



# University Code on Academic Integrity

## Part 1: Student Violations

### I. Article 1 - Introduction

#### A. Section 1. Purpose

New Jersey Institute of Technology is an institution dedicated to the pursuit of knowledge through teaching and research. The university expects that its graduates will assume positions of leadership within their professions and communities. Within this context, the university strives to develop and maintain a high level of ethics and honesty among all members of its community. Imperative to this goal is the commitment to truth and academic integrity. This commitment is confirmed in this NJIT University Code on Academic Integrity.

The essential quality of this Code is that each student shall demonstrate honesty and integrity in the completion of all assignments and in the participation of the learning process. Adherence to the University Code on Academic Integrity promotes the level of integrity required within the university and professional communities and assures students that their work is being judged fairly with the work of others. This Code defines those behaviors which violate the principles of academic integrity, describes a range of appropriate sanctions for offenses, and identifies a method for promoting the principle of academic integrity on campus.

#### B. Section 2. Definitions

1. Terms defined in the Professional Conduct Code also apply to the University Code on Academic Integrity.
2. The term cheating means deceiving or attempting to deceive by misrepresenting that one has learned information pertinent to an academic exercise.
3. The term fabrication means using or attempting to use invented or false information in an academic exercise.
4. The term plagiarism means using or attempting to use written, oral or graphic work which was authored or prepared by another and submitting it as one's own.

### II. Article 2 - Violations Against the University Code on Academic Integrity

#### A. Section 1. Violations of Academic Integrity and Range of Sanctions

1. Violations of academic integrity are grouped into four general categories, based upon the degree of seriousness of the offenses. Descriptions of the violations and the range of sanctions within these categories are provided below. In addition to these sanctions, those stated in the Professional Conduct Code may be applied concurrently.

2. Repeated offenses of academic integrity (for the same level of incident) shall be treated at the level above (in seriousness) the original (or previous) offense.
3. The disciplinary action(s) imposed by the Committee on Professional Conduct will not appear on the student's transcript, except in cases of suspension or expulsion. In the case of suspension, the transcript notation will be removed when the student is eligible to return to the university.
4. The university reserves the right to adjudicate alleged violations either during the academic term when the incident occurs, or after that term, and may revoke a degree which was awarded before the violation was adjudicated.

## **B. Section 2. Student Transcript: XF Sanction System**

1. A student who fails a course due to academic integrity violations will be assigned a grade of "XF" in that course and placed on probation for a period to be determined by the sanctioning authority. The "XF" will be treated in the same way as an "F" for the purposes of Grade Point Average, course repeatability, and determination of academic standing.
2. Once the probationary period has passed, the student may petition the Dean of Students Office to remove the "X" portion of the grade after completion of an ethics workshop. The student will have up to two years to attend the workshop and have the "X" removed. After that time the "X" will remain permanently.
3. Notation on the student's transcript shall read, "Failure due to academic dishonesty."
4. Students with the "XF" designation will be prohibited from officially representing the university, holding office in a student organization or representative body during their probationary period.
5. Receiving more than one "XF" grade will result in expulsion.

## **C. Section 3. Categories Based on Seriousness of the Offense**

1. **Level 1.** These are the most serious violations for which sanctions range from suspension to expulsion from the university. Student organizations engaged in a violation(s) may face revocation of official recognition from the university. These violations of academic integrity generally, but don't necessarily have to, entail advanced planning, may include conspiring with others or involve a substantial part of credit awarded in the course (normally one third or more). Examples may include, but are not limited to:
  - a. Premeditated, conspiratorial cheating on any examination.
  - b. Taking an examination for another student.
  - c. Unauthorized obtaining or transmitting of examination material before an examination.
  - d. Plagiarizing, in full, written, oral or graphic work which was authored or prepared by another.

Minimum Sanction: XF, Suspension; Maximum Sanction: Expulsion.

2. **Level 2.** These are serious violations for which sanctions range from failure in the course and disciplinary probation to suspension from the university. Student organizations may face temporary suspension from the university. These violations of academic integrity generally, but don't necessarily have to, entail advanced planning or involve a significant part of credit awarded in the course (normally one quarter to less than one-third). Examples may include, but are not limited to:
- a. Premeditated cheating on an examination.
  - b. Plagiarizing, in part, written, oral or graphic work which was authored or prepared by another.
  - c. Failing to acknowledge that the work submitted for credit is the work of a collaboration.
  - d. Permitting one's work to be submitted by another student for his/her credit.
  - e. Giving or receiving unfair aid in the completion of an assignment.

Minimum Sanction: XF and disciplinary probation; Maximum Sanction: Suspension

3. **Level 3.** These are significant violations for which sanctions range from failure in the specific work submitted and disciplinary probation to failure in the course and disciplinary probation (disciplinary probation is assigned by the Dean of Student Services). Examples may include:
- a. Cheating on an examination (not premeditated).
  - b. Altering any work after it had been graded, and re-submitting it for further credit.
  - c. Copying laboratory projects; falsely reporting, or tampering with laboratory data.
  - d. Failing to acknowledge that the work submitted for credit is the work of a collaboration.
  - e. Giving or receiving unfair aid in the completion of an assignment.
  - f. Permitting another student to copy work during an examination.
  - g. Submission of the same work for more than one course without the permission of the instructor(s).
  - h. Using material prohibited from the examination, e.g. calculator when prohibited by instructor.

Minimum Sanction: XF or disciplinary probation;  
Maximum Sanction: Failure in the course and disciplinary probation.

4. **Level 4.** These are significant violations for which sanctions range from disciplinary probation to failure in the specific work submitted and disciplinary probation (disciplinary probation is assigned by the Dean of Student Services). These violations of academic integrity may occur because of ignorance or inexperience on the part of the individual(s) committing the violation and involve a minor part of the credit awarded in the course. Examples include:
- a. Copying homework assignment(s) and submitting same for credit.
  - b. Failure to properly acknowledge or document references on submitted work which represents a minor part of the credits to be awarded in the course.
  - c. Impeding student access to reference material, i.e. keeping reference material.
  - d. Failing to report students violating the NJIT Honor Code.
  - e. Giving or receiving unfair aid in the completion of an assignment.

Minimum Sanction: Disciplinary probation;  
Maximum Sanction: Failure in the specific work submitted and disciplinary probation.

# Part 2: Responsibilities and Governance

## III. Article 3 - Responsibilities

### A. Section 1. Responsibilities of the Student

1. Every student (undergraduate, graduate, matriculated, non-matriculated, full or part-time) must comply with all the principles and regulations of the University Code on Academic Integrity and must sign the University Code on Academic Integrity Agreement prior to attending class. The admission process shall not be considered complete until the student has signed the University Code on Academic Integrity Agreement. Signed agreements are sent to the Dean of Student Services Office where they are cross-checked with enrollment.
2. Every student is obligated to report any alleged violation(s) of the University Code on Academic Integrity which s/he believes has occurred by bringing it to the attention of any of the following:
  - a. Appropriate faculty member or instructor.
  - b. Respective academic department chairperson or student advisor.
  - c. Dean of Student Services.
  - d. Representative of the Student Senate or Graduate Student Association.
  - e. Member of the Honor Commission.
  - f. The appropriate judicial body when requested.
3. Every student is required to write, sign and date the following pledge on all major work submitted (as required by the instructor):

On my honor, I pledge that I have not violated the provisions of the NJIT University Code on Academic Integrity.
4. Failure to write and sign the pledge as required will result in the student's work not receiving a grade. In those instances where there is an unintentional omission, the student shall be given an opportunity to correct it by signing the Pledge.

### B. Section 2. Responsibilities of the Faculty

1. The responsibilities of faculty apply equally to all faculty, instructing staff and all persons who have instructor status in the classroom, such as teaching assistants.
2. The faculty shall assist in the orientation of new faculty members, teaching assistants and part-time instructors by explaining the purpose and operation of the University Code on Academic Integrity. A copy of the Code shall be made available to each instructor.
3. All faculty will make available on major work submitted for credit the University Code on Academic Integrity Pledge to be signed by the student. In those instances where the student inadvertently fails to sign the pledge, the instructor shall give the student another opportunity to sign the pledge.
4. Faculty are required to provide to the best of their ability an environment which contributes to ethical and professional behavior by students and which encourages adherence to the University Code on Academic Integrity.
5. Faculty should remind students of the serious and professional intent of the University Code on Academic Integrity. Instructors shall specify how the University Code on Academic Integrity applies in special circumstances, such as working in groups, with lab partners, doing homework, and any other work submitted.

6. If, at any time, a student makes a charge of a violation of the University Code on Academic Integrity concerning another student to an instructor, that instructor is obligated to report the matter to the Dean of Student Services without delay.

When a faculty member charges that a student has behaved in an unprofessional or unethical manner, or has violated the provisions of the University Code on Academic Integrity, the faculty member shall implement the action prescribed in this document.

### **C. Section 3. Responsibilities of Department Chairpersons or Academic Advisors**

1. When a charge of a violation of the University Code on Academic Integrity is brought to a department chairperson or academic advisor, s/he shall notify the Dean of Student Services and take appropriate action to assure that the procedures prescribed in this document are implemented.

### **D. Section 4. Responsibilities of the Student Senate and the Graduate Student Association**

1. Provide proper guidance to the student(s) on the procedures available to respond to charges of a violation of the University Code on Academic Integrity and reasonably assist the student(s) in taking the next step in resolving the incident brought forth.
2. Periodically review the University Code on Academic Integrity Constitution and its implementation, and make recommendations to the Faculty and administration of the university.
3. Maintain responsibility for seeing that all activities of their organizations fall within the guidelines of this Code.

### **E. Section 5. Responsibilities of the Dean of Student Services**

1. Coordinate all efforts to gather information on every case brought to the Dean.
2. Advise each person involved in a potential case of violation the procedures that are to be followed and of the rights of the respondent as set forth in the Professional Conduct Code and this document.
3. In those cases where the alleged violation of the University Code on Academic Integrity can be resolved according to university procedures in an Informal Hearing with the student(s) and faculty involved, the Dean shall conduct a hearing which reflects the intent and purpose of the University Code on Academic Integrity and is fair to all.
4. Take the necessary action to bring violations of the University Code on Academic Integrity to the Committee on Professional Conduct as appropriate.
5. In the case of a hearing by the Committee on Professional Conduct, take appropriate action to assure that all relevant evidence is presented to the Committee at its hearing, and that all persons with direct knowledge of the matter appear before the Committee.
6. Maintain the student personnel files containing the details of each case in which a violation was determined to have occurred, as well as maintain additional records of the Honor Commission.

## **F. Section 6. Responsibilities of the Committee on Professional Conduct**

1. In accordance with the Professional Conduct Code and this document, the Committee shall conduct a fair hearing for all persons who appear before it and consider only the evidence presented during the hearing to make its judgment.
2. Inform all persons who appear before the judicial body of their rights under the provisions of the Professional Conduct Code and this document, and of their right to appeal to the Committee on Student Appeals. The Committee on Student Appeals is accessed through the Dean of Students. An appeal will be reviewed only if there is new information offered by the student, beyond that given to the Committee on Professional Conduct.

## **IV. Article 4 - Procedures**

### **A. Section 1. Filing a Charge**

1. Procedures for filing a charge by a student, faculty member or administrator are specified in the Professional Conduct Code. The instructor of the course in which a violation has been reported shall be informed of the allegation (if not originally reported to him/her) and the details as known.

### **B. Section 2. Initial Review, Decision and Action(s)**

1. The instructor will first discuss the allegation with the accused student(s) and the individual(s) who filed the charge, determine whether a violation has occurred or may consult with the department chairperson or associate chairperson, faculty colleagues, the office of the Dean of Student Services, or a member of the Honor Commission before determining a course of action to resolve the alleged offense. If the conclusion is that a violation did occur and the sanction may include up to failure in the specific work submitted, as specified within the guidelines of this document (Article 3, Section 2. Level 4), the faculty member may assign the appropriate penalty.
2. He/she will inform the student immediately, in writing, of the decision, the basis for it, and the right of the student to request that the matter be resolved in a hearing. A copy of the letter shall be sent to the department chairperson and the Dean of Student Services. The Dean of Student Services shall determine the length of disciplinary probation.

### **C. Section 3. Second Review, Decision and Action(s)**

1. Normally, a Second Review occurs when: 1) the student(s) requests that the matter be resolved in a hearing; 2) the Dean of Student Services determines that the student(s) involved has a record of violation(s) of university regulations; or 3) the recommendation for a sanction beyond failure in the specific work submitted is made by the instructor or these guidelines. Student(s) requesting a hearing must do so within five business days of receipt of the letter, and in writing to the Dean of Student Services. The Dean, shall inform the student and instructor of the date, time, location and nature (whether Informal or Formal) of the Hearing. When a graduate student(s) is found to have violated the University Code on Academic Integrity, the results and sanctions shall be reported to the Director of Graduate Studies.

## **V. Article 5 - The Honor Commission**

### **A. Section 1. Membership**

There shall be an Honor Commission comprised of five undergraduate students, three graduate students, four faculty members (one from each school/college) and three administrators. Student members must be in good academic and disciplinary standing. Faculty and administrative members must be full-time employees of the University. Normally persons shall be appointed to three year terms, arranged such that new members would constitute approximately one-third of the Commission's membership.

### **B. Section 2. Elections and Appointments**

1. Undergraduate student members shall be appointed by the Student Senate. Graduate student members shall be appointed by the Graduate Student Association. Faculty members shall be appointed by the Provost. Administrative members, including the Dean of Student Services (ex officio) shall be appointed by the Provost.
2. The Commission may recommend to the appointing source impeachment of a member for neglect of duty. Such action requires a two-thirds vote of the Commission.
3. Members will remain active on the Commission until replaced according to the procedures described above, or upon leaving the university. The Commission may continue to function temporarily while new members are appointed.

### **C. Section 3. Officers and Duties**

1. Officers of the Honor Commission shall include:
  - a. The Chair.
  - b. The Vice-Chair.
  - c. The Publicity Coordinator.
  - d. The Corresponding/Recording Secretary.
2. The Executive Committee, comprised of these officers, shall be elected at the first meeting of the Commission in the Fall semester and shall be made up of one person from each constituency listed above.
3. Duties of the Chair include:
  - a. Calling and presiding over all meetings of the Honor Commission.
  - b. Coordinating activities, such as educational programs and reports of the Honor Commission.
  - c. Informing the appropriate constituencies of the need to replace Commission members.
  - d. Acting as liaison to appropriate university groups.
4. Duties of the Vice-Chair include:
  - a. Presiding over all meetings and Commission events in the absence of the Chair.
  - b. Assisting the Chair with coordinating activities and educational programs as well as other duties when needed.
  - c. Preparing a draft of the Commission's annual report.
5. Duties of the Publicity Coordinator shall include:
  - a. Overseeing publicity regarding issues of academic integrity and the University Code on Academic Integrity.

- b. Assisting the Vice-Chair when needed.
- 6. Duties of the Corresponding/Recording Secretary shall include:
  - a. Recording and maintaining a record of the minutes of the meetings.
  - b. Maintaining a record of the Commission's activities.

#### **D. Section 4. Responsibilities of Commission Members**

1. Creating and implementing educational programs and publicity which promote throughout the campus the principles of academic integrity and the operation of the University Code on Academic Integrity.
2. Informing all new undergraduate, graduate students and faculty and staff members of the purpose and operation of the University Code on Academic Integrity.
3. Providing advisory support to any student wishing to report a violation or being accused of committing a violation of the University Code on Academic Integrity.
4. Assisting in the design and instruction of a non-credit seminar on Academic Integrity.
5. Consulting with students, faculty members and administrators on issues of academic integrity at the university.
6. Informing the Dean of Student Services if a faculty member fails to respond to student report(s) of violations of the University Code on Academic Integrity.
7. Providing an annual report to the Student Senate, Graduate Student Association and the Faculty on standards, policies and procedures regarding academic integrity, recommendations for changes in the University Code on Academic Integrity and a summary of the Commission's activities.
8. Participating in training programs as appropriate.

### **VI. Article 6 - Amendments**

Any amendment to this Constitution, other than a procedural change, must be adopted by a minimum of a two-thirds vote of the Student Senate, a two-thirds vote of the Graduate Student Association, and a majority vote of the Faculty.