Rowan University Academic Integrity Summary Table for Instructors

1. When you suspect a violation of the Academic Integrity policy, you may review the Overview – Reporting Academic Integrity Violations for guidance. You may also want to carefully review the Academic Integrity Policy and the Academic Integrity Website (go.rowan.edu/academicintegrity). Note that for minor infractions likely due to ignorance or inexperience (such as inappropriate paraphrasing or incomplete citation), instructors may provide the student with an educational intervention at their discretion (such as the opportunity to review appropriate practice and then resubmit an appropriate assignment) rather than filing a report.

2. If you determine that a violation has likely occurred, attempt to meet with the student to discuss the alleged violation. Provide the student with a written summary of the meeting. If the student is not available to meet, provide them a written notice of the alleged violation.

3. Taking into consideration circumstances, context, and presumed intent, use your best judgment to determine where an alleged violation fits into the chart below.

	Level 1	**Level 2**	**Level 3**	**Level 4**
Characteristics	Usually involves a minor portion of the coursework. May occur because of ignorance or inexperience on the part of the student.	Affects a more significant portion of the course. May involve negligence or intent.	Even more serious in nature and involves dishonesty on a more significant portion of course work, such as significant portions of a major paper or exam.	Most serious breaches of academic integrity. They also include violations committed while already on or after returning from Academic Integrity Probation.
Examples	Improper citation of sources or unauthorized assistance with academic work on the part of a student without a strong educational background in academic integrity.	Quoting directly or paraphrasing without proper acknowledgement or facility to acknowledge all sources of information and contributors who helped with an assignment.	Giving/receiving unauthorized assistance or using forbidden material on an exam, plagiarizing major portions of an assignment, presenting another's work as one's own, or altering a graded exam for the purpose of re-grading.	Forgery of grade change forms; theft of exams; having a substitute take an exam; using a purchased term paper; sabotaging another's work; the violation of the clinical code of profession.
Maximum and Alternative/ Additional Sanctions	● Failing grade for assignment* ● Reduction of grade on assignment ● Make-up assignment ● Assignment on awareness of academic honesty	● Failing grade for assignment* ● Reduction of grade on assignment ● Make-up assignment ● Assignment on awareness of academic honesty	● *Failure of the course** ● *Failing grade for the assignment* ● *Academic Integrity Probation* ● *Lesser sanctions as appropriate*	● *Suspension from the University for one or more semesters with a disciplinary suspension notation on student's transcript* ● *Expulsion from the University with a permanent dismissal notation on student's transcript** ● *Lesser sanctions as appropriate*

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

4. Complete and submit the Report of an Academic Integrity Violation (RAIV) and documentation of the alleged violation to the Office of the Provost. The table below identifies jurisdictions for each violation level.

Levels 1 and 2	**Levels 3 and 4**
Instructor evaluates the violation and determines the sanction.	**Academic Integrity Review Board** evaluates the violation and recommends the sanction. Sanction is assigned by the Office of the Provost.

Additional Notes:

- All violations of academic integrity, especially when a grade reduction is made as a result of the violation, must be reported to the Provost's Office and follow the RAIV procedures. The exception is when an incident is deemed by the instructor to be best addressed as an educational intervention to increase the student's knowledge and ability for appropriate practice (see Section V. 3. Academic Integrity Educational Intervention).
- While it is normally the instructor who reports and acts on an alleged academic integrity violation, other instructors, staff members, or students may, and should, report such violations.
- Repeat offenses are considered to be more serious and will be categorized by the Academic Integrity Review Board as higher-level violations.