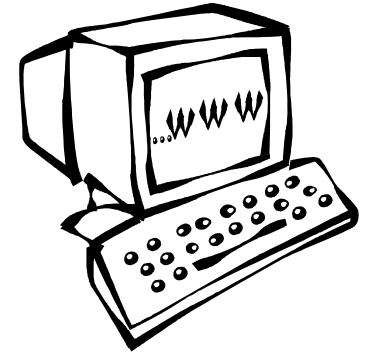


- If you choose to adjudicate the case yourself, follow the procedure outlined in the Academic Integrity Policy. Students have the right to written notice of the allegation, to present evidence in their defense, and to appeal the outcome and sanction.
- Treat the student respectfully and professionally. Students are innocent until proven guilty.
- Inform the student that you will issue a "TZ" or "Incomplete" grade until the matter is resolved.
- Be aware that the student retains his or her student status until the disciplinary matter is resolved. He or she should continue to attend class and complete assignments and exams.



***FACT: Rutgers students fail classes or are suspended for violations of academic integrity EVERY YEAR.***

Don't let this happen to your students — host the University Hearing Board's Academic Integrity Presentation. Let our trained student Hearing Board members present on this very important issue! We do all the planning...you just provide the audience! Great for any class!

Interested? Contact the Office of Student Conduct at 732-932-9414 or [conduct@rci.rutgers.edu](mailto:conduct@rci.rutgers.edu).

# ACADEMIC INTEGRITY AT RUTGERS

## A Guide for Instructors



Office of Student Conduct  
Rutgers, The State University of New Jersey  
(732) 932-9414  
<http://studentconduct.rutgers.edu>  
<http://academicintegrity.rutgers.edu>

Office of Student Conduct  
Rutgers, The State University of New Jersey

## WHY CARE ABOUT ACADEMIC INTEGRITY?

- ◆ You have an educational responsibility.
- ◆ Academic integrity helps to maintain the reputation of your department and of the University as a whole.
- ◆ Your attitude towards academic integrity has an impact:
  - Send a message to hardworking, honest students that you appreciate their ethics.
  - Send a message to dishonest students that unethical actions will not be ignored or tolerated.
- ◆ Pride in your work.
- ◆ Pride in Rutgers!

## WHY DO STUDENTS CHEAT?

- ◆ Ignorance of procedures, rules or policies.
- ◆ Misinformation about procedures, rules or policies.
- ◆ Ignorance of proper citation and standards of academic writing.
- ◆ Poor time management.
- ◆ Poor understanding of the material or assignment.
- ◆ Personal issues or emergencies.
- ◆ Pressure from friends or classmates for assistance.
- ◆ Pressure from family, friends or self to succeed.

## HOW YOU CAN HELP

- ◆ Put a statement about academic integrity in your syllabus and **discuss** it on the first day of class.
- ◆ Include the website for the Office of Student Conduct, (<http://academicintegrity.rutgers.edu>) on your syllabus; encourage students to visit for information on the Academic Integrity Policy and the Code of Student Conduct.

- ◆ Explain plagiarism. Review Internet source use and any rules or practices specific to your discipline.
- ◆ Be EXPLICIT!
  - Give explicit instruction about materials and aids that can and cannot be used (e.g. programmable calculators, electronic organizers, cell phones, iPods, laptops).
  - Give clear instruction about citations, collaboration and multiple submissions.
- ◆ Use multiple versions of the same exam and change exams **each** year.
- ◆ Use proctors in exams. Use multiple proctors for classes with more than 40 students and instruct proctors on responsibilities and procedures.
- ◆ Check student IDs prior to exams. We have had “ringers” take exams.
- ◆ Change paper topics from semester to semester.
- ◆ When assigning papers, require that students submit outlines and rough drafts in addition to final drafts.
- ◆ Host the University Hearing Board’s Academic Integrity Presentation in your class.

## IF YOU SUSPECT CHEATING OR PLAGIARISM...

- In the case of an exam, immediately take any prohibited items away and save any potential evidence. **Allow the student to complete the exam.**
- Identify the student(s) involved. Keep a seating chart to contact witnesses if need be.
- In the case of a paper, inform the student that you believe plagiarism occurred and that an investigation will follow.
- Review the incident with your Academic Integrity Facilitator (AIF). He or she can help you determine whether the alleged violation is separable or nonseparable. A list of facilitators is available at <http://studentconduct.rutgers.edu>.
- If the violation is separable, refer the matter to the AIF for investigation.
- If the violation is non-separable, you may choose to adjudicate the case yourself or refer it to the AIF for adjudication.