

# **New Jersey City University Academic Integrity Policy**

## **Introduction**

*An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service.*

New Jersey City University (NJCU) is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. Academic integrity is central to this growth and is defined as a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility. From these values flow principles of behavior that enable academic communities to translate ideals into action.

Academic integrity is the obligation of all members of the NJCU community: students, faculty and administration. Maintaining a high level of integrity is not a passive act. Academic dishonesty must be actively deterred; apathy or acquiescence in its presence is not a neutral act.

All members of the university academic community at NJCU have an obligation to be informed about:

- What constitutes acts of academic dishonesty;
- The penalties imposed for acts of academic dishonesty and the consequences of these penalties;
- The process by which penalties are imposed.

The University maintains that all students are expected to embrace the highest standards of academic integrity in their course work. Any violation of such may be subject to a penalty based on the infraction that may include a reprimand, reduction in grade, failing grade, suspension or dismissal from the University.

Faculty, students and administrators must report all violations of academic

integrity, other than Level I; such violations represent serious infractions and undermine the University's mission.

### **Definitions of Violations of Academic Integrity**

**Cheating:** *Cheating* is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise.

***Examples of cheating include, but are not limited to the following:***

- Copying from another student's work;
- Allowing another student to copy from one's work;
- Using unauthorized materials such as a textbook or notebook during an examination;
- Using specifically prepared unauthorized materials such as notes written on clothing, formula lists, etc., during an examination;
- Unauthorized collaboration with another person during an examination or an academic exercise;
- Unauthorized access to or use of someone else's computer account or computer files, for any purpose, without the permission of the individual;
- Possessing or obtaining an examination without the professor's authority or prior knowledge.

**Plagiarism:** *Plagiarism* occurs when a person represents someone else's words, ideas, phrases, sentences or data as one's own work. When a student submits work that includes such material, the source of that information must be acknowledged through complete and accurate references. All verbatim statements must be acknowledged by means of quotation marks.

***Examples of plagiarism include, but are not limited to the following:***

- One person quoting another's words directly without acknowledging the source;
- Using another's ideas, opinions or theories without acknowledging the source, even if they have been completely paraphrased in one's own

words;

- Using facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge;
- Using words or work of others taken from the Internet without acknowledging the source (s)

**Fabrication:** *Fabrication* refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

***Examples of fabrication include, but are not limited to the following:***

- Citing information not taken from the source indicated;
- Listing sources in a bibliography or other report not used in one's project;
- Fabricating data or source information in experiments, research projects or other academic exercises;
- Taking a test for another person or asking or allowing another to take a test for one's self;
- Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

***Other Examples of Academic Misconduct include, but are not limited to the following:***

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any University office, building or accessing a computer for that purpose;
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test / examination or entering any University office or building for the purpose of obtaining an unadministered test / examination;
- Submitting written work to fulfill the requirements of more than one course without the explicit permission of the instructors;
- Coercing any other person to obtain an unadministered test;
- Altering test answers and then claiming instructor inappropriately graded the examination;
- Unauthorized collaboration with any other person in preparing work offered for credit (e.g., purchased term papers).

