</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Repeat Level Two violations</td>
<td></td>
<td></td>
<td>□</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Using unauthorized materials such as a textbook or notebook or text messaging during an examination</td>
<td></td>
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<tr>
<td>Collaborating with another person during an exam by giving or receiving information without permission</td>
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<tr>
<td>Unauthorized access to or use of someone else’s computer account or computer files for any purpose</td>
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<td></td>
<td></td>
<td>□</td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal transcript</td>
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<tr>
<td>Repeat Level Three violations.</td>
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<td>□</td>
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</table>
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.

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<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Recommended Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Violation represents inexperience</td>
<td>Violation represents Less than 25% of the academic exercise</td>
<td>Violation represents More than 25% of the academic exercise</td>
<td>Violation represents Any senior or graduate thesis</td>
<td>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</td>
</tr>
<tr>
<td>Improper citation or footnoting</td>
<td>First-year students</td>
<td>First-year students</td>
<td>First-year students</td>
<td>First-year students</td>
<td>A failing grade on the assignment</td>
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<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>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</td>
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<td></td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
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<tr>
<td>Offense</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
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<td></td>
<td>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</td>
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<td></td>
<td>A failing grade on the assignment</td>
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<tr>
<td>Level One violations not attributable to inexperience</td>
<td>X</td>
<td></td>
<td></td>
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<td>A failing grade on the assignment</td>
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<td>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</td>
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<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
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<tr>
<td>Offense</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Recommended Sanction</td>
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</tr>
<tr>
<td>Using another’s ideas, opinions or theories <em>(even if they have been completely paraphrased in one’s own words without acknowledging the source)</em></td>
<td>First-year students</td>
<td></td>
<td></td>
<td>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</td>
<td>A failing grade on the assignment</td>
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<td>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</td>
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<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge</td>
<td>First-year students</td>
<td></td>
<td></td>
<td>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</td>
<td>A failing grade on the assignment</td>
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<td>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</td>
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<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Offense</td>
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<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
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<td></td>
</tr>
<tr>
<td>Submitting a computer program, or <em>any other</em> 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</td>
<td>First-year students</td>
<td>![X]</td>
<td>![X]</td>
<td>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</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>![X]</td>
<td></td>
<td>A failing grade on the assignment</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>![X]</td>
<td>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</td>
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<td></td>
<td></td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
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</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Recommended Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listing of sources in a bibliography or other report not used in that project.</td>
<td></td>
<td>✗</td>
<td></td>
<td></td>
<td>A failing grade on the assignment</td>
</tr>
<tr>
<td>Submission as one’s own of any academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively</td>
<td></td>
<td></td>
<td>✗</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Makes up data or source information for an experiment, research project, or other academic exercise</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>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</td>
</tr>
<tr>
<td>Makes up data or source information in an experiment, research project, or other academic exercise related to the senior or graduate thesis</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
</tr>
</tbody>
</table>
# 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.

<table>
<thead>
<tr>
<th>Offense</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Recommended Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor</td>
<td></td>
<td></td>
<td></td>
<td>![x]</td>
<td>A failing grade on the assignment</td>
</tr>
<tr>
<td>Altering test answers and then claiming instructor inappropriately graded the examination</td>
<td></td>
<td></td>
<td>![x]</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>Misrepresenting oneself or providing misleading and false information in attempt to access another’s computer account</td>
<td></td>
<td></td>
<td>![x]</td>
<td></td>
<td>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</td>
</tr>
<tr>
<td>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</td>
<td></td>
<td></td>
<td></td>
<td>![x]</td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Coercing any other person to obtain an unadministered test</td>
<td></td>
<td></td>
<td></td>
<td>![x]</td>
<td>Expulsion from the University and a permanent dismissal notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Offense</td>
<td>Level 1</td>
<td>Level 2</td>
<td>Level 3</td>
<td>Level 4</td>
<td>Recommended Sanction</td>
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<tr>
<td>Stealing, buying, selling, giving away or otherwise obtaining all or</td>
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<td></td>
<td></td>
<td>✗</td>
<td>Expulsion from the University and a permanent dismissal</td>
</tr>
<tr>
<td>part of any unadministered test/examination or term papers or</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>notation on the student’s internal academic file</td>
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<tr>
<td>works of art, or entering any University office or building for the</td>
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<tr>
<td>purpose of obtaining said materials without authorization</td>
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<tr>
<td>Substituting for another student or permitting any other person to</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>Expulsion from the University and a permanent dismissal</td>
</tr>
<tr>
<td>substitute for oneself to take a test or examination</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Creating illegal accounts, changing of files or securing of passwords</td>
<td></td>
<td></td>
<td></td>
<td>✗</td>
<td>Expulsion from the University and a permanent dismissal</td>
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<tr>
<td>illegally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>notation on the student’s internal academic file</td>
</tr>
<tr>
<td>Destroying computer accounts without authorization</td>
<td></td>
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<td>✗</td>
<td>Expulsion from the University and a permanent dismissal</td>
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<td></td>
<td>notation on the student’s internal academic file</td>
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<tr>
<td>Violating the clinical or ethical code of the discipline</td>
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<td>Expulsion from the University and a permanent dismissal</td>
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<td>notation on the student’s internal academic file</td>
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<tr>
<td>Sabotage of another’s work</td>
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<td>✗</td>
<td>Expulsion from the University and a permanent dismissal</td>
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<td></td>
<td>notation on the student’s internal academic file</td>
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</tbody>
</table>
APPENDIX 2

Academic Integrity Violation Reporting

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Student</th>
<th>College Dean</th>
<th>Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and Document Violation</td>
<td>What Level?</td>
<td>Level 1, Instructor imposes Sanction</td>
<td>AIVR Copy</td>
</tr>
<tr>
<td></td>
<td>Levels 2, 3 or 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Levels 2, 3 &amp; 4 Complete AIVR Form</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>What Level?</td>
<td>Level 2, Instructor imposes Sanction</td>
<td>AIVR Copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Levels 3 and 4, College Dean reviews AIVR Form</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>College Dean meets with Student and/or Instructor upon request</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Agree with Instructor?</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td>College Dean imposes Sanction and distributes copies of AIVR</td>
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<tr>
<td></td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td>AIVR copies to Instructor and Department Chairperson</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>AIVR copy to Student</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>AIVR Copy to Provost’s Office</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 3

<table>
<thead>
<tr>
<th>Student</th>
<th>Provost's Office/Provost</th>
<th>UAB</th>
<th>Instructor</th>
<th>Instructor's Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student receives notification of Sanction and decides to appeal</td>
<td>Written notification of appeal (see policy for requirements)</td>
<td>Submit appeal within 30 calendar days</td>
<td>Written notification of appeal (see policy for requirements)</td>
<td>Appeals for Level 1 and 2 Violations handled in Departmental Grievance or Personnel Committee</td>
</tr>
<tr>
<td>At what level of Violation was Sanction imposed?</td>
<td>Review appeal for completeness</td>
<td>Complete?</td>
<td>UAB receives appeal</td>
<td></td>
</tr>
<tr>
<td>Within 30 calendar days</td>
<td>Revise appeal to comply with requirements</td>
<td></td>
<td>Set meeting date: Notify all parties Hear testimony</td>
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<td></td>
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<td></td>
<td>Decision</td>
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<td></td>
<td>Overrule Sanction</td>
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<td></td>
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<td></td>
<td>Change Violation Level or Sanction</td>
<td></td>
</tr>
<tr>
<td>Sustain Sanction</td>
<td>Notification of Decision</td>
<td></td>
<td>Receive appeal of UAB decision</td>
<td></td>
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<tr>
<td>Notification of Decision</td>
<td></td>
<td>Review</td>
<td></td>
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<tr>
<td>Appeal within 10 bus. days</td>
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<tr>
<td>Notification of appeal denied</td>
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ACADEMIC INTEGRITY VIOLATIONS REPORT FORM

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

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 BEFORE the Dean makes a determination about the alleged violation.

Level 2
Instructor’s signature________________________ Date________________________

Appeal________________________

If student appeals, determination of the Departmental Personnel Committee

Chair’s Signature________________________ Date________________________

Levels 3 & 4

Dean Signature________________________ Date________________________

Appeal________________________

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

UAB Chair Signature________________________ Date________________________

Original to Provost. Copies to: student, instructor, department chair, dean