

ACADEMIC INTEGRITY POLICY

The importance of academic integrity

Roosevelt University students are responsible for following this academic integrity policy, which sets standards for honesty and responsibility in representing their own work and acknowledging the contribution of others.

Acts of academic dishonesty violate the very spirit of the university: They undermine the perpetrator's own learning; they are unfair to other students who do their own work; they violate the trust between professor and student, and they diminish the value of the degree for all students.

For these reasons, academic dishonesty is taken very seriously at Roosevelt University, with consequences ranging from failing the assignment or the course to expulsion by the university.

Definition of academic dishonesty

In the broadest sense, academic dishonesty is any act that enhances a student's grade unethically and unfairly. Students are responsible for becoming familiar with this policy; ignorance of the rules will not be accepted as an excuse when a student is caught in an act of academic dishonesty.

The university's guidelines on academic integrity are based on two principles:

- Assignments turned in for a course are expected to be original work done by the student specifically for that course.
- Information gathered from published sources (including Internet sources) and used in class assignments must be properly attributed. Resources related to proper citation of information are available on the Academic Integrity Guide (<https://www.roosevelt.edu/current-students/academics/academic-integrity>) page of the university website.

"Academic dishonesty" as used in this policy includes, among other things, cheating, recycling, plagiarism, fabrication, and unauthorized collaboration. Specific examples of conduct listed below are provided as examples only. They are not an exhaustive list of prohibited conduct.

Cheating

These actions are considered cheating:

- Copying other students' work or allowing one's own work to be copied.
- Using unauthorized notes or sources when taking tests.
- Using unattributed passages or phrases from sources, including textbooks, on tests.
- Stealing or otherwise obtaining test materials before tests.

Recycling

Instructors expect that work submitted in a course is original work done for that course. A student who wishes to reuse a paper written for another course or use his/her own work that has been published must consult with the instructor. The instructor may recommend additions or revisions of this paper or may require an original paper for that class.

Plagiarism

Plagiarism means using the work of someone else, in whole or in part, without giving credit. This includes all types of works, including music, computer code, works of art and writing. It is possible to plagiarize by obtaining a paper from a friend or purchasing a paper online or elsewhere, by submitting another student's paper as one's own, by recycling a paper from another class, by copying published work or by using ideas or words from any source (written or oral) without proper attribution.

Plagiarism may be committed with the intention to defraud (as in the first few examples), but may sometimes be committed unintentionally (as in the last example). More detailed information on the kinds of plagiarism can be found on the Current Students (<https://www.roosevelt.edu/current-students/academics>) page of the university website.

Fabrication

Fabrication is simply "making things up." Manufacturing sources, information, quotes, situations, anecdotes, composite interviews or anything else has no place in papers, articles or essays based on analysis, research and/or reporting.

Unauthorized collaboration

All work submitted for a grade is assumed to be the student's own work unless the instructor has specifically authorized teamwork or other collaboration. Work submitted as part of an authorized collaboration must properly cite the contributions of each individual.

Consequences of violating the Academic Integrity Policy

Penalties that may be imposed by instructors

If an instructor determines that a student engaged in academic dishonesty, the instructor may discipline the student in a number of ways, including issuing a written warning or lowering the student's grade for the assignment or the course. If an instructor determines that a student engaged in academic dishonesty with the clear intent to defraud, the instructor may also elect to give the student a failing grade for the assignment or for the course. Students may appeal the instructor's judgment regarding guilt of academic dishonesty by following the academic integrity appeal procedure (<http://catalog.roosevelt.edu/undergraduate/policies/academic-integrity-policy-appeal>) outlined in the Academic Policies sections of the undergraduate and graduate catalogs. A student may not appeal the instructor's choice of penalty for academic dishonesty.

Faculty reporting of academic integrity violations

University faculty have the authority to report academic integrity violations to the Office of Student Conduct and Conflict Resolution (sevans12@roosevelt.edu). All reports of violations will be kept in a tracking system for purposes of noting, reporting, and responding to patterns of academic dishonesty recidivism. Recurring acts of academic dishonesty will result in the application of a sanction(s), beyond whatever initial academic penalty was determined by a faculty member in an individual case. These sanctions may range from a written warning, probation or suspension, to expulsion, possibly combined with restorative justice sanctions.

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Individual colleges and departments also may have their own rules for reporting plagiarism.