

UNIVERSITY SENATE MINUTES
March 23, 2009, 10:50 am, Rowan Hall Auditorium

ATTENDEES: Herb Appelson, Mark Berkey-Gerard, Krishan Bhatia, Lori Block, Joe Cassidy, Bruce Caswell, Doug Cleary, Nadine Connell, Kevin Dahm, Michele DiCorcia, Robert D’Intino, Tom Doddy, Carol Eigenbrot, Leslie Elkins, Jon Foglein, Bill Freind, Dorie Gilchrist, Roberta Harvey, John Hasse, Karen Haynes, Susan Hersh, Jerry Hough, Olcay Ilicasu, Alison Krufka, Phillip Lewis, Janet Lindman, Midge Madden, Karen Magee-Sauer, Douglas Mapp, Phyllis Meredith, Demond Miller, Eric Milou, Bob Newland, Anne Phillips, Robi Polikar, Clara Popa, Peter Rattigan, Adrian Rusu, Nick Schmelz, Kathleen Sernak, Sonia Spencer, Don Stoll, Pat Alexy-Stoll, Eileen Stutzbach, Cindy Vitto, Jia Wang, Patrick Westcott, Dex Whittinghill, Barbara Williams, Tricia Yurak, Ieva Zake.

NOT IN ATTENDANCE: (Represented by Alternates) Jacqueline Benevento represented by Issam Abi-El-Mona, Matthew Lund represented by David Clowney, Julie Mallory-Church represented by Winifred Still, Donovan McCargo represented by Shalanda Gray.

NOT IN ATTENDANCE: Keith Adams (2nd consecutive absence), Michael Banutu-Gomez (2nd consecutive absence), Joe Basso, Kate Boland, Sheri Chinen-Biesen, Jennifer Courtney, Lili Levinowitz (3rd consecutive absence), Mark Matalucci, Mohammed Rashiduzzaman (5th consecutive absence), Natalie Reaves, Tanya Santangelo, Jia Wang.

1. Approval of Agenda – Motion made to amend agenda to allow President Farish to speak for ten minutes. Motion seconded and passed.

Rowan University will soon be getting four rifles to allow Rapid Response Deployment to be possible. In hostage situations (no negotiator situation these days) police rush building and do whatever necessary to take out the shooter. Rather than just handguns, we now need rifles. We need to be prepared, yet avoid appearance of being armed to the teeth. Four rifles, two rifles per locked case in locked trunk of two cars. In the case of an incident, trunk would be opened and rifle box unlocked, rifles issued and officer would enter the building. President wanted to talk with Senate so it won’t be a surprise. Reed Layton reports that the four officers will receive mandated state police training at minimum. Selected four officers only will receive the training. Montclair State University is doing the same thing. National statistics regarding what other campuses are doing Reed can get for us. Borough of Glassboro is prepared. At one point Rowan security could not enter building until Glassboro police arrived. Lock system on trunk and rifle box is very secure. Ballistic helmets and shields are in the cars already. Term “long guns” mentioned here refers to semi automatic rifles. The number is four officers so we can have around the clock coverage as a good starting point – there will be always at least one rifle-trained officer on duty. We should alert faculty. If the number increases above 4, senate will be alerted beforehand. When will this go into effect? Rifles have been on order for 14 months, they may arrive soon. Hold-up in the delivery was that currently most rifles are going to military. By cell phones – students have alert system. Senators mentioned concern about cell phone dead spots on campus.

President Farish reports that response from concerned parents is extreme after armed robbery and any incident of violence on campus. Parents and students will be made aware of this – trained officers with rifles on campus – so it becomes known to public that this is not a safe place to carry out a crime. We want the public and prospective students and parents to perceive our campus to be safe. We are looking for a balance between risk and preparedness. Virginia Tech and Illinois situation noted. Borough of Glassboro is preparing for possible incident in high school. Rowan

will be training with them. Suggestion made that faculty be informed of steps to take in case of a hostage situation, locks on classroom doors, etc.

Regarding pedestrian crossing safety, signs should be going up on 322 tomorrow morning.

Additional discussion followed after President Farish left. Eric was notified on Friday regarding rifles on campus. Administration has known for 14 months. Senators noted that Rowan should put equal amount of effort into addressing mental health issues on campus, as most recent hostage situations nationally have involved mental health issues.

1. Introductions of Visitors - none
2. Approval of Minutes from February 2009 (separate file) – moved, seconded approved.
3. President’s Report (page 4)
4. Open Period: Marie Tiemann, Rowan Respect – cancelled
5. Standing Committees
 - a. Academic Policies & Procedures
 - i. 2nd reading: Resolution to Institute a 17/34 Academic Year Tuition Plan (page 6) Moved, seconded, approved.
 - ii. 2nd reading: Resolution to Distinguish between Undergraduate and Graduate Educational Experiences in Student Records (page 7) Motion made, seconded, approved.
 - iii. 1st reading: Resolution to Revise the Attendance Policy (pages 8-10) Friendly amendment to add “with consultation from the faculty member after Dean of Students in #6.
 - iv. 1st reading: Resolution Recommending Extension of Drop/Add Period for Students Enrolled in Courses that Meet Once a Week on Mondays (page 11)
 - v. 1st reading: Resolution recommending that Registration Stay Open between Final Registration and the Beginning of Drop/Add (page 12) *Priority Registration is first day of registration period. Early Registration is March 30th to April 26th. Late Registration – when student would pay late fee – would be end of April to end of drop/add in September.*
 - vi. 1st reading: Resolution to Revise the Academic Integrity Policy and RAIIV (pages 13-20)
 - b. Curriculum Committee Report (pages 21-22)

Four Process C proposals: Two new minors in Geography - moved, seconded and approved; Political Science revision of General Education requirements – moved, seconded, approved; MS in Computer Science –COGS – moved, seconded, approved. Had been on Provost’s desk previously but need the addition of COGS, which this proposal has included.

- c. 1st reading: Resolution on Promoting Foreign Language and Culture Studies (page 23)
- correct typo in last line of resolution “foreign language and cultures”

By the new process, all majors will need to apply to get restricted status through the curriculum committee. Forms will be out in early April, majors have one month to complete form and apply, then acted on by the committee and then on to the Provost for final approval.

6. Old Business - none
7. New Business – Wednesday, March 25th is the last RU Engaged. Will focus on Administration.
8. Adjournment – 11:55AM

PRESIDENT'S REPORT-

1. Rowan Day – April 17, 2009 (page 5)
2. Camden campus building purchase update
3. Information Resources is developing an academic/administrative advisory council to provide a forum to vet technology decisions that involves and affects academic/administrative units. (Appointed Sue Hersh & Krishan Bhatia)
4. Master Planning Committee revisions - three areas will need to be considered carefully by the following subcommittees:
 - a. Future development of West Campus: Land Use, Building Sighting, and Environment subcommittee
 - b. Main Campus Landscape Master Plan: Landscape and Campus Image subcommittee
 - c. Parking Plans: Pedestrian Safety, Transportation, and Parking subcommittee
5. Parking – Union will negotiate
6. Middle States Visit
 - a. Meeting with University Senators is Tuesday, March 31 from 2 to 3 pm. Please let me know if you will attend ASAP.
 - b. Final Presentation is Wednesday, April 1 at 10:30 am to 12 noon. All are welcome.

Friday, April 17th is Rowan Day, an all-day celebration of the best of the work of our students, faculty, and staff. All six colleges have events scheduled and the Student Affairs Division also will have presentations and events. A partial list of activities includes:

- ✦ The STEM Symposium (LAS and Engineering)
- ✦ ArtSmash (Communication, FPA, and LAS)
- ✦ A formal awards presentation at which the Joseph Barnes award for service, the Lindback award for teaching excellence, the Gary Hunter mentoring award, and the University research award will be presented
- ✦ A media showcase on the future of journalism (Communications)
- ✦ Tours of the tech park (Engineering)
- ✦ A business plan competition at the tech park (Business)
- ✦ Tree Planting (Student Affairs)
- ✦ The Children's Hour (a play produced by the department of theater and dance)
- ✦ On Leaves of Grass, Singing Songs of Myself (Walt Whitman-inspired dance program)
- ✦ A Media Festival (FPA)
- ✦ RU Ready for Change: The Evolution of Leadership (Student Affairs)
- ✦ Pick Your Poison – An interactive game and discussion sponsored by the Center for Addiction Studies and Awareness
- ✦ A Professional Mini-Conference from the College of Education

Resolution to Institute a 17/34 Academic Year Tuition Plan

WHEREAS, Almost 80% of generated Rowan University credit hours are based on three credits per courseⁱ, thus forcing students to take courses in these increments and often leading to their having to take 18 credits during at least one semester;

WHEREAS, Several “Suggested Course Sequences” for majors (Art, Studio Art, Biochemistry, and most Education majors, for example) recommend at least one semester where the student must take 18 credits and/or summer courses beyond this;

WHEREAS, Limited course availability often means that needed courses are filled while students are early in their careers, forcing them to take extra courses to “play catch up” once their number of credits allows them access to these needed courses during registration;

WHEREAS, Many students are required by outside agencies to be dual majors, therefore increasing their load requirement beyond the current 17-credit/semester limit (for example, early childhood and elementary education majors);

WHEREAS, The data show that those students discussed above are those hit hardest by the current tuition structure;

WHEREAS, In this current economic situation, adding additional costs to students beyond the “advertised price tag” puts an undue, unfair, and unappreciated burden on them;

AND WHEREAS, It is understood that some students take additional loads by choice or because of extraordinary circumstances and are therefore subject to additional tuition costs for doing so;

THEREFORE BE IT RESOLVED that Rowan University institute a 17/34 academic year tuition plan, in which students who take more than 17 credits one semester but no more than 18 overall during that semester AND who take fewer than 35 for the whole academic year be allowed to pay at the academic year tuition rate for full-time students.

Interpretive Statement: In 2007, Rowan shifted from requiring students who take more than 18 credits to pay additional per credit tuition to those taking more than 17 credits. This has put an unfair and undue burden on students who are in certain majors or in certain circumstances beyond their control, including the systematic nature of our three-credit system. This resolution provides that students who take more than 17 credits in one semester but not more than 34 credits in a complete academic year be allowed to pay the advertised full tuition for that academic year without any additional per credit charges.

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Resolution to Distinguish Between
Undergraduate and Graduate Educational Experiences in Student Records

WHEREAS, undergraduate and graduate educational experiences are distinct and need to be clearly delineated in student records:

THEREFORE BE IT RESOLVED,

Students admitted to an undergraduate program will:

- ∞ Have all academic records stored in an undergraduate account;
- ∞ Apply all courses taken (whether graduate level or undergraduate level) to their undergraduate degree and undergraduate GPA;
- ∞ Be charged at the undergraduate rate for tuition and fees;
- ∞ Be subject to all undergraduate academic policies and procedures.

Students admitted to a graduate program will:

- ∞ Have all academic records stored in a graduate account;
- ∞ Be charged for all courses (graduate or undergraduate) at the graduate rate for tuition and fees;
- ∞ Apply all courses to the graduate GPA;
- ∞ Be subject to all graduate academic policies and procedures;

Undergraduate courses taken by graduate students cannot be used to fulfill degree requirements.*

Credits from graduate level courses taken while an undergraduate student (whether taken at Rowan or other accredited university) may transfer and be used toward the graduate degree if approved by the program, but the grade associated with the courses will not transfer and will not impact the Rowan Graduate GPA.

*Except in rare and compelling circumstances beyond the control of the student, where the student may apply a maximum of three semester hours of upper level undergraduate coursework toward the graduate program semester hour requirement with the prior approval of the program advisor, department chairperson, dean, and Director of The Graduate School.

Resolution to Revise the Attendance Policy

Background on the resolution:

Last year, the Senate approved a revised version of the Attendance Policy proposed by the APP Committee. The impetus for the revision was the inclusion of language requiring faculty to accommodate students who miss class for legitimate reasons. The version that was implemented included language added later by the Provost's Office, shown in italics below:

Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. *This may include referring students who have missed more than 25% of scheduled class times for reasons listed in #2 under student responsibilities to the Dean of Students to arrange a hardship withdrawal from the class.*

This language replaced the statement shown below, again in italics:

Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. *This may include setting a maximum number of absences for a course—whether excused or unexcused—after which a student fails the course.*

The problem with this version was that it would permit an instructor to fail a student on the basis of excused absences, which the University does not believe to be legally defensible. Since the resolution was passed at the end of the semester and it was not possible to bring it back to the Senate, the policy was revised by the Provost's Office and implemented. It was expected that the Senate would review and if necessary revise the policy this year.

During this academic year, several faculty have expressed concerns about the existing policy. The main issue is that it places a considerable burden on faculty to document excuses and to provide alternative assignments to students with excused absences. The burden is considerable because 25% of the course—a month's worth of classes—may be missed. In addition to the logistical issues, the very large proportion of classes that may be missed undermines stated institutional values, including learning communities, collaborative and cooperative learning, project-based learning, and interactive learning. To address this situation and further clarify the policy, APP proposes the following resolution to again revise the policy. **Revised language has been highlighted, and the current policy is attached for comparison.**

WHEREAS, implementation of the new attendance policy this year has revealed that missing 25% of a course is excessive, and that providing alternative assignments or not counting activities for up to 25% of a course is not appropriate for many courses, such as lab courses, collaborative and cooperative learning-based courses, project-based courses, etc.;

AND WHEREAS, faculty should have the authority to determine how important attendance is to the learning experience in their classes;

BE IT RESOLVED, that the University adopt the following revised attendance policy for all students:

Proposed Revision to Attendance Policy

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

- 1) Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
- 2) Students absent for any of the following reasons:
 - Religious observances
 - Official University activities
 - Documented illness
 - Death of a family member or loved one
 - Inclement weather

must inform their instructor with **official or verifiable written documentation** before the fact in cases of religious observances and official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather. **Students should consult with their instructor regarding acceptable documentation.**

- 3) **In the case of rare and compelling circumstances not listed in #2 above, students should make every effort to discuss reasonable accommodations with the instructor in advance if feasible or as soon as possible afterward .**

Responsibilities of Faculty

- 1) Faculty are expected to keep accurate attendance records.
- 2) Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
- 3) In the case of #2 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated **and the student has not exceeded the maximum number of allowable absences (as explained below under #6)**, the faculty member will either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student's final grade.
- 4) Faculty are under no obligation to make special provisions for students who are absent for reasons other than those listed above. **However, faculty are encouraged to consider accommodations for rare and compelling circumstances.**
- 5) **If a student develops a pattern of excessive and/or unexplained absences, faculty should advise the student to request assistance from the Dean of Students.**
- 6) Faculty (singularly or as part of a department or program) may establish additional **reasonable attendance criteria that are consistent with the above. This may include setting a maximum number of absences for a course—whether excused or unexcused—after which a student should withdraw from the class with a WF. If the Dean of Students determines that excused absences were a significant factor, the withdrawal may be altered to a simple W.**

Notes from 3/23 discussion: Friendly amendment to add “with consultation from the faculty member after Dean of Students in #6.

Current Attendance Policy Effective Fall 2008

Because classroom experiences vary greatly among disciplines, deliveries and instructors, Rowan's community of learners is best realized when teachers and learners interact in ways deemed appropriate for any particular class. Thus, although what constitutes attendance can differ from course to course, the following applies to all courses:

Responsibilities of Students

- 1) Students are expected to be present at each meeting of each scheduled class for which they are officially registered. Students are responsible for knowing the instructor's attendance policy as stated in the syllabus.
- 2) Students absent for any of the following reasons:
 - Religious observances
 - Official University activities
 - Documented illness
 - Death of a family member or loved one
 - Inclement weather

must inform their instructor with official written documentation before the fact in cases of religious observances and official University activities, or as soon as possible thereafter in cases of illness, death of a family member or loved one, and inclement weather.

Responsibilities of Faculty

- 1) Faculty are expected to keep accurate attendance records.
- 2) Attendance requirements must be part of the syllabus provided to students prior to the end of the drop/add period.
- 3) In the case of #2 under Student Responsibilities, faculty must make reasonable accommodation to provide these students the opportunity to make up their written work, tests, or other assignments at the earliest possible convenient time. In cases where graded classroom activities cannot be repeated, the faculty member will either provide an alternative graded exercise to replace the missed activity or remove the activity from the calculation of the student's final grade.
- 4) Faculty are under no obligation to make special provisions for students that are absent for reasons other than those listed above.
- 5) Faculty should counsel students who develop a pattern of excessive and unexplained absences, and to request assistance from the Dean of Students if the pattern continues.
- 6) Faculty (singularly or as part of a department or program) may establish additional attendance criteria that are consistent with the above. This may include referring students who have missed more than 25% of scheduled class times for reasons listed in #2 under student responsibilities to the Dean of Students to arrange a hardship withdrawal from the class.

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

**Resolution Recommending Extension of Drop/Add Period
for Students Enrolled in Courses that Meet Once a Week on Mondays**

WHEREAS, Drop/Add runs from the first day of classes (usually a Tuesday) through Monday of the following week, procedurally requiring that students who decide to drop a Monday night class and add a new one go through the post-Drop/Add process and obtain several signatures;

AND WHEREAS, in practice, the Registrar's Office permits these students to change their registration on the following Tuesday without going through the post-Drop/Add process;

BE IT RESOLVED, that we recommend that the practice be institutionalized so that all students and faculty are aware of it and that, for simplicity, the policy apply to all students registered for Monday classes that meet only once a week, so that the Drop/Add Information will now include the statement that "Students enrolled in courses that meet once a week and have their first meeting on Monday are permitted to Drop/Add courses through the Tuesday following the first meeting."

**Resolution Recommending that Registration Stay Open
Between Final Registration and the Beginning of Drop/Add**

WHEREAS, Final Registration is currently scheduled for one day, which occurs approximately two weeks before the start of the semester, and is not open again until the Drop/Add period opens when classes begin;

WHEREAS, for various reasons, students are unable to register on the one day currently available for Final Registration;

WHEREAS, as a consequence of being unable to make changes to their registration, students may have problems with their status concerning financial aid, athletic eligibility, etc.;

WHEREAS, in practice, advisors often contact the Registrar and request registration changes for students between Final Registration and Drop/Add;

WHEREAS, when students are trying to add a class during Drop/Add, they often miss the first day of class;

WHEREAS, if students could drop or add classes before the beginning of the semester, instructors would experience less turnover or fluctuation in their enrollments during the first week of classes;

AND WHEREAS, limiting Final Registration to one day is no longer necessary with the implementation of Banner;

BE IT RESOLVED, that we recommend having registration stay open for all students between what is the current Final Registration day and the beginning of the Drop/Add period to allow students ample time to make schedule changes before the first day of class.

AND BE IT FURTHER RESOLVED, that in Academic Year 2009-10, in conjunction with the Office of the Provost, the Academic Policies and Procedures Committee and the full University Senate will evaluate the success of piloting Open Registration; give full consideration to the impact of changes to registration on students, faculty, staff, and administrative offices; and develop a recommendation for effective scheduling and structuring of registration to be formally implemented.

Notes from discussion on 3/23

Priority Registration is first day of registration period.

Early Registration is March 30th to April 26th.

Late Registration – when student would pay late fee – would be end of April to end of drop/add in September.

ACADEMIC POLICIES AND PROCEDURES COMMITTEE

Resolution to Revise the Academic Integrity Policy

WHEREAS, the Academic Integrity Policy, developed by the Academic Integrity Task Force and approved by the University Senate in May 2008, has been in place for several months;

WHEREAS, there has been a full cycle of processing of Reports of Academic Integrity Violations (RAIVs), including submission of RAIVs by instructors and reviews and hearings conducted by the Academic Integrity Review Board;

AND WHEREAS, implementation of the policy and associated adjudication processes has revealed areas needing legal and procedural clarification;

BE IT RESOLVED, that we adopt the following revised policy document and RAIV form in order to strengthen the University's processes for upholding academic integrity and fairly adjudicating acts of academic misconduct.

Revisions to the original document are highlighted in yellow below. The revised RAIV is attached separately. The original document and RAIV are available on the Provost's Policies and Procedures website.

I. Introduction

The integrity of academic programs is imperative to Rowan University's mission. While acknowledging the social and collaborative nature of learning, the University expects that grades awarded to students will reflect individual efforts and achievements. All members of the Rowan community are responsible for understanding what constitutes academic dishonesty; upholding academic integrity standards and encouraging others to do likewise; and knowing the procedures, rights and obligations involved in the Academic Integrity Policy. Academic dishonesty, in any form, will not be tolerated. Students who commit an act of academic dishonesty are subject to disciplinary sanctions up to and including expulsion from the university.

II. Definitions of Academic Integrity Violations

Cheating: Cheating is an act of deception by which a person misrepresents his or her mastery of material on a test or other academic exercise.

Examples of cheating include but are not limited to:

- ✦ Copying from another person's work.
- ✦ Allowing another person to copy your work.
- ✦ Using unauthorized materials such as a textbook or notebook during an examination or using technology to illicitly access unauthorized materials.
- ✦ Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
- ✦ Collaborating with another person during an examination by giving or receiving information without permission.

Plagiarism: Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. When submitting work that includes someone else's words, ideas, syntax, data or organizational patterns, the source of that information must be acknowledged through complete, accurate and specific references. All verbatim statements must be acknowledged through quotation marks. To avoid a charge of plagiarism, a person should be sure to include an acknowledgment of indebtedness, such as a list of works cited or bibliography.

Examples of plagiarism include but are not limited to:

- ✦ Quoting, paraphrasing or even borrowing the syntax of another's words without acknowledging the source.
- ✦ Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source.

- ✦ Incorporating facts, statistics or other illustrative material taken from a source, without acknowledging the source, unless the information is common knowledge.
- ✦ Submitting a computer program as original work that duplicates, in whole or in part, without citation, the work of another.

Fabrication: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.

Examples of fabrication include but are not limited to:

- ✦ Citation of information not taken from the source indicated.
- ✦ Listing of sources in a bibliography or other report not used in that project.
- ✦ Fabricating data or source information in experiments, research project or other academic exercises.
- ✦ Misrepresenting oneself or providing misleading and false information in an attempt to access another user's computer account.

Academic Misconduct: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests, and the unauthorized submission of student work in more than one class.

Examples of academic misconduct include but are not limited to:

- ✦ Submitting written work to fulfill the requirements of more than one course without the explicit permission of both instructors.
- ✦ Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose.
- ✦ Stealing, buying, selling, giving away or otherwise obtaining all or part of any unadministered test/examination or entering any university office or building for the purpose of obtaining an unadministered test/examination.
- ✦ Coercing any other person to obtain an unadministered test.
- ✦ Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- ✦ Altering test answers and then claiming instructor inappropriately graded the examination.
- ✦ Violating the Network and Computer Use Policy, also known as the "Acceptable Use Policy, Network and System Services" established by Information Resources. Currently available at: <http://www.rowan.edu/toolbox/policies/network/>. Below are some examples of violations listed in the policy. Students should refer to the policy for the full list of violations.
 - Each user is solely responsible for all functions performed from his/her account(s) on any system.
 - No user may violate Federal Copyright Law. This means he/she may not alter, copy, translate, transmit, or receive software, music, images, text, or any other information licensed to or copyrighted by another party unless the license or copyright explicitly permits he/she to do so.
 - No user may attempt to monitor another individual's data communications, nor may he/she read, copy, change, or delete another individual's files or software, without the prior permission of the owner.
 - No user may send messages that are likely to result in the loss of the recipient's work, system downtime, or otherwise compromise a remote user's system. This includes, but is not limited to, redistribution of computer viruses or trojan horses.

III. Classification of Academic Integrity Violations by Offense

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

Level 1 Violations

Level 1 violations may occur because of ignorance or inexperience on the part of the person(s) committing the violation and ordinarily include a very minor portion of the course work. A sanction for a level 1 violation will not exceed a failing grade on the assignment.

Example: Improper footnoting or unauthorized assistance with academic work on the part of a first-year Rowan University student.

Recommended Sanction(s): Make-up assignment at a more difficult level or assignment of no-credit for work in question,

required attendance at a workshop on academic honesty, and/or an assignment that will increase the student's awareness of academic integrity.

Reporting Mechanisms: Matters involving Level 1 violations are normally adjudicated by the instructor and sanctioned accordingly. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines. The student can appeal the determination and/or the sanction imposed in accordance with policy.

Level 2 Violations

Level 2 violations involve incidents of a more serious nature and affect a significant aspect or portion of the course. Any violation that involves repeat offenses at level 1 is considered a level 2 violation. A sanction for a level 2 violation will not exceed a failing grade in the course.

Example: Quoting directly or paraphrasing without proper acknowledgment on an assignment or failing to acknowledge all sources of information and contributors who helped with an assignment.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 2 violations are normally adjudicated by the instructor and sanctioned accordingly following a sanction review by the Academic Integrity Review Board (for additional information refer to Section V below, "Academic Integrity Review Board Procedures"). The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 3 Violations

Level 3 offenses are even more serious in nature and involve dishonesty on a more significant portion of course work, such as a major paper, hourly or final examination. Any violation that is premeditated or involves repeat offenses below level 3 is considered a level 3 violation. A sanction for a level 3 violation will not exceed suspension from the University.

Example: 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.

Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

Level 4 Violations

Level 4 violations are the most serious breaches of academic integrity. They also include repeat offenses below **Level 4** violations and violations committed while already on or after returning from Academic Integrity Probation.

Example: 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 sanction: Expulsion from the University and a permanent dismissal notation on the student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.

Reporting Mechanisms: Matters involving Level 4 violations are adjudicated by the Academic Integrity Review Board and sanctioned accordingly. The student can appeal the determination and/or the sanction imposed in accordance with policy. A record of this violation will be retained in the Office of the Provost in accordance with State record retention guidelines.

IV. Reporting and Adjudication of Academic Integrity Violations

A student or University employee who has witnessed an apparent act of academic misconduct or has information that reasonably leads to the conclusion that such an act has or will occur should inform the instructor or the Office of the Provost.

An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.

Role of Instructor

- a. If the instructor then concludes that misconduct has occurred, he or she should obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the departmental office, or the Office of the Provost. The instructor should complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level.
- b. The instructor should make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given the opportunity to respond to the allegation and to review and sign the RAIV if he/she so chooses. The student's signature signifies that he/she is aware of the alleged violation and understands where information on next steps in the procedure can be found. The student should be allowed to remain in class and complete course work until a final resolution is reached.
- c. The instructor should include a recommended grade sanction on the RAIV before the student signs the acknowledgement section of the RAIV form. Instructors may recommend sanctions up to and including a failing grade for the course depending on the level of violation. Students should not sign the form if they have additional questions or want to consult staff in the Office of the Provost.
- d. At the conclusion of the meeting the instructor must provide the student with a copy of the RAIV form, whether the student signed the form or not. The instructor should then forward the form and all supporting documentation to the Office of the Provost for a determination of the appropriate level of violation.

Level 1 violations: The instructor will make the determination on whether a violation has occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board.

Level 2 violations: The instructor will make the determination of whether a violation occurred and on the penalty. Appeals go directly to the Office of the Provost and will be heard by the Academic Integrity Review Board. which will refer the matter to the Academic Integrity Review Board for a sanction review.

Level 3 and 4 violations: The Office of the Provost will refer the matter to the Academic Integrity Review Board for adjudication at a hearing. Appeals are decided by the Provost.

- e. Additional sanctions, including suspension or expulsion from the university, may be assessed when requested by the instructor, requested by the academic unit in which the violation occurred, or when stipulated by the academic integrity policy (i.e. the level of the violation or the existence of previous academic integrity violations by the student).
- f. In the case that an instructor must assign a grade before the case is resolved, the instructor should assign a grade of "INC," which will be changed when the case is resolved.
- g. A student may not withdraw from a course in which he or she has committed or has been accused of committing an academic integrity violation. A student found to have withdrawn from a course in which an academic integrity violation is alleged or determined will be re-enrolled in the course upon receipt of a RAIV by the Office of the Provost. In addition, a student found responsible for an academic integrity violation in a course in which they have participated but have not enrolled will be retroactively enrolled and assigned an appropriate sanction.

V. Academic Integrity Review Board Procedures

Composition of the Board

The Academic Integrity Review Board is composed of six regular members.

- ✦ Two student members who are appointed by the Student Government Association. Student members must be matriculated and in good standing with the University.
- ✦ Two members of the faculty who are appointed by the University Senate President.
- ✦ Two members of the administration who are appointed by the Office of the Provost.

- ✦ One alternate from each category will also be appointed.

The Academic Integrity Review Board is chaired by the Associate Provost for Academic Affairs. The Chair shall be a participating but nonvoting member of the Committee. The Academic Integrity Review Board may conduct a sanction review or be convened for adjudication of an allegation of academic dishonesty by a quorum of four members, provided that at least one student, one faculty member and one administrator are present.

Overview of Hearing Process

Level 1 and 2 violations are adjudicated by the instructor and reported to the Office of the Provost. The Academic Integrity Review Board reviews these reports to confirm that classifications of violations and subsequent sanctions that were imposed were appropriate. The Review Board also determines whether the student has committed a prior violation and adjusts the level of violation accordingly. Level 3 and 4 violations are referred directly to and adjudicated by the Academic Integrity Review Board.

The possible findings and outcomes of hearings conducted by the Academic Integrity Review Board are summarized below. Academic Integrity Violation is abbreviated as AIV.

Appeal of Level 1 Violation

Possible Findings	Outcomes
Student is not responsible for an AIV.	Student is cleared. Grade must be recalculated without the penalty for the alleged violation.
Student is responsible for a Level 1 violation.	Level 1 sanctions are upheld.

Appeal of Level 2 Violation

Possible Findings	Outcomes
Student is not responsible for an AIV.	Student is cleared. Course grade must be recalculated without the penalty for the alleged violation.
Student is responsible for a (Level 1) violation.	Student is responsible for a lesser offense. Penalty is lowered as appropriate and course grade is recalculated.
Student is responsible for a Level 2 violation.	Level 2 sanctions are upheld.

Level 3 and Level 4 Sanction Hearings

Possible Findings	Outcomes
Student is not responsible for an AIV.	Student is cleared. Grade is recalculated without the penalty for the alleged violation and entered to replace the Incomplete.
Student is responsible for a lesser (Level 1 or Level 2) violation.	Student is responsible for a lesser offense. Penalty is determined as appropriate. Course grade is recalculated and entered to replace the Incomplete.
Student is responsible for a Level 3 violation.	Level 3 sanctions are applied as appropriate.
Student is responsible for a Level 4 violation.	Level 4 sanctions are applied as appropriate.

Additional Procedural Guidelines

- For matters not being adjudicated by the Academic Integrity Review Board (Levels 1 and 2), the Board will conduct a sanction review to determine whether the student has prior violation and then determine appropriate additional sanctions.
- When applicable the Office of the Provost will be responsible for providing both the student and the instructor with proper notice concerning their participation in a hearing before the Academic Integrity Review Board. In addition, notice of the results of hearings and matters referred for sanction review will also be provided. In the event that either the student or the instructor does not attend a scheduled hearing the matter will be heard based on the written record and the information provided by the party in attendance.
- Hearings conducted by the Academic Integrity Review Board will be closed to all members of the campus and outside community except those directly involved with the case.
- The burden of proof rests upon the complainant, who must establish, on the basis of the standard of a “preponderance of evidence,” that it was “more likely than not” that the accused student is responsible for the conduct violation based on the weight of the credible information presented.

e. Any student appearing at a hearing before the Academic Integrity Review Board for adjudication of an allegation of academic dishonesty may challenge the assignment of any member of the board to his/her case. Upon hearing the details of the challenge, the Chair will either uphold or deny the challenge.

f. A Board member will withdraw from adjudicating any case in which he/she cannot reach a fair and objective decision.

g. There will be an audio recording of the hearing (excluding Board deliberations and voting) for the purpose of providing assistance to the Board in their deliberations and to the accused student or complainant for use in filing an appeal. This recording remains the property of the University and constitutes an official record of the hearing.

g. Because legal procedures will not be formally applied, the Chair will make all determinations on questions of procedure and admissibility of information presented and will not be excluded from hearings or Board deliberations except that s/he will not vote. The Chair will exercise control over the manner in which the hearing is conducted to avoid unnecessarily lengthy hearings and to prevent the harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing procedures may be excluded from the proceeding.

h. The Board will review all materials and hear all information pertinent to the case from the complainant, the accused and all witnesses. Members of the Board, including the Chair, will be free to ask relevant questions in order to clarify information or resulting issues.

i. After hearing all the information, the Board will deliberate privately until a decision is reached by a majority vote. A tie vote will result in a finding of “not responsible.”

j. If the student is found “responsible” the Board will determine the appropriate sanction to be imposed. At this point both the academic and non-academic past disciplinary records of the accused student will be supplied to the Board by the Chair. Other information from the Chair which is relevant to the choice of sanction(s) may also be introduced at this point, including information concerning sanctions imposed against other students for similar offenses. No information directly related to the case in question may be introduced for the first time unless the accused student has been informed and allowed to review and comment on the information.

k. Following the hearing, the Office of the Provost will provide the accused student with written notification of the decision reached, the reason for the decision and information regarding the University’s appeal process. If the student is found “responsible,” a record of the decision will be placed in the student’s advising folder.

VI. Rights in Hearings

The University disciplinary system is not a criminal or civil law process and the legal procedures applicable in criminal and civil cases will not apply. This policy is not intended to supercede any existing law or regulation. University disciplinary hearings will accord the following specific rights to all students:

a. To receive written notice of the alleged violation.

b. To have reasonable access to the case materials prior to and during any hearing.

c. To have access to advice by an individual of his or her choosing, including an attorney.. However, the advisor may not participate in the hearing. The student must sign a FERPA waiver indicating he/she has consented to have the individual present.

d. To participate in the hearing, present information on his or her own behalf, call witnesses and question information provided at their hearing. This does not include the right to directly question witnesses.

e. To receive written notification of the decision reached. The notification will also include a list of any sanctions imposed and appeal information.

VII. Description of Sanctions

A student may receive a single or multiple sanctions for violations of the Academic Integrity policy. Factors to be considered in deciding sanctions will include present demeanor and past disciplinary record of the student and the nature and severity of

the violation. Sanctions which may be imposed upon any student found to have violated the Academic Integrity policy include the following:

Notation of Academic Integrity Violation on Transcript: When a student fails a course for reasons of academic dishonesty, this will be noted on the student's transcript. The notation will be removed from the transcript after the student completes an academic integrity workshop or its equivalent. The student can have a maximum of one such notation removed in his/her career as a Rowan student.

Academic Integrity Probation: A defined period of time (minimum of one semester) indicating that a student is no longer in good standing with the university vis-à-vis academic integrity. (This status is distinct from Academic Probation, which concerns academic performance.) Any subsequent Academic Integrity Violation while in this status will likely result in suspension or expulsion from the university.

Suspension: Beginning on the date the suspension takes effect, the student is no longer a registered student, may not attend classes, nor receive grades for a specified period of time. In addition, while in this status, the student is not permitted to be present on the campus or at a University-sponsored event for any reason whatsoever. The suspension will be noted on the student's academic transcript as disciplinary suspension. The student is not entitled to any refund of any fees after published refund dates.

Expulsion: Beginning on the date the expulsion takes effect, the student may never again be a registered student, may never attend classes, nor receive grades. In addition, the student may never be present on the campus nor at a University-sponsored event for any reason whatsoever. The expulsion will be noted on the student's academic transcript as Academic Integrity Expulsion. The student is not entitled to any refund of any fees after published refund dates.

VIII. Appeal of Academic Integrity Violations

1. Upon receiving notification of the outcome of a case, the accused student may file an appeal for the following reasons:

- a. A specified procedural error(s) or error(s) in the interpretation of University regulations is so substantial as to have effectively denied the participant a fair hearing.
- b. New and significant information has become available which could not have been discovered by a properly diligent person before or during the hearing.
- c. The sanction is substantially disproportionate to the violation.
- d. The facts of the case were insufficient to establish that a violation occurred.

Please note: If a student has pleaded responsible to a violation, the reason for appeal will be limited to reason "c" only.

2. All appeals must be made within seven (7) business days of the date on the letter informing the student of the decision. Appeals must be submitted in writing to the Provost or designee and should explain in detail the basis of the request, including any supporting documentation. Upon receipt of the written appeal, the Provost will defer the imposition of the sanction(s) pending the decision on the appeal.

3. The Provost will review the written appeal and all documentation contained in the case file and will decide whether to deny or uphold the appeal. If an appeal is upheld based on procedural error or new information (reasons a or b above), the case will be remanded to the original adjudicator for re-opening of the hearing. If an appeal is upheld based on disproportionate sanction or lack of sufficient information (reasons c or d above), the Provost will render the appropriate determination and/or sanction.

4. The Provost will respond to the appeal within seven (7) business days of the date on the letter. The final decision will be issued in writing either accepting or denying the appeal and giving the reasons for this decision.

5. Normally, all appeal decisions are final and will be implemented immediately. For matters involving the expulsion of a student, the accused student may request that the President of the University review the decision of the Provost. A request for review by the President must be made within seven (7) business days of the date on the letter informing the parties of the Provost's decision. The request must be submitted in writing to the Office of President and must include clear and convincing reasons to change the decision of the Provost. The President may or may not elect to review a decision. The request for review will be responded to in a timely manner by the Office of the President.

6. The appeals process described will be the final step in the adjudication process.

This form should be used by the instructor to address and report alleged academic integrity violations.

Step 1: Meet with the student(s) involved to discuss the alleged misconduct and indicate below when and how the meeting took place.

Instructor-student meeting occurred on _____ (date):

<input type="checkbox"/> in person	<input type="checkbox"/> by phone	<input type="checkbox"/> by email	<input type="checkbox"/> unable to meet with/contact student
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Step 2: Provide the information requested below concerning the misconduct. Classify the violation and identify the sanctions that were imposed (sanctions may be imposed for Level 1 and Level 2 violations only). See the Academic Integrity Policy and Flow Chart for details.

The following student has been charged with violating the University Academic Integrity policy:

Name: _____ Student ID Number _____

Dept. and Course Number: _____ Section No. _____

Level 1 (involves a minor aspect or portion of the coursework; may occur because of ignorance or inexperience)

Type of violation	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism		
Sanction(s) imposed	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Alternative assignment	<input type="checkbox"/> Assignment on awareness of academic honesty	<input type="checkbox"/> Attendance at academic honesty workshop

Level 2 (involves a more significant aspect or portion of the coursework; more serious in nature)

Type of violation	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism		
Sanction(s) imposed	<input type="checkbox"/> Reduction of grade on assignment	<input type="checkbox"/> Failure for the course	<input type="checkbox"/> Attendance at academic honesty workshop	<input type="checkbox"/> Academic Integrity Probation

Level 3 or 4 (involves a major aspect or portion of the coursework, such as an exam or final paper; may involve premeditation or intentional deception or acts of misconduct beyond the context of the classroom)

Type of violation	<input type="checkbox"/> Cheating	<input type="checkbox"/> Plagiarism	<input type="checkbox"/> Fabrication	<input type="checkbox"/> Academic Misconduct
Sanctions for Level 3 and Level 4 violations are determined by the Academic Integrity Violation Review Board. The student should be assigned an Incomplete in the class pending the outcome of the hearing. The minimum sanction for a Level 3 violation is failure for the course; the maximum is suspension. Level 4 violations may result in expulsion.				

Step 3: Attach a summary of the incident and rationale for the violation level and sanctions in the form of a memo or letter to the Provost's Office. Include copies of all relevant materials, including a syllabus.

Step 4: Ask the student to sign the acknowledgment below, and provide the student with a copy.

I have been made aware of the alleged violations and understand that the procedures delineating next steps can be found in the Academic Integrity Policy.

Student signature: _____ Date: _____

Step 5: Forward this form and associated documentation to the Office of the Provost.

Instructor's Name: _____ Signature: _____

Dept.: _____ Email: _____ Phone: _____ Date: _____

Report of the University Curriculum Committee
March 23, 2009 Submitted by Janet Moore Lindman

Process C

SCC#	College	Title	Department
08-09-702	LAS	Minor in Planning	Geography/Anthropology
08-09-703	LAS	Minor in GIS	Geography/Anthropology
08-09-713	LAS	Political Science – revise GenEd Requirements	Political Science
08-09-822	LAS	MS in Computer Science - COGS	Computer Science

Process B

SCC#	College	Title	Department
08-09-600	LAS	Survey of Western Philosophy – delete course	Philosophy/Religion

Process A

SCC#	College	Title	Department
08-09-100	Business	Special Topics in Marketing	Marketing
08-09-500	Fine & Performing Arts (FPA)	Foundations of Music Education – Program Requirement	Music
08-09-501	FPA	Foundations of Music Education	Music
08-09-502	FPA	Elements of Dance – remove prereq	Theatre/Dance
08-09-503	FPA	Choreography – change prereq	Theatre/Dance
08-09-504	FPA	Dance Composition - delete	Theatre/Dance
08-09-505	FPA	Dance Composition II – change prereq	Theatre/Dance
08-09-506	FPA	Dance Composition I – add prereq	Theatre/Dance
08-09-601	LAS	Cross-list Environmental Ethics	Philosophy/Religion
08-09-602	LAS	Minor in Philosophy – minor revision	Philosophy/Religion
08-09-614	LAS	Civil Rights/ Black Power Movement	History
08-09-700	LAS	Clinical Mental Health Counseling Program - prerequisites	Psychology
08-09-701	LAS	Practicum in Counseling	Psychology
08-09-704	LAS	Seminar in Economics	Economics
08-09-706	LAS	Principles of Economics: Global Perspective -	Economics
08-09-707	LAS	M.A. in Criminal Justice – add non-thesis track	Law/Justice
08-09-708	LAS	Assessment and Interventions for Social Skills and Relations with Children	Psychology
08-09-709	LAS	Basic Principles of Behavior –prereq change	Psychology
08-09-710	LAS	Research Methods in Behavior Analysis – prereq change	Psychology
08-09-711	LAS	Behavioral Assessment & Functional Analysis –prereq change	Psychology
08-09-712	LAS	BAES - GenEd requirement change	Environmental Studies
08-09-714	LAS	Practicum in Applied Behavior	Psychology

		Analysis – prereq change	
08-09-200	Communication	Advanced Special Topics	Communication Studies
08-09-201	Communication	Writing, Research, and Technology GenEd requirement change	Writing Arts
08-09-205	Communication	Constructing Health	Communication Studies
08-09-206	Communication	Journalism: Field Experience I – title change	Journalism
08-09-207	Communication	Journalism: Field Experience II – title change	Journalism
08-09-208	Communication	Journalism: Field Experience III – title change	Journalism
08-09-209	Communication	Newspaper Feature Writing – title change	Journalism
08-09-210	Communication	Communication Law – title change	Journalism
08-09-211	Communication	Broadcast News Writing – description change	Journalism
08-09-212	Communication	Broadcast Journalism: TV Newscast – description change	Journalism
08-09-213	Communication	On Camera Field Reporting – description change	Journalism
08-09-214	Communication	Journalistic Writing – description change	Journalism
08-09-215	Communication	Magazine Article Writing – prereq change	Journalism
08-09-216	Communication	Publishing Industry – description change	Journalism
08-09-217	Communication	Journalism Major – Requirement change	Journalism
08-09-219	Communication	New Media Production	Radio, TV, Film
08-09-221	Communication	RTF Internship 1 and Internship 2	Radio, TV, Film
08-09-222	Communication	RTF Internship 3	Radio, TV, Film
08-09-400	Engineering	Engineering Fluid Mechanics	Chemical Engineering
08-09-401	Engineering	Chemical Engineering – Prereq Change	Chemical Engineering
08-09-403	Engineering	Engineering Decision Making	Civil Engineering
08-09-404	Engineering	Intro to Environmental Management	Civil Engineering
08-09-405	Engineering	Environmental Management	Civil Engineering
08-09-406	Engineering	Strength of Materials	Civil Engineering
08-09-407	Engineering	Watershed Engineering	Civil Engineering
08-09-408	Engineering	Watershed Engineering Principles	Civil Engineering
08-09-409	Engineering	River Engineering Principles	Civil Engineering
08-09-410	Engineering	River Engineering	Civil Engineering
08-90-411	Engineering	Engineering Graduate Research	Electrical/Computer Engineering
08-09-900	LAS	Honors: Independent Study	Honors Program
08-09-901	LAS	Honors: Course requirement change	Honors Program
08-09-902	LAS	Women in Perspective	Women’s Studies Program

Resolution on Promoting Foreign Language and Culture Studies

Whereas the increasing national emphasis on globalization requires a heightened awareness of foreign languages and cultures,

Whereas the national trend among universities indicates a growing emphasis on international awareness and education,

Whereas there is no university-wide policy on foreign language and cultural education,

May it therefore be resolved that academic departments and programs be encouraged to provide opportunities for their students to develop competency in foreign languages and cultural
