

Rowan University Academic Integrity Flow Chart for Instructors

1. When you suspect a violation of the Academic Integrity policy, complete as much as possible of the Report of an Academic Integrity Violation (RAIV).
2. Attempt to meet with the student to inform him/her of the alleged violation and obtain the student's signature acknowledging he/she has been informed of the allegation. (See RAIV for alternatives when face-to-face meetings are not possible.) By signing, the student is not admitting to the violation, only that he/she understands the process. If the student does not understand the process, he/she does not have to sign the RAIV. Provide the student with a copy of the RAIV, whether he/she signs it or not.
3. Taking into consideration circumstances, context, and intent—and employing the chart below—use your best judgment to determine where a violation fits. There is overlap among the categories.

	Level 1	Level 2	Level 3	Level 4
Characteristics	Usually involves a minor portion of the coursework. May occur because of ignorance or inexperience on the part of the student.	Affects a more significant portion of the course.	Even more serious in nature and involves dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination.	Most serious breaches of academic integrity. They also include violations committed while already on or after returning from Academic Integrity Probation.
Examples	Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.	Quoting directly or paraphrasing without proper acknowledgement or failing to acknowledge all sources of information and contributors who helped with an assignment.	Copying from or giving assistance to others on an hourly or final examination, plagiarizing major portions of an assignment, using forbidden material on an hourly or final examination, presenting the work of another as one's own, or altering a graded examination for the purposes of re-grading.	Forgery of grade change forms; theft of examinations; having a substitute take an examination; any degree of falsification or plagiarism relating to a senior or graduate thesis; using a purchased term paper; sabotaging another's work; the violation of the clinical code of a profession.
Recommended Sanctions	<ul style="list-style-type: none"> • Failing grade for assignment* • Make-up assignment at a more difficult level • Required attendance at academic honesty workshop • Assignment on awareness of academic honesty 	<ul style="list-style-type: none"> • Failing grade for the course* • Academic Integrity Probation • Required attendance at academic honesty workshop • Lesser sanctions as appropriate 	<ul style="list-style-type: none"> • <i>Suspension from the University for one or more semesters with a disciplinary suspension notation on student's transcript*</i> • <i>Academic Integrity Probation</i> • <i>Required attendance at academic honesty workshop</i> • <i>Lesser sanctions as appropriate</i> 	<ul style="list-style-type: none"> • <i>Expulsion from the University with a permanent dismissal notation on student's transcript*</i> • <i>Lesser sanctions as appropriate</i>

Sanctions shown in italics are determined by the Academic Integrity Review Board, but are provided here for your information. You do not need to recommend sanctions for Level 3 and 4 violations. An asterisk denotes the maximum penalty that may be applied. At all levels, additional and/or lesser sanctions may be applied at the discretion of the instructor or the Academic Integrity Review Board.

4. Complete and submit the RAIV and documentation of the violation to the Office of the Provost. The table below identifies jurisdictions for each violation level.

Levels 1 and 2	Levels 3 and 4
Instructor evaluates the violation and determines sanction. Academic Integrity Review Board reviews sanction.	Academic Integrity Review Board evaluates the violation and determines sanction.

Additional notes:

- All violations of academic integrity must be reported to the Provost's Office and follow the RAIV procedures.
- While it is normally the instructor who reports and acts on an academic integrity violation, other instructors, staff members, or students may, and should, report such violations.
- Repeat offenses are considered to be more serious and will be categorized by the Academic Integrity Review Board as higher level violations.
- The complete Academic Integrity Policy, including definitions of cheating, plagiarism, fabrication, and academic misconduct, and the RAIV, are available on the Provost's Policies and Procedures web site at <http://www.rowan.edu/provost/policies/>.