



RU Policy No. 0.1

Responsible Division: Office of Academic Affairs

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Academic Integrity Policy and Appeals Procedure

Policy Statement

Academic integrity is a critical component of the academic experience at Roosevelt University. An act of academic dishonesty violates the spirit of a university. It undermines the student's own learning; it is unfair to other students who do their own work; it violates the trust between the professor and the student; and it diminishes the value of the degree for all students. To that end, this Policy and Appeals Procedure addresses a student's responsibilities with respect to academic integrity, the potential consequences for engaging in academic dishonesty, and the procedures that govern allegations of academic dishonesty.

The University reserves the right to modify or amend this Policy and Appeals Procedure at any time, at its sole discretion. Any change to this Policy and Appeals Procedure will become effective at the time designated above, and the changes will apply to both prospective students and those already enrolled. This Policy and Appeals Procedure does not constitute an express or implied contract between Roosevelt University and any past, present, or prospective student, employee (including administrator, faculty, or staff), contractor, or volunteer.

Unless otherwise stated, the following terms shall apply to this Policy and Appeals Procedure:

- **"Academic Dishonesty"** is conduct that involves dishonesty in relation to a formal academic exercise. This includes, but is not limited to: cheating, repurposing, plagiarism, fabrication, and unauthorized collaboration.
 - o **"Cheating"** means: copying another student's work, allowing one's own work to be copied, using unauthorized notes or sources when taking an examination, using unattributed passages or phrases from a textbook or other source when taking an examination, or stealing or otherwise obtaining examination materials before tests.
 - o **"Repurposing"** means submitting in one course the same or substantially the same paper or project written for another course. A student who wishes to

reuse a paper in this manner must consult with the Faculty Member prior to submission.

- **“Plagiarism”** means using the work of someone else, in whole or in part, without properly citing that source. This includes all types of works, including music, computer code, works of art, and writing. It is also possible to plagiarize by obtaining a paper from a colleague or purchasing a paper online or elsewhere, by submitting another student’s paper as one’s own, or by Repurposing. Plagiarism is an instance of Academic Dishonesty regardless of whether the conduct was inadvertent or done with the intention to defraud.
 - **“Fabrication”** means manufacturing sources, information, quotations, situations, anecdotes, composite interviews, or any other material in a paper, article, or essay that is to be based on analysis, research, and/or reporting.
 - **“Unauthorized Collaboration”** means to work with another student or colleague without the prior written authorization or direction of the Faculty Member. All work submitted for a grade is assumed to be the student’s own, individual work unless the Faculty Member has specifically authorized teamwork or other collaboration.
- **“Employee”** shall refer to all employees (including administrators, faculty, and staff), contractors, and volunteers.
 - **“Faculty Member”** shall refer to the instructor teaching the course in which the instance of alleged academic dishonesty at issue has occurred.
 - **“Student”** shall refer to any prospective, current, or past Roosevelt University undergraduate or graduate student.
 - **“Sanction”** means the remedy selected by the Faculty Member who reasonably concludes that a Student has engaged in Academic Dishonesty.

Policy

No Student shall engage in Academic Dishonesty. All Faculty Members must communicate this Policy and Appeals Procedure to Students via their course syllabus – either by attaching a copy of the Policy and Appeals Procedure or by identifying it by name and providing a link to its location on the University’s Policies Page.

If a Faculty Member reasonably believes that a Student has engaged in Academic Dishonesty, the Faculty Member may discipline the student either by issuing the Student a written warning, by lowering the Student’s grade for the assignment, or by lowering the Student’s grade for the course (collectively, “Sanction”). Before issuing a Sanction, the Faculty Member

must first address the incident with the Student and must notify the Student of the Sanction in writing. If the Student does not appeal the Sanction as set forth in Step 1 of the Appeals Procedure below, the Sanction shall issue.

Regardless of the Sanction selected, the Faculty Member must report all instances of Academic Dishonesty to the Office of the Provost and Executive Vice President for Academic Affairs ("Provost"). The Provost alone has the discretion to report recurring and/or egregious acts of Academic Dishonesty to the Office of Student Rights and Responsibilities. Because Academic Dishonesty remains a violation of the Student Code of Conduct, in addition to the Penalty assessed by the Faculty Member, the Office of Student Rights and Responsibilities may also investigate and determine that additional consequences (*e.g.*, probation, suspension, expulsion) are appropriate.

Appeals Procedure

The following procedure governs the review of allegations of Academic Dishonesty.

The Faculty Member has the discretion to determine the appropriate Sanction; accordingly, the Sanction itself cannot be appealed. Instead, a Student may only appeal in accordance with these Appeal Procedures if: (1) the Student can produce evidence disproving that the instance of Academic Dishonesty occurred; or (2) the Student can establish a gross error in judgment by the Faculty Member.

Step 1: Instructor Conference – As a first step, the Student may appeal to the Faculty Member by doing the following, no later than five (5) days after the Student has been notified of the Sanction: (1) requesting, in writing, a conference with the Faculty Member; (2) specifying the reason for the appeal; and (3) providing supporting evidence, where appropriate. The Faculty Member shall make every effort to conduct the conference within three (3) business days from the date of the Student's request, and to render a decision within three (3) business days from the date of the conference.

Step 2: Department Chair/Program Director Conference – If the Student is not satisfied with the Faculty Member's appeal decision, they may appeal to the Department Chair/Program Director ("Chair") by doing the following, no later than three (3) business days from the date of the Faculty Member's appeal decision: (1) requesting, in writing, a conference with the Chair; (2) specifying the reason for the appeal; and (3) providing supporting evidence, where appropriate.

The Chair shall make every effort to conduct the conference within seven (7) business days from the date of the Student's request, and to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student and Dean of the College (and, if the Sanction is overturned, to the Faculty Member) within seven (7) business days from the date of the Chair's conference with the Student.

Step 3: Dean Conference – If the Student is not satisfied with the Chair’s appeal decision, they may appeal to the Dean of the College or their designee (“Dean”) by doing the following, no later than three (3) business days from the date of the Chair’s appeal decision: (1) requesting, in writing, a conference with the Dean; (2) specifying the reason for the appeal; and (3) providing supporting evidence, where appropriate.

The Dean shall make every effort to conduct the conference within seven (7) business days from the date of the Student’s request, and to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student and Provost (and, if the Sanction is overturned, to the Faculty Member and Chair) within seven (7) business days from the date of the Dean’s conference with the Student.

Step 4: Appeal to the Provost – If the Student is not satisfied with the Dean’s appeal decision, they may appeal to the Provost by doing the following, no later than three (3) business days from the date of the Dean’s appeal decision: (1) specifying the reason for the appeal; and (2) providing supporting evidence, where appropriate.

The Provost shall make every effort to conduct an investigation, prepare a written report of their findings, and deliver the findings to the Student (and, if the Sanction is overturned, to the Faculty Member, Chair, and Dean) within seven (7) business days from the date of the Student’s appeal to the Provost.

Entities Affected by this Policy

All Divisions of the University.

Related Documents

See Roosevelt University Student Handbook (Student Code of Conduct).

Revision and Implementation

The Provost and Executive Vice President for Academic Affairs shall have the authority to revise this Policy, subject to the approval of the President’s Executive Council (if required).

The following shall have the authority to establish any procedures necessary to implement this Policy:

- Provost and Executive Vice President for Academic Affairs (and/or, as authorized by the EVP, the University Registrar);
- Vice President for Human Resources/Chief Human Resource Officer; and
- Vice President for Student Affairs and Dean of Students.