

Academic Integrity

As noted in the Graduate Bulletin:

Every student has the responsibility to become familiar with the standards of academic integrity at the University. While it is strongly recommended that faculty specify in their syllabi information about academic integrity, as well as a description of the possible responses to violations, claims of ignorance, unintentional error, or personal or academic pressures are not sufficient reasons for violations of academic integrity. Students are responsible for familiarizing themselves with the standards and behaving accordingly, and UAlbany faculty are responsible for teaching, modeling and upholding them

The University Libraries webpage provides information on courses and tutorials to aid in the *research process, citation tip sheets, explanations of types of resources, information on how to locate a wide range of materials* and how to evaluate them effectively, and much more.

Examples of Academic Dishonesty

The following is a list of types of behaviors considered to be academically dishonest and therefore unacceptable. Even the attempt to commit such acts is a breach of integrity and is subject to penalty. No such list can, of course, describe all possible types or degrees of academic dishonesty, so these should be understood as examples rather than as a comprehensive list. Individual faculty members, Deans of Schools and Colleges as appropriate, and the Office of Conflict Resolution and Civic Responsibility will continue to judge each case according to its particular merit.

Plagiarism: Presenting as one's own work, the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences for violating University regulations.

Examples of plagiarism include: failure to acknowledge the source(s) of even a few phrases, sentences, or paragraphs; failure to acknowledge a quotation or paraphrase of paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle central to the paper's or project's structure; failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method; submitting as one's own work, work borrowed, stolen, or purchased from someone else. For more information concerning plagiarism, see the library's tutorial on the subject on the library web site. Graduate students will find additional information concerning Academic Integrity, Conduct, and Research Regulations on the Graduate Studies web site.

Cheating on Examinations: Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking upon someone

else's examination during the examination period; intentionally allowing another student to look upon one's exam; the unauthorized discussing of the test items during the examination period; and the passing of any examination information to students who have not yet taken the examination. There can be no conversation while an examination is in progress unless specifically authorized by the instructor.

Multiple Submission: Submitting substantial portions of the same work for credit more than once without receiving the prior explicit consent of the instructor to whom the material is being submitted the second or subsequent time.

Forgery: Imitating another person's signature on academic or other official documents.

Sabotage: Destroying, damaging, or stealing of another's work or working materials (including lab experiments, computer programs, term papers, or projects).

Unauthorized Collaboration: Collaborating on projects, papers, or other academic exercises when this is regarded as inappropriate by the instructor(s). Although the usual faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and the different disciplines. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

Falsification: Misrepresenting material or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, the falsification of experimental or computer data, etc.)

Bribery: Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class.

Theft, Damage, or Misuse of Library or IT Resources: Removing uncharged library materials from the library, defacing or damaging library materials, intentionally displacing or hoarding materials within the library for one's unauthorized private use, or other abuse of reserve-book privileges. Any violation of the University's Responsible Use of Information Technology policy. This includes, but is not limited to, unauthorized use of the University's or another person's computer accounts, codes, passwords, or facilities; damaging computer equipment or interfering with the operation of the computing system of the University. All students are expected to be familiar with the Responsible Use Policy, which can be viewed at <http://www.albany.edu/its>

Penalties and Procedures

The faculty member responsible for educating the student is also responsible for determining when that student has violated academic integrity. When a faculty member determines that a student has violated academic integrity, he or she will inform the student and impose an appropriate sanction. A faculty member may make any one or a combination of the following responses to the infractions of academic dishonesty cited above:

1. Lowering of a paper or project grade by one full grade or more;
2. Giving a failing grade on a paper containing plagiarized material;

3. Giving a failing grade on any examination in which cheating occurred;
4. Lowering a course grade by one full grade or more; or
5. Giving a failing grade in a course or other academic exercise.

In addition, faculty members will complete the **Violation of Academic Integrity Report**, including the sanction they have imposed along with a brief description of the incident, and send it to the Dean of Undergraduate or Graduate Studies, as appropriate. A copy of the report is to be given to the student. The Deans of Undergraduate or Graduate Studies will maintain a copy of such reports for the duration of a student's enrollment at the University.

If a faculty member informs the student that he or she will receive a failing grade in the course or other academic exercise as a result of academic dishonesty, the student receiving such a penalty will not be permitted to withdraw from the course unless the grievance process or Office of Conflict Resolution and Civic Responsibility rules in favor of the student. Students who feel they have been erroneously penalized for an academic integrity infraction or think that a penalty is inappropriate may grieve these issues through procedures developed for each college, school, program, or department of the University. Copies of the procedures are maintained in the School and College Deans' Offices or on their respective websites. A copy of the disposition of any grievance arising in matters of academic dishonesty will be attached to the Violation of Academic Integrity Report filed in the Offices of the Deans of Undergraduate or Graduate Studies.

Any faculty member or School or College Dean encountering matters of academic dishonesty in a class or academic program for which he or she has responsibility may, in addition to, or in lieu of, the actions cited above,

(6) refer a case to the Office of Conflict Resolution and Civic Responsibility.

After considering the case, the Office of Conflict Resolution and Civic Responsibility will recommend to the Dean of Undergraduate or Graduate Studies, as appropriate, the disposition of the case, which can include revoking a student's scholarship or fellowship, or teaching or research assistantship, as well as or in addition to disciplinary probation, suspension, or expulsion. Students should be aware that violations of academic integrity may cause subsequent difficulties in admission to graduate or professional schools and/or in employment in certain professions.

When a student violates academic integrity in more than one academic exercise, whether those infractions occurred during the same or different periods of time, or in the same or different courses, the University regards the offense as an especially serious subversion of academic integrity. The matter becomes particularly severe when the student has been confronted with the first infraction before the second is committed. Whenever the Offices of Undergraduate or Graduate Studies receive a second Violation of Academic Integrity report on a student, the Dean will request a hearing before the Office of Conflict Resolution and Civic Responsibility.

The Director of Libraries or Chief Information Officer, upon a finding of theft, damage, misuse of facilities or resources, or a violation of University policies, will forward all such cases to the Office of Conflict Resolution and Civic Responsibility for review and disposition, which can include suspension or expulsion from the University. The Director of the Libraries or Chief Information Officer may, in individual cases, limit access to the Library or IT resources pending action by the Office of Conflict Resolution and Civic Responsibility. In all other cases of academic dishonesty by students which come to the attention of any staff,

faculty, or student, it is expected that the Dean of Undergraduate or Graduate Studies, as appropriate, will be consulted about such infractions.

The Office of Conflict Resolution and Civic Responsibility was established by the governing bodies of this campus and is administratively the responsibility of the Vice President for Student Success. Any questions about the procedures of the Office of Conflict Resolution and Civic Responsibility may be secured by inquiry to that office.