

Academic Integrity Regulations¹

ACADEMIC INTEGRITY

Salem State University assumes that all students come to the University with serious educational intent and expects them to be mature, responsible individuals who will exhibit high standards of honesty and personal conduct in their academic life. All members of the Salem State University academic community have a responsibility to ensure that scholastic honesty and academic integrity are safeguarded and maintained. Cheating and plagiarism are unfair, demoralizing, and demeaning to all of us. Cheating, plagiarism, and collusion in dishonest activities are serious acts that erode the University's educational role and cheapen and diminish the learning experience not only for the perpetrators, but also for the entire community. It is expected that Salem State University students will understand and subscribe to the ideal of academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts.

ACADEMIC DISHONESTY POLICY

The fundamental purpose of this policy is to emphasize that any act of academic dishonesty attempted by any Salem State University student is unacceptable and will not be tolerated. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review. Performing, aiding or inciting any of the actions listed below, in courses or other situations involving academic credit, constitutes an offense subject to disciplinary action.

TYPES OF ACADEMIC DISHONESTY

Cheating

Cheating is the intentional use or attempted use of deceit, trickery, artifice, fraud, and/or violation of rules and/or misrepresentation of one's academic work in any academic exercise, regardless of the delivery method of the course.

The methods of cheating are varied and well-known, and include but are not limited to the following:

- Copying from others during an examination.
- Sharing answers for a take-home examination.
- Using notes or other resources not authorized by the instructor.
- Taking an examination for another student.
- Tampering with an examination after it has been corrected, then returning it for more credit than deserved.
- Submitting substantial portions of the same academic work for credit in more than one course, without consulting the second instructor (and the first instructor if the courses are concurrent at Salem State University).
- Allowing others to do the research and writing of an assigned paper (for example, using the services of an online paper service).
- Falsifying data or results from research or fieldwork.
- Obtaining the answers to, or a copy of, an examination prior to its administration.
- Submitting a purchased or downloaded paper or other works written by another person, including those obtained through an online paper service.

Plagiarism

Plagiarism is academic theft. It refers to the use of another's ideas or words without proper attribution or credit. An author's work is his/her property and should be respected by documentation. However, academic integrity requires that unsigned material must also be identified (for example, anonymous articles or web pages). Credit must be given in the following situations:

- For every direct quotation of any length.
- When a work is paraphrased or summarized in whole or in part in your own words.
- For any information which is not common knowledge. (“Common knowledge” is defined as information that appears substantially the same in several general sources such as textbooks or encyclopedias.)
- For any material borrowed from another source, whether in print or electronic form (for instance, graphs, images, videos, diagrams, tables, and datasets).

Plagiarism includes but is not limited to:

- Copying word for word from a source (printed, electronic, or oral) without properly citing or crediting the source.
- Paraphrasing without proper attribution.
- Failing to properly cite or credit sources, whether the material is a direct quotation, paraphrase, or summary.
- Failing to identify direct quotations through the use of quotation marks.
- Failing to acknowledge and properly cite information obtained through printed, electronic, or oral sources.
- Incorporating into one’s own work graphs, tables, drawings, photographs, diagrams, and other non-textual material from other sources without proper attribution.

Fabrication

Fabrication is the intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.

Fabrication includes but is not limited to:

- Falsifying data or results from research or fieldwork.
- Selectively omitting or altering data that do not support one’s conclusions.

Collusion

Collusion refers to the agreement or cooperation between students to commit an act of academic dishonesty.

Any student who knowingly or intentionally helps another student to perform any act of cheating or plagiarism is subject to discipline for academic dishonesty. There is no distinction between those who cheat and plagiarize and those who willingly allow it to occur.

Collusion includes but is not limited to:

- Taking an examination for another person.
- Asking or allowing another person to take an examination for you.
- Allowing another person to copy one’s own work or exam.
- Collaborating with another person before a quiz or examination in order to develop methods of exchanging information during the quiz or examination.
- Distributing an examination from an unauthorized source prior to an examination.
- Distributing or selling a paper or other work to other students.

PROCEDURES

Discipline for academically dishonest behavior is exercised on two levels: without a formal hearing or with a formal hearing.

After discovering an incident of student misconduct:

- a. The faculty member must contact the office of Academic Affairs to check whether this is the student's first offense. If not, a formal hearing is required (see below).
- b. The faculty member must notify the student and the department chairperson that a report of Academic Misconduct will be submitted to the Dean.
- c. The Dean will notify the student and the office of Academic Affairs that formal charges of Academic Misconduct have been filed. A formal hearing is not required.

A formal hearing is mandatory when this is not the student's first offense. A formal hearing may also be requested by either the faculty or the student. Procedures for a formal hearing are described below.

I. Without a Formal Hearing

The professor of the course has the authority to handle an incident of student misconduct directly, by any of the following means:

- reprimand,
- assignment of additional work,
- reexamination,
- exclusion from the course,
- reducing the grade for the work and/or the course.

If the professor elects to impose any or all of these remedies s/he must notify both the student and his/her department chairperson and submit a report of Academic Misconduct to the Dean of the School housing the coursework in which the alleged violation took place. That Dean will notify the student that a report of Academic Misconduct has been filed. No action will be taken unless there is an additional charge of Academic Misconduct filed. Should a second charge be filed at a later date, a formal hearing is mandatory.

The student has the option to challenge the Report of Misconduct with a request for a formal hearing, within 10 working days of receipt of a report of Academic Misconduct from the Dean of the appropriate School.

Procedures Without a Formal Hearing

1. The faculty member should contact Academic Affairs to confirm whether or not this is the student's first offense.
2. If the faculty elects to impose any or all of the remedies listed above, s/he *must* complete a form that will serve to notify the student, the faculty's department chairperson, Academic Affairs, and/or the Dean of the school housing the coursework in which the alleged violation took place.
3. That Dean will notify the student that a report of academic misconduct has been filed with Academic Affairs.
4. No action will be taken unless there is an additional charge of academic misconduct filed.
5. Should a second charge be filed at a later date, a formal hearing is mandatory.

The student has the option to challenge the initial report of misconduct with a request for a formal hearing within ten (10) working days of receipt of a report of academic misconduct from the Dean of the appropriate school.

II. With A Formal Hearing

Formal Charge

Any member of the university community may file a Formal Charge of Academic Dishonesty against a student. Under normal circumstances, this must be done in writing within ten (10) working days after discovery of the alleged offense and must be submitted to the Provost and Academic Vice President, Academic Affairs. Upon receipt of the Formal Charge, the Provost and Academic Vice President shall inform the student charged and provide him or her with a copy of the Policy on Academic Dishonesty.

Students have a right to a pre-hearing conference with the Provost and Academic Vice President or designee for the purpose of reviewing the Academic Dishonesty Policy and the Hearing Procedures.

In addition, students may use this opportunity to waive their right to a hearing and accept disciplinary action from the designated administrator. Students who choose to accept disciplinary action from the designated administrator waive the right to appeal the administrator's decision.

If the Formal Charge is contested, an ad hoc Hearing Committee shall be formed and convened by the Provost and Academic Vice President, or designee. The Hearing Committee shall consist of three (3) faculty members appointed by the Salem Chapter of the MSCA/MTA/NEA, two (2) students appointed by the Student Government Association, and one (1) administrator appointed by the President of the University.

When a Formal Hearing is Required

A formal hearing is required in the following cases:

- a. In cases in which the violation of academic integrity is egregious.
- b. In cases in which the student is a repeat offender (i.e., it is the student's second or subsequent offense).

A formal hearing can be called by either party, the faculty or student.

Formal Hearing Procedures

1. The Provost and Academic Vice President or designee shall convene the committee and designate a Chairperson. No member of the committee shall convene the meeting.
2. All members of the Hearing Committee must be present for any proceedings.
3. The members of the Hearing Committee will be required to convene in closed session immediately prior to the hearing to review the report of alleged misconduct, the specific charges to be considered, and all supporting papers and/or evidence.
4. The Hearing will not be videotaped or audio taped. The Hearing will be recorded by a stenographer.
5. The student charged and his or her advisor, if any, will be called before the Hearing Committee, and the designated chairperson will restate the content of the alleged academic dishonesty. The person(s) who originally filed the formal charge of academic dishonesty may be present. Witnesses for either side are excluded from the hearing room at this time.
6. Opening statements. The student charged and the person(s) bringing the charges are asked to outline briefly the facts they intend to present during the hearing.
7. Presentation of witnesses and evidence by person(s) bringing charges. The person(s) bringing the charges present the evidence and, if applicable, call witnesses to support the charges. The student charged and the Hearing Committee may question the person(s) bringing the charges and the witnesses as each finishes his or her testimony.
8. Presentation of witnesses and evidence by the student charged. The student charged presents his or her evidence and calls witnesses, when applicable, to respond to the charges against him or her. The person(s) bringing the charges and the Hearing Committee may question the student charged and the witnesses as each finishes his or her testimony. Witnesses may be asked to remain or leave the hearing room as required by the Hearing Committee.
9. Closing statements. The student charged and the person(s) bringing the charges are asked to summarize their testimony and highlight any specific information they wish the Hearing Committee to consider in its deliberation.
10. Deliberation by Hearing Committee. All persons other than the Hearing Committee will leave the hearing room, and the deliberations will begin. If the Hearing Committee needs more information, it may reconvene the hearing within ten days in order to seek necessary clarification.
11. In those instances where more than one student is charged with academic dishonesty relating to the same instance of misconduct, the Hearing Committee may wish to consider the cases at the same time. This action will be taken only with the agreement of the students charged.
12. Voting to uphold the charge of academic dishonesty will be by secret ballot and will require a two-thirds vote of the Hearing Committee.
13. All Hearing Committee members and all individuals present will be bound by confidentiality restrictions.

The student shall receive written notice within five (5) working days following the hearing informing him/her of any recommendations made as a result of the hearing body's deliberations, including recommended sanctions, if applicable. Student appeals must be made in writing and submitted within ten (10) working days after the notification of the imposition of sanctions.

SANCTIONS

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Individuals found guilty of violating Salem State University's Academic Integrity Regulations may receive the following sanctions:

Warning: Written notice to the student that continued or repeated violations of specified policies or regulations may be cause for further disciplinary action.

Suspension: Students will lose their status for a specified term or terms.

Dismissal: Students will be expelled and may not return to Salem State University.

Other sanctions: Students may receive other sanctions deemed appropriate by the Hearing Committee.

Violations of any of the conditions imposed under this section can be cause for further disciplinary action, usually in the form of loss of privileges and exclusion from activities, suspension, or dismissal.

Sanctions are assigned with the intent of maintaining consistency and fairness, and the degree of sanction is primarily correlated with the extent and severity of the violation.

PROCEDURAL SAFEGUARDS

1. Students have access to the Formal Charge of Academic Dishonesty, name of accusers and witnesses, and any written evidence or other pertinent papers, which may be used against them. This information will be available in the Office of Academic Affairs.
2. Students have the right to have their cases heard with all reasonable promptness. Under normal circumstances, hearings will be conducted within twenty-one (21) working days after the university receives written notification of the student's desire to have a formal hearing.
3. Students will receive written notification of the date, time and place of any hearing at least ten (10) working days before the hearing, in order to permit a reasonable amount of time to prepare for the hearing.
4. At the time they receive written notice of a hearing, students also will receive a written statement of charges against them, the source of such charges, and the conduct regulations upon which the charges are based.
5. Students have the right to an advisor of their choice. Such an advisor may be present at any hearing and may counsel the student charged. The advisor may not address the board on the student's behalf.
6. All hearings will be closed to the public and press, and all proceedings will be considered confidential.
7. Students have the right to a Hearing Committee of impartial members, any member(s) of which may be challenged in writing and replaced at the discretion of the Provost and Academic Vice President or designee.
8. Students have the right to make a written request for postponement of a hearing. Under normal circumstances such a request must be submitted to the Provost and Vice President no later than twenty-four hours prior to the date and time of the hearing.
9. The burden of proof will rest with those bringing charges against any student, and students will be presumed innocent until proven guilty.
10. The hearing will proceed, whether or not the accused student or students choose to participate.
11. Written notification of the Hearing Committee's decision will be mailed within five (5) working days after the conclusion of the hearing.
12. Except where students have waived the right to a formal hearing, students have the right to appeal the decision of the Hearing Committee within ten (10) working days of the date of receipt of the written decision. Such appeals shall be made in writing and submitted to the Provost and Academic Vice President or designee for adjudication.
13. All students have the right to continue in their student status until the conclusion of judicial proceedings. However, no degree will be awarded until the matter is resolved.

MAINTENANCE OF DISCIPLINARY RECORDS

Disciplinary records will be maintained in Academic Affairs for five (5) years and then destroyed unless it is determined there is good reason to retain the records beyond that date.

They will not be released to individuals outside the University except:

- a. by the written authorizations of both the student involved and the person(s) bringing the charge; or
- b. under the conditions specified in the Family Rights and Privacy Act of 1974 and its amendments, or
- c. if otherwise required by law.

In order to ensure that minor and non-recurring infractions do not negatively impact the student's academic career beyond Salem State University, all disciplinary records will be reviewed by the Provost and Academic Vice President or designee in order to determine whether the student's records should be expunged. A student may petition for such review two (2) years from the date the initial sanction was imposed, or upon graduation from the university, whichever comes first. It is fairly common for potential employers, governmental agencies, or other institutions of higher education to solicit information about a student's conduct while attending Salem State University. If the student has signed a release form accompanying such a solicitation, the designee of the Provost and Academic Vice President will review the disciplinary records file to determine if the student has been found guilty of misconduct. In those cases where the student has such a record the information will be provided to the requesting party.

¹The wording for the Academic Dishonesty Policy came from multiple sources, most especially from the policy on Academic Integrity at the University of Massachusetts, Amherst, and Rutgers University's Policy on Academic Integrity.

Source:

http://catalog.salemstate.edu/content.php?catoid=18&navoid=1801#Academic_Integrity