

ACADEMIC INTEGRITY AND PLAGIARISM for GRADUATE STUDENTS

Rutgers, the State University of New Jersey

Edward J. Bloustein School of Planning and Public Policy

Prepared by Professor Jocelyn Crowley and Assistant Dean Steve Weston

Document Prepared Word for Word with Minor Revisions from

<http://nbacademicintegrity.rutgers.edu/home/academic-integrity-policy/> (Accessed on 8/17/20. Note that most of this document would normally be in quotations.)

1. PRINCIPLES OF ACADEMIC INTEGRITY AT RUTGERS UNIVERSITY

The principles of academic integrity require that a student:

- make sure that all work submitted in a course, academic research, or other activity is the student's own and created without the aid of impermissible technologies, materials, or collaborations.
- properly acknowledge and cite all use of the ideas, results, images, or words of others.
- properly acknowledge all contributors to a given piece of work.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with the student's interpretation or conclusions.
- treat all other students ethically, respecting their integrity and right to pursue their educational goals without interference. This principle requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the ethical standards and professional code of conduct in the field for which the student is preparing.

Adherence to these principles is necessary to ensure that:

- proper credit for ideas, words, images, results, and other scholarly work, no matter the form or media, is attributed to the appropriate individual(s).
- all student research and work are fairly evaluated, and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity, ethics, scholarship, and professionalism is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community, therefore, bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

2. TYPES OF VIOLATIONS

First, please note that ALL violations of academic integrity may be considered separable offenses for graduate students. Separable violations are very serious violations of academic integrity that affect a more significant portion of the course work. Separable violations are often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the student committing the violation.

Once identified, faculty may bring the academic integrity matter to the student for review or directly to the Office of the Dean (the AIF), or both (please see flowcharts from the above website and associated links). Sanctions for a given violation may be imposed differently on those with more or with less experience as students. Thus violations of academic integrity by graduate students will normally be penalized more severely than the same violations by inexperienced undergraduate students. These violations may include any of the following:

Plagiarism: Plagiarism is the use of another person's words, ideas, images, or results, no matter the form or media, without giving that person appropriate credit. To avoid plagiarism, a student must identify every direct quotation using quotation marks or appropriate indentation and cite both direct quotation and paraphrasing properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
- Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own, regardless of the nature of the assignment.
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources, regardless of format, without proper attribution.

NOTE: See separate section at the end called "Focus on Plagiarism: A Clear Violation of Academic Integrity"

Cheating: Cheating is the use or possession of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results or reports, analyses, and other textual or visual material and media as one's own work when others prepared them. Some common examples are:

- Prohibited collaboration: receiving research, programming, data collection, or analytical assistance from others or working with another student on an assignment where such help is not permitted.
- Copying another student's work or answers on a quiz or examination.
- Using or having access to books, notes, calculators, cell phones, technology, or other prohibited devices or materials during a quiz or examination.
- Submitting the same work or major portions thereof to satisfy the requirements of more than one course without permission from the instructors involved.
- Preprogramming a calculator or other device to contain answers, formulas, or other unauthorized information for use during a quiz or examination.
- Acquiring a copy of an examination from an unauthorized source before the examination.
- Having a substitute take an examination in one's place.
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- Submitting as one's own work a term paper or other assignment prepared, in whole or in part, by someone else.

Fabrication: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples include the following:

- Citing a source that does not exist.
- Making up or falsifying evidence or data or other source materials.
- Falsifying research papers, reports, or other documents by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
- Falsifying patient or client records.
- Falsely documenting experiential and/or internship opportunities that did not occur.
- Providing falsified excuses, documents, or other information to excuse late or missed assignments, or to justify regrading.

Facilitation of Dishonesty: Facilitation of dishonesty is deliberately or carelessly allowing one's work to be used by other students without prior approval of the instructor or otherwise aiding others in committing violations of academic integrity. A student who deliberately facilitates a violation of academic integrity can be subject to the same sanctions as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violation. Some examples are:

- Collaborating before a quiz or examination to develop methods of exchanging information.
- Knowingly allowing others to copy answers to complete a quiz or examination or assisting others to do so.
- Distributing an examination from an unauthorized source before the examination.
- Distributing or selling a term paper to other students.
- Taking an examination for another student.
- Allowing other students access to your work in violation of course policies.

Academic Sabotage: Academic sabotage is deliberately impeding the academic progress of others. Some examples are:

- Intentionally destroying or obstructing another student's work.
- Stealing or defacing books, journals, or other library or University materials.
- Altering computer files that contain data, reports, or assignments belonging to another student.
- Removing posted or reserve material or otherwise preventing other students' access to it.
- Misrepresenting the contributions of others in the group to give more credit to one particular student for one's gain.

Violation of Research or Professional Ethics: Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:

- Violating a canon of the ethical code of the profession for which a student is preparing.
- Using unethical or improper means of acquiring, analyzing, or reporting data in a course research project, a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication.
- Misuse of grant or institutional funds.
- Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

Violations Involving Potentially Criminal Activity: Violations in this category include theft, fraud, forgery, or distribution of illicitly obtained materials committed as part of an act of academic dishonesty. Some examples are:

- Unauthorized acquisition of an examination from a faculty member or electronic files.
- Selling, buying, or distributing an examination.
- Forging a change-of-grade form.
- Falsifying a University transcript.

3. SANCTIONS/PENALTIES

Sanctions

Any violation of academic integrity is a serious offense subject to appropriate sanctions or penalties. Violations of academic integrity may result in academic penalties, educational sanctions, and/or disciplinary sanctions, and are not limited to the examples below.

A. Academic Penalties

- Requirement to re-submit the assignment or complete an alternate assignment.
- A grade reduction for assignment or course.
- A failing grade for the assignment.
- A grade of F in the course.
- A grade of XF in the course, where applicable.

B. Educational Sanctions

- An assigned paper or research project related to ethics or academic integrity.
- Participation in a workshop or seminar.
- Service to the University community.

C. Disciplinary Sanctions

- Disciplinary reprimand.
- Disciplinary probation.
- Dismissal from a departmental or school program.
- Denial of access to internships or research programs.
- Loss of appointment to academic positions.
- Loss of departmental/graduate program/school endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Requiring a delay in the completion of a professional program.
- Dismissal from a graduate or professional program.
- Expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.
- Degree or certificate revocation.

Note: Any of these sanctions may have an impact on financial aid, scholarship, or fellowship eligibility, or scholastic standing.

Ignorance of these policies is never an adequate defense against a charge of academic integrity.

For a complete list of possible penalties, please see the website and associated links at the top of this document.

4. MORE INFORMATION AND ASSISTANCE

For writing assistance related to upholding the principles of academic integrity, go to your professor directly with questions. If in doubt, it is better to cite than not to cite. In addition, the Learning Resource Center can help you with these writing issues. This office is located at 124 Loree Bld., Douglass Campus. The person who can assist you is Shawn Taylor: 848-932-1662. His email is sktaylor@rutgers.edu.

For questions regarding the policies and rights as a student, you may contact your Assistant Dean, Steve Weston, the Bloustein School's Academic Integrity Facilitator (AIF), in room 190 or by sdweston@rutgers.edu for an appointment. To learn more about Rutgers University's policies on issues of academic integrity, plagiarism, and penalties, go to <http://nbacademicintegrity.rutgers.edu/>. Accessed on 8/17/20.

FOCUS ON PLAGIARISM: A CLEAR VIOLATION OF ACADEMIC INTEGRITY

A Discussion Piece

Plagiarism does not give credit to those who have thought and written about the topic before you. Unfortunately, plagiarism is easy with the Internet providing information that can be cut and pasted into documents without proper attribution.

Examples:

Here is text taken directly from an article written by Dr. Susan Fainstein.

While urban renewal planning focused on sub-areas of the city, renewal activities were viewed as projects of the city government that constituted part of a citywide effort toward upgrading.

Citation: Fainstein, Susan. 1987. "The Rationale for Neighborhood Planning." *Policy Studies Journal* 16(2): 384-392.

Assume that you want to write about Professor Fainstein's sentence, above.

The two most important forms of plagiarism to avoid are as follows:

Type 1 Plagiarism. Copying someone's writing WORD FOR WORD without proper quotation marks and attribution.

An example of Type 1 plagiarism would be if you wrote in a paper:

While urban renewal planning focused on sub-areas of the city, renewal activities were viewed as projects of the city government that constituted part of a citywide effort toward upgrading.

Notice there are neither quotation marks nor attribution to Dr. Fainstein.

Proper citation would be as follows:

"While urban renewal planning focused on sub-areas of the city, renewal activities were viewed as projects of the city government that constituted part of a citywide effort toward upgrading" (Fainstein 1987, 384-385).

IMPORTANT: You cannot change one or two words in a sentence or one phrase/phrases and call it your own writing. If you are relying substantially on someone else's words, you must use quotation marks and proper attribution methods.

Type 2 Plagiarism. Copying someone's ideas without proper attribution.

An example of Type 2 plagiarism would be if you wrote in a paper:

Cities developed urban renewal endeavors that highlighted smaller areas within the metropolis.

Notice there is no attribution to Dr. Fainstein, even though you learned about it by reading her work.

Proper citation would be as follows:

Cities developed urban renewal endeavors that highlighted smaller areas within the metropolis (Fainstein 1987).

Statement of Knowledge and Receipt: By signing and dating this document, below, I am expressing a complete understanding of the academic integrity standards, violations, and punishments at Rutgers University.

NAME

DATE