

## Handbook Statement

### Academic Integrity Policy Department of Education Leadership, Management and Policy (ELMP)

Academic Integrity is an important basic responsibility that is taken by all students in higher education.<sup>1</sup> An integral part of academic integrity is honesty and the freedom to express oneself without using the work of someone else and calling it one's own. A breach of academic integrity constitutes a serious offense.

The Department of ELMP will not tolerate any form of academic dishonesty. Infractions will be appropriately penalized: students should understand that suspension or expulsion from the University is a possible result.

All ELMP faculty members are aware of and have provided input on the Academic Integrity Policy. Faculty are encouraged to express both orally and in written form the importance of academic integrity and to give the students clear guidelines and expectations of what is acceptable behavior regarding the use of someone else's work in course syllabi. Students must use the latest edition of the American Psychological Association's Manual of Style (unless another citation style is specified by the course instructor) to properly cite another author's work and to reference sources that do not come from the student directly.

Academic Requirement - ELMP graduate students must complete and pass the [university's academic integrity module](#). Students will receive instructions during coursework about when to complete the module. The timing will vary depending on the program. At the end of the module, take a screengrab of the final page that notes successful completion. Save the screengrab for your records and share it with the appropriate program administrator.

### Artificial Intelligence and Academic Integrity

The use of artificial intelligence tools to assist with academic work without proper permission, documentation, and attribution, is a violation of the academic integrity policy.

### Breach of Academic Integrity

Listed below are typical violations of academic integrity. The examples used are provided as illustrations. These violations are merely examples and do not cover the entire spectrum of offenses.

- 1-A - Cheating – Cheating is defined as use of inappropriate and unacknowledged use of materials, information, study aids, or any written or verbal material that has not been authorized by the author or faculty member for use. This includes students using another person's work (or part of their work) and claiming it as their own. It also includes having another person—or an artificial intelligence software—write work that the student

---

<sup>1</sup> Portions of this policy are adapted from Rutgers University Policy on Academic Integrity for Undergraduate and Graduate Students, 2004.

submits and claims as their own. Cheating can take the form of use of cell phones or other electronic devices to convey information via text messaging, picture taking, or conversing electronically while taking tests or exams. These acts are prohibited and are considered in violation of this document. Students must also have written permission to use another person's work or provide proper reference notation citing the original author(s).

- 1-B – Fabrication – Fabrication is the falsification of information in the production of intellectual work. Fabrication also involves the invention of information without the permission of the author.
- 1-C - Facilitating Academic Dishonesty – Students who allow their work to be used by other students are in violation of the academic integrity policy. Students who submit papers submitted in other courses are committing academic dishonesty. It is commonly referred to as self-plagiarism.
- 1-D - Plagiarism –Plagiarism is the act of presenting the words, ideas or images of another as your own. Whether deliberate or intentional, credit must be given to creators or authors. In order to prevent plagiarism every direct quotation must be properly identified and cited in the paper with full reference to the author. Parenthetical notation must be used to cite another person's work. Paraphrasing should have a reference to the original author in the text and be referenced at the end of the student's paper. With the use of Internet sources, see the proper referencing of electronic media in the APA Manual of Style. A reference page or bibliography section of cited authors should be used in all written manuscripts. (APA, American\_Psychological\_Association, 2020)

Any violation of academic honesty is a serious offense and is therefore subject to an appropriate penalty. Violations are classified by severity according to the nature of the offense. For each level of offense, a corresponding set of sanctions and future steps is recommended. Sanctioning bodies are not bound by these illustrations, which are intended as general guidelines. Examples are cited below for each level of offense. These examples, too, are illustrations and are not to be considered all-inclusive.

**Low Level** - These offenses happen because of inexperience or lack of knowledge of academic standards by the persons committing the offense. These infringements are likely to involve a small fraction of the total course work, are not extensive, and/or occur on a minor assignment. The following are some examples:

- Working with another student on an assignment unless the instructor explicitly authorizes such work.
- Failure to cite or give proper acknowledgment in a limited section of an assignment.

Recommended sanctions for low level offenses are listed below; one or more of the following consequences may be chosen in each case:

- An assigned paper or research project on a relevant topic.
- Revision and resubmission of the original assignment with a penalty to the assignment grade.
- A make-up assignment at a more difficult level than the original assignment.

- No credit may be given for the original assignment.

Incidents of low-level offenses will be maintained in the student's record.

**Moderate Level** – These violations are those characterized by dishonesty of a more serious nature or which affect a more significant aspect or portion of the course work.

The following are some examples:

- Quoting directly or paraphrasing a moderate proportion of source material without acknowledging the source.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructor.
- Using data or interpretative material for a laboratory report without acknowledging the sources or the collaborators. All contributors to preparation of data, and/or to writing the report must be acknowledged.
- Receiving assistance from others, such as research, statistical, computer programming, or field data collection help that constitutes an essential element in the undertaking, without acknowledging such assistance in a paper, examination, or project. For more information see the *Doctoral Student Policy*.

The recommended sanction for moderate level offenses is one year of academic probation. One or more of the following consequences may be chosen in each case:

- The student will receive an F for the work.
- An assigned paper or research project on a relevant topic.
- Revision and resubmission of the original assignment with a penalty to the assignment grade.
- A make-up assignment at a more difficult level than the original assignment.

Incidents of moderate level offenses will be maintained in the student's record.

**High Level Offense** – High level offenses include dishonesty that affects a major or essential portion of work done to meet course requirements. Multiple violations at a low or moderate level may be considered a high-level offense. Examples include:

- Copying on examinations.
- Acting to facilitate copying during an exam.
- Using prohibited materials, e.g., books, notes, or calculators during an examination without permission from the instructor.
- Collaborating before an exam to develop methods of exchanging information and implementation thereof.
- Altering examinations for the purposes of regrading.
- Acquiring or distributing an examination from unauthorized sources prior to the examination.
- Plagiarizing major portions of a written assignment.

- Using a purchased term paper or other materials.
- Removing posted or reserved material or preventing other students from having access to it.
- Citing sources that do not exist.
- Using unethical or improper means of acquiring data.

In the case of high-level offenses, the faculty must refer the case to Academic Standards Committee in order to determine appropriate consequences. The normal sanction to be sought for all high-level offenses or repeated violations of low or moderate offenses is a minimum of a one semester suspension from the University and a failing grade for the course. Notation of suspension will be placed on a student's transcript and remain permanently. The Academic Standards Committee may also consider expulsion from the program.

**Severe Level Offenses** – These offenses represent the most serious breaches of intellectual honesty. Examples of serious level offenses include:

All academic integrity infractions committed after return from suspension for a previous academic integrity violation.

- Infractions of academic integrity resembling to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; or falsifying a transcript).
- Having a substitute take an examination or taking an examination for someone else.
- Fabrication of evidence, falsification of data, and/or presenting the ideas of another as one's own within a master's thesis or doctoral dissertation, in scholarly articles submitted to refereed journals, or in other graduate work.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Willful violation of a canon of the ethical code of the profession (APA, AAMFT, ACA, NASP, etc.) for which a graduate student is preparing.

In the case of severe-level offenses, the faculty must refer the case to Academic Standards Committee in order to determine appropriate consequences. The normal sanction for all severe level offenses and a repeat infraction at high level offenses is permanent expulsion from the University. Notation of expulsion will be placed on a student's transcript and remain permanently.

#### **IV. Administration of the Academic Integrity Policy**

If the instructor suspects evidence of a violation of a medium level offense or higher, the student will be notified, and the case and all supporting documents will be sent to the Department Chair and Academic Standards Committee. The instructor will write a report documenting the nature of the violation and provide supporting documentation. The committee will meet in a timely matter to review the allegations. The student reserves the right to be heard by the Academic Standards Committee. The Committee reserves the right to contact the student and instructor for follow up information. The decision of the Committee will be final, and the student reserves the right to appeal the process, which is described in the Student Handbook. Responsibility for administering

the Policy on Academic Integrity rests with the Department Chair and the Academic Standards Committee of the Department.

The above sanctions are general recommendations. The Academic Standards committee will consider each case in context looking at all factors. The committee reserves the right to suspend or expel a student at any level of offense if the committee deems that consequence appropriate.

Any member of the academic community may present evidence of academic dishonesty to the instructor. If a student reports a breach of the policy, the instructor of the course is expected to cooperate in the investigation. If a student reports a violation by another student, the student making the allegation is expected to cooperate fully and submit any evidence or written report to the committee. The identity of the student making the allegation will remain anonymous throughout the process except to the faculty on the Academic Standards Committee.

Students may continue to participate in a course or research activities until the case has been adjudicated. Under no circumstances should a student be offered a choice of either dropping a course or facing disciplinary action. A grade of I (Incomplete) should be assigned, pending resolution of this matter, and no penalties should be imposed until this complaint is resolved. All disciplinary proceedings are confidential. Faculty members and students are cautioned not to discuss cases of academic dishonesty outside of the proceedings prescribed by the policy.

Adopted by ELMP Faculty March 11, 2020 and is effective summer semester 2020. This supersedes the previous policy that was adopted on January 15, 2013. On April 12, 2023, the Department approved the addition of language to address artificial intelligence and academic integrity.

## References

- APA, American\_Psychological\_Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington,, DC: American Psychological Association.
- Department of English*. (2018). Retrieved from Academic Integrity Policy: <https://www.shu.edu/english/academic-integrity-policy.cfm>
- Department of Psychology*. (2018). Retrieved from Seton Hall University: <https://www.shu.edu/psychology/academic-integrity-policy.cfm>
- National Association of School Psychologists. (2020, January 31). Retrieved from Professional Conduct Manual/ Principals for Professional Ethics. Bethesda, MD: <http://www.nasponline.org/pdf/Profession>
- Rutgers\_University. (2020). *Rutgers University Student Affairs*. Retrieved from Academic Integrity: <http://academicintegrity.rutgers.edu/academic-integrity-policy/levels-of-violations-and-sanctions/>
- Seton\_Hall\_University. (2019). *Academic Policies and Procedures*. Retrieved from Graduate\_Catalogue 2019-2020: <https://www.shu.edu/academics/upload/Graduate-Catalogue-2019-2020.pdf>