

ENFORCING ACADEMIC INTEGRITY POLICIES

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PRESENTATION OVERVIEW:

- Who Are We?
- Conduct Philosophy
- Why Report AI violations?
- Incident Report Submitting
- Report submitted! Now What?
- Separable v. Nonseparable
- Sanctioning Determinations
- Hearings & Appeals
- General Tips
- How can you get involved!

OFFICE OF ACADEMIC SERVICES

- Provides students, faculty, staff and interested parties with all the academic services, resources, and information needed in order to ensure a successful undergraduate college experience for our students and timely graduation
 - Areas: Placement Testing; Academic Advisement Degree Navigator; Pre-Professional Advisement; Graduation Certification; Peer Advisor Program; Academic Standing
- Dedicated to student success, including academic, personal, & professional development
- Endeavors to create, promote, and enrich the learning environment and the personal experience of every student
- Team of professional advisement counselors provide academic advisement as well as advocate for students, while empowering students to take an active role in their education
- Monitors and maintains Academic Integrity (Role of Academic Integrity Facilitators-AIFS)

OFFICE OF COMMUNITY STANDARDS & STUDENT DEVELOPMENT

- Administers the student disciplinary process at Rutgers University-Newark, investigating and adjudicating alleged incidents of student misconduct.
- Enforces the University Code of Student Conduct, the Academic Integrity Policy and other University policies.
- Recruiting, training and supervising members of the University Hearing Board, Campus Advisors & Campus Appeals Committee
- Strives to create a caring campus community via We R the Ones, an educational campaign that encourages compassion and responsibility.
 - Know your code tables
 - Ethical development workshops
 - Campus collaborations (Destress Fest, Midnight Madness, etc.)
 - Educational programs
 - RU-N Honor Council

CONDUCT PHILOSOPHY AT RUTGERS

The spirit of the Code of Student Conduct promotes student engagement both on and off campus, global citizenship, and leadership. It encourages students to uphold the highest tenets of trust, honesty, and integrity, understanding at all times that our actions significantly impact our personal journeys, our communities, and our larger society.

-University Code of Conduct Preamble

WHAT ROLE DO FACULTY PLAY IN
UPHOLDING & PROMOTING THE
CONDUCT PHILOSOPHY ?

WHY REPORT VIOLATIONS OF ACADEMIC INTEGRITY

- Collective commitment to academic integrity
- Provides value to the degree
- Promotes student responsibility and accountability
- Ethical responsibility
- Promotes a learning environment

TYPES OF ACADEMIC INTEGRITY VIOLATIONS

- Plagiarism
- Cheating
- Fabrication
- Facilitation of Dishonesty
- Academic Sabotage
- Violation of Research or Professional Ethics
- Violations Involving Criminal Activity

SEPARABLE V. NONSEPARABLE

- Nonseparable: Lower level violation; would not warrant suspension or expulsion from University.
- Minor assignment (homework, small paper, small quiz)
- Small portion of larger assignment
- Not really involving premeditation
- No history of previous academic integrity violation
- Can be addressed by faculty member or AIF*

- Separable: More serious violation; could warrant suspension or expulsion from University.
- Incident involving major assignment in the course
- Substantial plagiarism on major assignment
- Incidents involving premeditation
- All incidents involving graduate students
- Must be addressed by AIF*

INCIDENT REPORT SUBMITTING

- If you suspect that an undergraduate student has committed a violation of academic integrity, the first step is to submit the Academic Integrity Initial Reporting Form (IR)
 - *Where do I submit the IR?*
 - <https://tinyurl.com/RUN-AIReport>
 - *What should be included in the IR?*
 - *What If I want to handle the possible violation on my own?*
 - *What if I am not sure of whether the incident violates the academic integrity violation?*
 - Consult with the Office of Academic Services

INCIDENT REPORT- CONSIDER THE FOLLOWING:

- DOES THE REPORT GIVE YOU A CLEAR UNDERSTANDING OF WHAT TRANSPIRED?
- IS THERE ANY ADDITIONAL INFORMATION THAT YOU WOULD NEED TO MAKE A DETERMINATION TO CHARGE?
- IF YOU WERE INVESTIGATING THIS REPORT, IS THERE ANYTHING LISTED THAT WOULD CAUSE YOU TO BE CONCERNED?

REPORT SUBMITTED, NOW WHAT?

- Review of IR
 - Review of student's prior history (if any)
 - Course of action depends on type of violation/who will adjudicate
 - Nonseparable versus Separable violations
- Nonseparable violations
 - Faculty member adjudicates or case referred to AIF
- Separable violations
 - AIF

ADJUDICATION PROCESS BY FACULTY (NONSEPARABLE CASES)

1. Initial Reporting of Allegation and Notification

- a. Initial Report submitted
- b. Notify the student in writing of the alleged violation within ten (10) working days of identifying or being notified of the violation. This letter must inform the student that he or she must respond within ten (10) working days from the date of the letter. If the student does not respond or declines to meet with you, continue with the investigation without his or her input.

2. Investigation and Decision

- a. Meet with student, review all evidence, interview any witnesses, and make a decision
- b. Not Responsible Finding: If you determine that the student as not violated the policy, notify him or her in writing within ten (10) working days of the meeting

ADJUDICATION PROCESS BY FACULTY (NONSEPARABLE CASES)

3. Sanctioning

- a. **No Appeal:** if student accepts your finding and agrees to the recommended sanction, then your finding and sanction become final (Case Closed)
- b. **Appeal:** if student does not accept your finding and/or the recommended sanction, the student may appeal to the Campus Appeals Committee (CAC)
 - i. If student fails to appeal within the allotted time, then your finding and sanction become final
 - ii. You will be notified of the result of the appeal and will then implement any academic sanction(s) approved by the CAC if student is found responsible

Notes:

- Regardless of outcome, use the Final Reporting Form (<https://tinyurl.com/RUNAppeal>)
- If semester grades must be submitted before this process is complete, the student should be awarded a TZ grade until the case is fully resolved.

AIF ADJUDICATES THE CASE (NONSEPARABLE OR SEPARABLE)

- AIF notifies the student of the incident
- Investigative review by AIF
- Student is entitled to respond to allegations and to present evidence in his/her defense
- AIF reaches a decision
 - **Not responsible** – no sanction required – student notified
 - Outcome is reported utilizing Academic Integrity Final Reporting Form
 - Case is closed
 - **Responsible**-makes a sanction recommendation and student notified
 - **No Appeal:** student accepts finding and sanction; sanction implemented, outcome is reported, and case is closed
 - **Appeal:** if student does not accept finding and/or sanction recommendation then the case is referred to CAC to investigate and reach a decision.

AIF ADJUDICATES THE CASE (SEPARABLE)

- Similar process to handling Nonseparable cases except:
 - Types of Sanctions available are different (i.e. suspension, expulsion)
 - If found responsible, case automatically goes to Office of Student Conduct, Case will go to a hearing (UHB) or disciplinary conference (DC)

UNIVERSITY HEARINGS & DISCIPLINARY CONFERENCES

University Hearing Board

- The board is a panel of students and faculty and/or staff charged with deciding cases at a University Hearing
- There are 2 students, chosen from the RU-N Honor Council
- There is 1 faculty member (in academic integrity cases) or 1 faculty or staff board member (in non-academic conduct cases)
- There is one Presiding Officer (typically a Dean that facilitates, preserves order, and makes determinations of admissibility of evidence, does not vote on responsibility during deliberations)

Disciplinary Conferences

- Formal hearing with a single hearing officer that makes a determination.

WHAT TYPE OF CASES GO TO A UNIVERSITY HEARING

- Cases involving violations of the University Code of Conduct where the recommended sanction is separation from the university or removal from housing.
- Separable academic integrity violations.

STANDARD OF PROOF & SANCTIONING DETERMINATIONS

- Standard-Clear & convincing: This means that there is a high probability that the allegations against the student are true.

Sanctioning Considerations:

- What is appropriate for our community's behavior standards
- Did the student/organization provide any compelling information regarding sanction severity or impact?
- Is this a first offense or part of a pattern (prior record)?
- Are there aggravating or mitigating factors?
- What are the student's developmental needs?
- What was the effect on the victim/University community?
- Students ethical development (educational goal)
- Restorative sanction questions to promote ethical action

ROLE OF FACULTY IN HEARINGS

- Attend hearings as the complainant
 - Provide first hand information involving the incident
 - Answer any questions that the hearing board or presiding officer may have

- Send an additional written statement to be provided to the presiding officer and/or hearing board

CAMPUS APPEALS COMMITTEE

- A student has the right to appeal any decision or sanction issued in a disciplinary case. This appeal is heard by the Campus Appeals Committee
- The committee is a 3-member panel of students, faculty, and staff
- In non-academic cases, the panel consists of one faculty member, one administrator, and one student chosen from the Scarlet Honor Council
- In academic cases, the committee consists of one faculty member and two students from the Honor Council

BASIS FOR APPEALS

- New and significant evidence
- Significant procedural error
- Disproportionate sanction
- A finding unsupported by the evidence

APPEAL DECISIONS

The CAC may:

- Uphold both the finding and the sanction
- Uphold the finding and modify the sanction
- Vacate the finding and the sanction
- If the case is nonseparable, the decision of the CAC is final.
- If the case is separable, the decision of the CAC is a recommendation to the Chief Academic Integrity Designee who makes the final decision.

STANDARD OF PROOF EXERCISE

GET INVOLVED

- Volunteer as a Hearing Board and/or Campus Appeals Committee member
- Volunteer as a Campus Advisor

For more information email:

communitystandards@newark.rutgers.edu

QUESTION & ANSWER/
GENERAL TIPS

RESOURCES FOR INSTRUCTORS

- Main Website: <http://Academicintegrity.rutgers.edu>
- <http://Academicintegrity.rutgers.edu/resources-for-instructors>
 - Reporting Link
 - Honor Pledge
 - Procedures
 - Flow Charts
 - Templates of faculty correspondence
 - Reporting Forms (Initial and Final)