



## Graduate Student Code of Academic Integrity

### *Stevens Institute of Technology*

#### I. Principle

- a. Integrity is essential to the ethical pursuit of knowledge and is expected of all Stevens graduate students in all academic endeavors including coursework, research, scholarship, and creative activity.
- b. All members of the Stevens Community have a responsibility to uphold and maintain the highest standards of integrity in study, research, instruction, and evaluation, but this document is concerned specifically with the conduct of graduate students.

#### II. Code

- a. By enrollment at Stevens, all graduate students promise to be fully truthful and avoid dishonesty, fraud, misrepresentation, and deceit of any type in relation to their academic work. A student's submission of work for academic credit indicates that the work is the student's own. All outside assistance must be acknowledged. Any student who violates this code or who knowingly assists another student in violating this code shall be subject to discipline.
- b. Individual departments or schools within the Institute may adopt additional policies and procedures above and beyond those set forth in this code, but any and all purported violations must be reported to the Office of Graduate Academics no more than seven business days after the instructor becomes aware of the issue.

#### III. Types of Violations

- a. The following examples illustrate conduct that violates the Graduate Student Code of Academic Integrity, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Code.
  - i. **Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.**  
*Examples: cheating on tests, helping someone to cheat on a test, working on an assignment or homework (including computer programs to be submitted for academic credit) with someone when help is not permitted, etc.*
  - ii. **Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.**  
*Examples: cheat sheets during tests, using a cell phone during a test to get answers, use of a calculator during a test when not permitted, etc.*
  - iii. **Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination.**  
*Examples: disclosing the content of a test to a friend who is in another section and taking the test after you*

iv. **Unauthorized use of another person's work without proper acknowledgment of source.**

*Examples include copying and pasting information as if it were your own work, not citing quotes or materials, poor paraphrasing, not citing after paraphrasing, using another student's paper and turning it in as your own, turning in work of your own that had previously been submitted for another course, etc.*

v. **Intentional misrepresentation by word or action of any situation of fact, or omission of material fact, so as to mislead in connection with any academic work.**

*Examples: This is lying and can include signing someone in on the attendance sheet for a class (or asking someone to sign in for you), taking a test or quiz for someone, lying about why you missed class or need to make up a test or need an extension on an assignment, etc.*

vi. **Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.**

*Examples: Offering reward for a better grade in the class, on a project, etc.*

**IV. Process for Handling Perceived Violations**

- a. Students, instructors, and staff members who are aware of a violation are required to report the matter to the course instructor and/or to the Dean of Graduate Academics. The Dean of Graduate Academics and the faculty member are responsible to inform each other. The instructor will then decide if s/he wants to adjudicate the issue personally or if the issue should be handled by the Office of Graduate Academics.

- i. **If a perceived violation is brought to the Office of Graduate Academics:** the Dean will convene a meeting of the Graduate Student Academic Integrity Board. The Board will hear the case and make a decision on the case. If the student is not satisfied with the Board's decision then s/he may appeal to the Academic Appeals Committee. If the student is not satisfied with the Academic Appeals Committee's decision, then s/he may make a final appeal to the chief academic officer of the institution, the Provost and University Vice President, or his/her designee. The Provost's decision is final and cannot be appealed.

1. The Graduate Student Academic Integrity Board is an ad hoc group comprised of 1) a chairperson, 2) a faculty representative from each college or school and 3) two graduate student representatives.
  - a. The chairperson must be a tenured faculty member of at least two years and will serve a three year term.
  - b. The faculty representatives are appointed by the dean of their individual college/school and will serve a two year term.
  - c. The graduate student representatives are nominated by students and faculty members on a biennial basis and will serve from the time they are nominated until they graduate. There will be at least five but no more than ten students who are eligible to serve in this category and they will be called upon to serve on the Graduate Student Academic Integrity Board at random on an as-needed basis.
2. The Academic Appeals Committee is a standing group comprised of tenure track and non-tenure track faculty members.
  - a. Four of the members will be tenure-track faculty.
  - b. One member will be a non-tenure track faculty member.

- c. All members will have at least three years of service at Stevens and will serve a term of two years.
  - d. Members are elected by the faculty and appointed by the Chief Academic Officer. The committee will elect its chair.
- ii. **If the instructor elects to adjudicate the issue personally:** the instructor will address the issue with the student directly and dispense a sanction based on the list below. Regardless of the result of this individual adjudication, the instructor must report the incident to the Dean of Graduate Academics for record-keeping purposes. If a student disagrees with the instructor's accusation or decision then s/he may appeal to the Dean of Graduate Academics in which case the process will proceed as described above.

## V. Types Of Sanctions

- a. If it is found through either of the above processes that a student violated the Graduate Student Code of Academic Integrity, one or more of the following sanctions will be imposed:
  - i. Expulsion from the University.
  - ii. Suspension from the University for a period of no less than one semester.
  - iii. Probation. A period of review and observation during which a student is under an official notice that subsequent violations of the Graduate Student Code of Academic Integrity are likely to result in a more severe sanction including suspension or expulsion from the University.
  - iv. Failing grade for the course in question and a note on the student's permanent transcript.
  - v. Grade of 0 for the assignment (exam, quiz, project, paper, or otherwise) in question.

## VI. Methods for Preventing Violations

- a. **Mandatory Academic Integrity and Ethics Workshop**
  - i. All incoming graduate students must complete a workshop on academic integrity and ethics. The workshop will be offered online to all students as a series of topical modules with questions to certify understanding. Students who fail to complete this workshop by the end of the Add/Drop period during his/her first semester of enrollment will be blocked from registering for classes for the next semester.
- b. **Best Practices for Course Instructors**
  - i. Whenever possible, graduate course instructors will adhere to the following guidelines to minimize opportunities for academic dishonesty to occur:
    - 1. Clearly outline actions that constitute plagiarism and cheating at the beginning of the semester
    - 2. Have one proctor per 20 students present for midterm and final exams
    - 3. Use plagiarism detection software, such as Turnitin, when collecting papers or reports