

University Senate Minutes  
April 11, 2014 at 1:45 In Rowan Auditorium

**ATTENDEES:** Terri Allen, Herb Appelson, Lori Block, Kate Boland, Robert Bullard, Allison Carter, Joe Cassidy, Patrick Crumrine, Thomas Dinzeo, Tom Doddy, Carol Eigenbrot, Jess Everett, John Feaster, Jon Foglein, Bill Freind, Lori Getler, Michael Grove, Steve Hartley, Erin Herberg, Kit Holder, Monica Kerrigan, Drew Kopp, Janet Lindman, Roberto Madero, Julie Mallory-Church, Deb Martin, Jacqueline McCafferty, Thomas Merrill, DeMond Miller, Marge Morris, Jennifer Nicholson, Jon Olshefski, Marie Perez-Colon, Bruce Plourde, Ravi Ramachandran, Peter Rattigan, Robert Rawlins, Beth Rey, Sheri Rodriguez, Lane Savadove, Mariano Savelski, Natalie Schell-Busey, Christopher Simons, Michele Soreth, Chris Thomas, Skeff Thomas, Harold Thompson, Tim Vaden, Marilena Olguta Vilceanu, Tingting Wang, Youru Wang, Beth Wassell, Barbara Williams, Charlene Williams, Shari Willis, Mei Zhang.

**NOT IN ATTENDANCE: (Represented by Alternates)** Mayra Arroyo represented by Michael Whiting, Gerald Hough represented by Courtney Richmond, Michael Lim represented by David Klassen, Brendan Livingston represented by Danielle Gougon, Eric Milou represented by Dex Whittinghill, Ted Schoen represented by James Roh, Molly Sheppard represented by Nancy Vitalone Raccaro.

**GUESTS:** Stephen Scheinthal (SOM), John Schmalzel, Jeff Hettinger, Dick Fopeano.

**1:45-2:05**

1. Approval of agenda - moved, seconded, approved
2. Introduction of visitors (see above Guests)
3. Approval of minutes from March 7 meeting: One correction: Add Tim Vaden to attendance. Moved to approve minutes, seconded, approved
4. President's Report
  - a. Rowan Core: Not the right time to challenge the Lampitt law. New general framework for Core by fall. Rowan Experience is intact. Open forum after Easter and senate vote.
  - b. Update on Higher Ed bills (DeMond Miller): 25 bills under discussion including aid, financial disclosure, and performance based budgeting. Some may pass. Some will not. Links to the bills will be sent out by DeMond.
  - c. T&R update: Committee to streamline process by April 25<sup>th</sup>.
  - d. Parking update: Nothing decided as of 4 pm April 10<sup>th</sup>. Don't listen to rumors.
  - e. Cabinet Organizational Chart: finally.
  - f. SOM Research Day and Senate Meet and Greet: Thursday, May 8: Steve Sheinthal (SOM) Showcase day on campus, an opportunity to get Glassboro faculty and CMSRU on the Stratford campus. [paintech@rowan.edu](mailto:paintech@rowan.edu) to RSVP.
  - g. University Budget and Planning Update: Chris Simons – no budget yet - maybe next week or the following.
  - h. Student Relations: (Lori Block) Communications is an issue with students. They feel as though they are not being heard and that their interests are not being taken seriously, for example Project 3 discussions. Also, housing – the sophomore requirement to billet on campus; access to computers. Response: Ali appointed Joanne Connor to work on P3. We should see progress.
  - i. Technological security increasing, all tec classrooms by fall. If anyone has occasion to see deans behaving unprofessionally, let the senate know.

j. Five day a week schedule in the summer.

**2:05-2:30**

5. Academic Policies and Procedures Proposals: (Mike Grove) First reading. No vote today
- a. First reading: Academic Integrity Policy (page 3): 2 revisions concerning deadlines/statute of limitations, problems scheduling hearings. Timeline begins from discovery of infraction.
  - b. First reading: Basic Skills Requirement Policy (page 13): clarification of who takes the courses. Suggestion: omit the scores from curriculum because they change.
  - c. First reading: Non-restricted Majors, Transfer Credits, and Graduation GPA (page 15): Two drivers – consistency and university requirements. Is there a non-restricted degree that is accredited with a GPA? Yes, but a compelling rationale will be taken into account. Clean up the language to make less confusing.
  - d. First reading: Policies Involving Speakers and Campus Visitors (page 16): Policy requiring permission for all speakers is difficult to implement.
  - e. First reading: Second Baccalaureate Degree Policy (page 17): GRAD double majors are mishandled.

**2:30-2:40**

6. Tech Resources Proposals: (John Feaster): We need participation of all campuses. Virtual meeting for senate. Vote to have the vote on the resolution: motion carries; vote to approve the resolution carries.
- a. First reading: Virtual Meeting Software Resolution (page 18)
  - b. First reading: NSS Liaison Resolution (19): non aft members from NSS to help in early documents

**2:40-2:50**

7. Curriculum Report: (Erin Herberg) (Rory McElwee): Bachelor of General Studies Program change in admission requirements. Seven graduated in December and 17 or 19 expected this spring. Provide a path to degree. Very good results. Get more people in South Jersey to complete a degree that never normally would. 1) Reaching out to viable students who have left for at least 2 years with fewer than credits 75-60 credits to fit into another program. 2) New curricular designation “cert of Undergraduate Studies” flexible and useful for departments. Question: Is this what is happening at other institutions? Yes. Why only 2 of the four credits? To address transfer student credits. Since these are mini minors it should be clear that one could not get a minor and a certificate. Highly specialized. This will be specified. Has to go through a process C or whatever the senate level attention.

6009: motion carries with one abstention

9011 (Certificate of Undergraduate Studies): Motion carries, one abstention, one no vote

9012 (Interdisciplinary): (Peter Rattigan) Six programs will be in Health Sciences area. SBS and move HES in there. Name would be inclusive. Which college? School is an entity. No self-contained dean. Not big enough except the dean of the CSM acts as the dean, dean of record.

Senate committees? That is one thing that will take a transition year. What to do? Ignore the problem for one year then, the following year SBSHP. Friendly amendment: curriculum at school level, not college. Three new programs and major changes to courses. Department to school to senate. Are there full time people in the fall? Have you reached out to the graduate school of Biomedical Sciences? Anticipate that this will grow into a college - 5-10 year projection. Reporting structure and budget. Not moving physically. Budget line for the school. Approved unanimously at the department level. Yes. Can we hold off until the May meeting to vote? Yes, with a mild amount

of nervousness. We Need to be transitioning over the summer. Hold off until Peter makes revisions addressing the friendly amendment.

Process Cs:

4047: motion carries

4053: motion carries

4054: motion carries

7045: process B – no vote

**2:50-3:00**

8. Old business: Read the PRR going to Middle States, and send comments to Janet Lindman,

9. New business

10. Adjournment

## Academic Integrity Policy

### 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 an Academic Integrity Seminar, 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 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. A second Level 1 violation will automatically become 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. 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 in accordance with policy.

#### **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. If a student had previously been found guilty either of one or more violations at Level 2 or higher, or of two Level 1 violations, an additional violation at any level will automatically become at least 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. 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. 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

### Role of Students and University Employees

A student or University employee **other than a course instructor** who has witnessed an apparent academic integrity violation or has information that reasonably leads to the conclusion that such an act has occurred or will occur should inform the instructor or the Office of the Provost **within 3 working days**.

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.

### Roles of Instructor **and Student**

- a. If the instructor concludes that an academic integrity violation 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 and **such a meeting should occur within 7 working days from the discovery of the suspected violation**. 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. For Level 1 and Level 2 violations, the instructor should indicate sanctions on the RAIV before the student signs the acknowledgement section of the RAIV form. (Instructors do not recommend sanctions for Level 3 and 4 violations.) Instructors may recommend sanctions up to and including a failing grade for the course depending on the level of violation. The student should be given the opportunity to respond to the allegation and to review and sign the RAIV if he/she so chooses.
- c. The student's signature on the RAIV 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. Students should not sign the form if they have additional questions or want to consult staff in the Office of the Provost. **Such consultations should occur within 5 working days**.
- 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.

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. **Students must notify the Office of the Provost within 5 working days after the consultation period if they intend to appeal an instructor's determination.**

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. **Students must notify the Office of the**



Provost within 5 working days after the consultation period if they intend to appeal an instructor's determination.

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. The Board will issue a finding and recommendation to the Office of the Provost, which will make the final decisions on both rulings and appeals.

- e. Additional sanctions, including suspension or expulsion from the university, may be recommended 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.

- A minimum of two student members from a pool of between 7 and 14 students 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.
- Two student and administration alternates and **four faculty alternates** 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 Board. The Academic Integrity Review Board may 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 Office of the Provost determines whether the student has committed a prior violation and adjusts the level of violation accordingly. The Academic Integrity Review Board annually reviews reports of Level 1 and 2 violations to confirm that classifications of violations and subsequent sanctions that were imposed were appropriate. 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. Grade must be recalculated without the penalty for the alleged violation.
Student is responsible for a lesser (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 must be 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 recommended as appropriate.
Student is responsible for a Level 4 violation.	Level 4 sanctions are recommended as appropriate.

#### Additional Procedural Guidelines

- a. For matters not being adjudicated by the Academic Integrity Review Board (Levels 1 and 2), the Office of the Provost will conduct a review to determine whether the student has any prior violation and then determine appropriate additional procedures.
- b. 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. The Office of the Provost will use all available means including mail, email, and phone calls to contact the student and instructor. **A period of 20 days will be allowed for confirmation of the hearing by the instructor and student. The hearing may proceed after the 20 day period even if confirmation is not received from one or the other party involved.** In addition, notice of the results of hearings will 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.

- c. 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.
- d. 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. 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 accused student may submit a written statement to the Board prior to the hearing. Submission of such a statement is not a substitute for participation in the hearing. The student may also provide, in advance or during the hearing, additional documentation that is directly relevant to the case.
- i. With advance approval from the Academic Integrity Hearing Board, the accused student is allowed to call witnesses to present testimony that is directly relevant to the case. Character witnesses are not permitted. The student must sign a FERPA waiver indicating consent to have the witness present. The witness will be called into the hearing only to present testimony and to be questioned by the Board. The student may not address the witness or the Board while the witness is present. If the witness is a Rowan University student, no immunity is implied; any information provided may be used in subsequent hearings. The witness will be informed that he/she cannot be compelled to appear, stay at the hearing, or give any testimony if unwilling. The witness will sign a statement to that effect.
- j. 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.
- k. 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.”
- l. If the student is found “responsible” the Board will recommend the appropriate sanctions to be imposed.
- m. Cases heard by the Academic Integrity Review Board that result in a finding that the student is responsible for an academic integrity violation are automatically appealed to the Provost, who

reviews the case and findings and provides a final decision. This will be the final step in the adjudication process.

- n. Following the hearing, the Office of the Provost will provide the accused student with written notification of the decision reached and a list of any sanctions imposed. 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 supersede 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 and a list of any sanctions imposed.

## **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 a student found responsible for a Level 3 or Level 4 include the following:

**Notation of Academic Integrity Violation on Transcript:** When a student fails a course because of a Level 3 or Level 4 violation, this will be noted on the student’s transcript. The notation can be removed from the transcript at the student’s request provided the student has had no further academic integrity violations for one calendar year (365) days. The student can have a maximum of one such notation removed in his/her career as a Rowan student.

**Academic Integrity Probation:** Academic integrity probation is a period of one calendar year (365 days) indicating that a student is no longer in good standing with the university vis-à-vis academic integrity because of a Level 3 or Level 4 violation. (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. 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.

**Updated March 2014**

## BASIC SKILLS REQUIREMENTS POLICY

Basic skills courses provide an appropriate curriculum for students with documented weaknesses in the areas of reading, mathematics, and writing. These courses also reinforce the general academic skills needed for a successful academic career. Transfer students with 30 or more transfer credits are exempt from basic skills courses and placement exams in Reading and Math and from basic skills courses in Writing.

Students must take any required basic skills course(s) beginning in their first semester at Rowan and each subsequent semester until the requirements have been fulfilled.

### ***Credit towards Graduation***

Students do not receive graduation credit for passing basic skills courses. These courses do not count toward the minimum number of semester hours needed to complete the student's major and/or degree requirements. The credits do count toward part- or full-time status for enrollment and financial aid purposes.

### ***Tuition***

Tuition for basic skills courses is the same as for college-level courses.

### ***Basic Skills Placement for Reading and Math***

Incoming freshman and transfer students with fewer than 30 credits are required to take placement tests. The test for placement in reading and math is the *Accuplacer*, a computer adaptive test administered at the University in the Testing Center, located in the Academic Success Center, 3<sup>rd</sup> floor of Savitz.

### ***Reading Requirements***

<u>Accuplacer Reading Comprehension Test Score</u>	<u>Reading Course Placement</u>
20-69	READ 17100 Improving Personal Reading Skills (3 sh)
70- 120	No Basic Skills Required

*Students are exempt from the Reading Comprehension Test if: SAT Critical Reading score is 550 or above; ACT Reading score is 25 or above; a Literature course successfully transferred; 30 or more credits successfully transferred.*

### ***Mathematics Requirements***

<u>Accuplacer Elementary Algebra Test Score</u>	<u>Math Course Placement</u>
61 and below	MATH 01094 Basic Algebra I (2 sh)
62-76	MATH 01095 Basic Algebra II (2 sh)
77 or better	No Basic Skills Required

*Students are exempt from the Elementary Algebra Test if: SAT Math score is 550 or above; ACT Math score is 25 or above; a college-level Math course has successfully transferred; 30 or more credits successfully transferred.*

### ***Basic Skills Placement for Writing***

Students are placed in all First-Year Writing courses based on a combination of SAT Writing and Critical Reading scores or a combination of ACT English and Writing scores. All incoming students who do not have SAT or ACT scores on file, regardless of the number of transfer credit hours (except those students

with transfer credit for College Composition I or II) must take the Writing Arts Department Placement Essay Exam in order to determine proper placement. Transfer students with 30 or more transfer hours are exempt from placement in the Basic Skills course.

Additionally, any student who would like his or her SAT or ACT placement reevaluated can take this exam.

<u>SAT Combined Writing/Verbal Score</u>	<u>Writing Course Placement</u>
880 and below	Basic Skills: COMP 01103 Foundations for College Writing (3 sh)
900 to 980	No Basic Skills: COMP 01105 Intensive College Composition I (4 sh)
1000 and above	No Basic Skills Required: COMP 01111 College Composition I (3 sh)

<u>ACT Combined English/Writing Score</u>	<u>Writing Course Placement</u>
18 and below	Basic Skills: COMP 01103 Foundations for College Writing (3 sh)
19 to 21	No Basic Skills: COMP 01105 Intensive College Composition I (4 sh)
22 and above	No Basic Skills Required: COMP 01111 College Composition I (3 sh)

Both Intensive College Composition I and College Composition I fulfill Rowan University's General Education requirements.

### ***Grades in Basic Skills Classes***

All basic skills course are graded on a pass/fail basis. A *S* or *Satisfactory* is the passing grade. An *U* or *Unsatisfactory* is a failing grade; students must repeat the course.

Basic skills course grades are not calculated in a student's grade point average.

Students with outstanding basic skills requirements after their first semester at Rowan are subject to registration holds until verification of appropriate progress can be established.

Updated 03.24.14

## **Non-restricted Majors, Transfer Credits, and Graduation GPA**

University requirements stipulate that students seeking a bachelor's degree:

1. must successfully complete a minimum of 120 semester hours with a minimum cumulative grade point average of 2.00, and that
2. 30 credits of a student's total degree program requirements must be taken in courses offered by Rowan University.

Given these requirements, non-restricted majors shall not require a GPA for graduation higher than a 2.0 or accept fewer than 90 transfer credits unless a clear programmatic need has been identified and approved through the standard curricular process.

This policy shall be implemented no later than the fall 2015 semester but does not apply to restricted majors or those who have specialized accreditation requirements which have already been identified.



## **Policies Involving Speakers and Campus Visitors**

### **A. Requesting the President as a Speaker**

With the growth in the scope of the mission of Rowan University, the President is required to spend larger amounts of his time meeting with external constituencies – Political Leaders, Potential Donors, Business Leaders, Presidents of other universities, etc. As a result, his schedule will not permit him to attend all of the on campus events that he would normally. As such, the following procedures have been put in place to allow for efficient scheduling.

1. No entity shall commit the President to an event without written confirmation from the President's Office. This includes all announcements, printing of agendas or programs, or any form of advertising.
2. Requests for the President to appear must be made from Dean to Provost to President's Staff. No academic may make a direct request to the President's Office.
3. Requests for scheduled events should be made as far in advance as possible and must be made at least three weeks ahead of the event. The closer to the event the request is made, the less likely that the President's schedule will be open.

### **B. Guest Speakers and Visitors to Campus**

With the elevated profile of the university, our practices for handling guest speakers and invited visitors to campus must evolve. The goal is to insure that external visitors have the best possible experience while on our campus and that conflicting concurrent events do not strain our ability to provide the necessary support. As such, the following procedures have been put into place:

1. If the visitor will address a wide campus audience (e.g. beyond a single class, club meeting, or departmental seminar), the Dean's office and Vice President for Public Relations should be notified in advance of the event.
2. If the visitor is a political or public figure for whom security measures may be of concern, the Dean's office and the Vice President for Public Relations should be consulted prior to an invitation being extended.

## **SECOND BACCALAUREATE DEGREE (Concurrent and Successive)**

### **Concurrent Second Baccalaureate Degree:**

The University shall appropriately and fully recognize the completion of degree and major program requirements according to college. Since different degrees, such as the B.A. and the B.S., are distinct educational packages, or frameworks, the recognition shall also be kept distinct. If a student has fully completed two major programs, this should be recognized. However, if both programs are within the same type of bachelor's degree framework (B.A., B.S., B.F.A., etc.), then only one bachelor's degree shall be awarded and a double major recorded. Education dual majors shall be considered a double major for a B.A. unless the requirements for a second degree in a different bachelor's framework are also fully met. To fully meet the requirements would include meeting all general education requirements for each degree. If the two programs are not in the same degree framework, then a second bachelor's degree shall be awarded only if the student meets the following requirements:

- Regular admission to and matriculation in both major programs.
- Full completion of all requirements in both major programs and certification by both departments, or program coordinators, involved.

In addition to the above, which governs the award of concurrent bachelor's degrees, the University also has a policy for the award of successive bachelor's degrees. For more information, students are encouraged to contact the Registrar's Office.

### **Successive Second Baccalaureate Degree:**

In certain instances and under certain circumstances, students may qualify for the awarding of a second, **Successive**, baccalaureate degree. Students who seek a second, **successive**, baccalaureate degree are encouraged to discuss the matter with their faculty advisers. To qualify for the second, **successive**, baccalaureate degree, students must have already received their first degree from a regionally accredited institution and must complete the necessary application for admission. Students who have completed a bachelor's degree at Rowan University may be considered transfer students who desire a second, **successive**, bachelor's degree.

The candidate must **fully meet admission requirements for the program and must meet all general education requirements for the successive degree**. Therefore, a second, **successive**, bachelor's degree shall be awarded only if the student meets the following requirements:

- Regular admission to and matriculation in the major program.
- Completion of all general education and elective requirements for the successive degree according to the college(s) and major programs involved. Equivalent general education and elective course credits earned in the first baccalaureate degree may be applied to the successive degree.
- Students must complete a minimum of thirty (30) credits at Rowan University subsequent to completion of the first degree.

## **RESOLUTION TO ENCOURAGE VIRTUAL MEETING TECHNOLOGY IN SENATE COMMITTEES**

Whereas the structure of the university is continually changing to include campuses outside of the Glassboro campus...

Whereas the university constitution requires that all colleges have representation on university senate committees...

Whereas the norm to schedule senate committee meetings on the Glassboro campus places disproportionate barriers to participation for committee members who work on campuses outside of Glassboro relative to members who work on the Glassboro campus...

THEREFORE LET IT BE RESOLVED that the following statement be added to the "What are Duties of Committee Chairs?" page of the New Senator Orientation Packet:

"Be prepared to use virtual meeting technology to facilitate the participation of committee members who are stationed outside of the campus where the committee will normally meet. The university has staff and software resources available to set up and host the use of such virtual meeting technology. Committee chairs should consult with affected committee members regarding their needs and limitations, and should submit a request to [support@rowan.edu](mailto:support@rowan.edu) for assistance in setting up and hosting virtual meetings if necessary."

## PROPOSED CHANGES TO TECHNOLOGICAL RESOURCES COMMITTEE STRUCTURE

Whereas one of the charges of the technological resources committee is to monitor technological resources to insure that the services and resources meet the needs of the campus community in research and academic pursuits...

Whereas many of the technological resource issues that the technological resource committee discusses and addresses pertain to network issues across campuses...

Whereas all network issues must be discussed and addressed in consult with staff from the office of Network System Services (NSS)...

THEREFORE LET IT BE RESOLVED that the committee structure be changed, as described below, to include the following:

Current Committee Structure	Proposed Committee Structure
6 Faculty (1 from each college)	1 Faculty from each college
5 additional Faculty from any college	5 additional faculty from any college
3 Professional Staff	3 Professional Staff
1 Librarian	1 Librarian
1 AFT Rep	1 AFT Rep
1SGA Rep	1 SGA Rep
	1 NSS Liaison (Nonvoting)*

\*The designation of the additional role in the new committee structure as a "liaison" without voting privileges is done because many staff in NSS are not part of AFT, and are therefore ineligible to participate in this senate committee as representatives with voting powers.

## Senate Curriculum Report 4/11/2014 Prepared 4/4/2014

### Quasi-Curricular Proposal—Senate Committee Approved

Proposal	College	Department	Title – Process C	Description
13-14-6009	CHSS	English	<a href="#">Bachelor of General Studies Program</a>	Change in Admission Requirements
13-14-9011	Interdisciplinary	Interdisciplinary	<a href="#">Certificate of Undergraduate Study</a>	New Curriculum Category/Definition

### Quasi-Curricular Proposal—Full Senate Approval Only

Proposal	College	Department	Title – Process C	Description
13-14-9012	COEd	Interdisciplinary	<a href="#">Move HES Dept to School of Biomedical Sciences; change name to School of Biomedical Science and Health Profession</a>	Department Move

### Process C's (\*approved pending revision)

Proposal	College	Department	Title – Process C	Description
13-14-4047*	COEng	Interdisciplinary	<a href="#">PhD in Engineering with specializations in (1) ECE and (2) BME</a>	<a href="#">New Ph.D. Program</a>
13-14-4053*	COEng	Civil	<a href="#">Minor in Civil Engineering</a>	<a href="#">New Minor</a>
13-14-4054*	COEng	Civil	<a href="#">COGS in Engineering for Educators</a>	<a href="#">New COGS</a>
13-14-7045*	CHSS	Sociology/Anthropology	<a href="#">Introduction to Sociology for Premed Students</a>	<a href="#">New Gen Ed</a>