



Policy and Procedure for Cases of Student Infractions of Academic Integrity

The faculty of the Lally School of Management consider student commitment of academic dishonesty a serious matter, reflecting on the student's professional reputation as well as the school's reputation. Academic dishonesty conflicts with the values of the Lally School and of Rensselaer.

The objectives of this policy and procedure, therefore, are to:

- 1) Reinforce a norm against cheating, and reduce the incidence of academic dishonesty so that Lally's programs are considered to be conducted with fairness and to carry a high ethical standard;
- 2) Help students learn the many definitions and manifestations of academic dishonesty, and to understand that it is wrong. Definitions and examples of types of academic dishonesty are reflected in Appendix A.
- 3) Encourage faculty to promptly address incidents of academic dishonesty.

To accomplish these objectives, a school-wide policy is adopted. Students are asked to sign a letter indicating that they understand the definition of academic dishonesty and its many forms, and that they promise not to commit actions of academic dishonesty against themselves, their peers, their faculty and the Lally School. The Lally School administration requires any infraction to be reported by the faculty, so that multiple infractions on the part of any single student will be recorded. Finally, the policy introduces increasingly harsh consequences for the 1st, 2nd and 3rd instances of cheating, as follows:

1. First infraction: Faculty members set and apply their own consequences. These can range from a stern warning, to a grade consequence on the assignment, to a grade consequence for the course, including failure. These consequences are set at the faculty's discretion, and are stated in the syllabus for each course.
 - a. Once an infraction is identified the faculty member will report the incident to the Associate Dean of Academic Affairs, including the penalty that is assessed. The Associate Dean will work with the faculty member to assess the evidence of academic dishonesty and meet with the student, if necessary, to learn more about the circumstances of the situation.
 - b. Once the incident is reported by the faculty member and confirmed, the Associate Dean's office will record the incident and identify whether or not this is the first infraction reported for the student. If it is, the student will receive a letter from the Associate Dean explaining that a first infraction is noted, the consequence as given by the faculty member of the specific course, and the consequences of subsequent infractions. That letter will be entered into the student's file in the Lally Student Services Office.
2. The consequence for the second infraction will be failure for the course, whichever course that may be and, depending on the severity of the infraction, may include recommendation of dismissal from the Lally School. It may be a different course from

- the one in which the first infraction was reported. This consequence will supersede the consequences listed on the specific course syllabus. The student will receive a letter from the Associate Dean's office indicating that the second offense has been recorded and that the consequence is failure of the course, or dismissal from the Lally School.
3. If there is a third infraction, the student is recommended for dismissal from the program. The Office of Graduate Education will perform the due diligence necessary to assess whether to accept the recommendation, in accordance with the Graduate Student Supplement to the Handbook of Student Rights and Responsibilities.
 4. The student may appeal in accordance with the Handbook of Student Rights and Responsibilities and Graduate Student Supplement thereto, sections of which are appended to this document.

The intentions of this 'program level' approach to handling incidents of academic dishonesty are

1. to give students a chance to learn and modify their behavior, and
2. to apply a very public, clear, consistent approach, thereby communicating that the Lally school is serious about academic dishonesty.

One person's action affects our entire program. We have high expectations of integrity and ethical standards for our student body. Lally alumni move on to become business professionals of influence all around the world. As a consequence of poor judgment, a student who cheats may tarnish the image of the Lally school that we work very hard to maintain, and can set a precedent for him or herself in decision making that will prevent him/her from developing personal integrity and from becoming a true leader in his/her professional career.

Appendix A

From [Rensselaer Handbook of Student Rights and Responsibilities](#) 2012-2014, pp 15-18 and Graduate Student Supplement:

ACADEMIC INTEGRITY

Intellectual integrity and credibility are the foundation of all academic work. A violation of Academic Integrity policy is, by definition, considered a flagrant offense to the educational process. It is taken seriously by students, faculty, and Rensselaer and will be addressed in an effective manner.

If found responsible for committing academic dishonesty, a student may be subject to one or both types of penalties: an academic (grade) penalty administered by the professor and/or disciplinary action through the Rensselaer judicial process described in this handbook.

Since academic dishonesty is a violation of the Grounds for Disciplinary Action, the student may be subject to any of the following sanctions:

disciplinary warning;
disciplinary probation;
disciplinary suspension,
expulsion and/or
alternative actions as agreed on by the student and hearing officer.

It should be noted that no student who allegedly commits academic dishonesty will be able to drop or change the grade option for the course in question.

TYPES OF ACADEMIC DISHONESTY

The definitions and examples presented below are a sampling of types of academic dishonesty and are not to be construed as an exhaustive or exclusive list. The academic integrity policy applies to all students, undergraduate and graduate, and to scholarly pursuits and research. Additionally, attempts to commit academic dishonesty or to assist in the commission or attempt of such an act are also violations of this policy.

Academic Fraud: The alteration of documentation relating to the grading process. For example, changing exam solutions to negotiate for a higher grade or tampering with an instructor's grade book;

Collaboration: Deliberate facilitation of academic dishonesty in any form. For example, allowing another student to observe an exam paper or allowing another student to "recycle" one's old term paper or using one another's work in a paper or lab report without citing it as another's work;

Copying: Obtaining information pertaining to a graded exercise by deliberately observing the paper of another student. For example, noting which alternative a neighboring student has circled on a multiple-choice exam;

Cribbing: Use or attempted use of prohibited materials, information, or study aids in an academic exercise. For example, using an unauthorized formal sheet during an exam;

Fabrication: Unauthorized falsification or invention of any information in an academic exercise. For example, use of “bought” or “ready-made” term papers, or falsifying lab records or reports;

Failure to comply with Federal requirements affecting specific aspects of the conduct of research, e.g., the protection of human subjects and the welfare of laboratory animals;

Inappropriate Allocation of Authorship Credit, or other serious deviation from accepted practices in proposing, carrying out, or reporting technical results from research, educational or other scholarly activities;

Plagiarism: Representing the work or words of another as one’s own through the omission of acknowledgment or reference. For example, using sentences verbatim from a published source in a term paper without appropriate referencing, or presenting as one’s own the detailed argument of a published source, or presenting as one’s own electronically or digitally enhanced graphic representations from any form of media;

Retaliation of any kind against a person who has not acted in bad faith and who reported or provided information about suspected or alleged misconduct;

Sabotage: Destruction of another student’s work. For example, destroying a model, lab experiment, computer program, or term paper developed by another student;

Substitution: Utilizing a proxy, or acting as a proxy, in any academic exercise. For example, taking an exam for another student or having a homework assignment done by someone else.

Appendix B

FACULTY PROCEDURES FOR RESPONDING TO ACADEMIC DISHONESTY

(as stated on <http://doso.rpi.edu/update.do?artcenterkey=676> from the Dean of Students' Office) and reflected in the [Rensselaer Handbook of Student Rights & Responsibilities](#), pp 17-18.

If there is reason to believe a student in a course may have been involved in academic dishonesty, then contact the student(s) and schedule a meeting to discuss the allegations. This meeting should occur within ten (10) Institute business days of having discovered the possible dishonesty.

When meeting with the student, review the circumstances and evidence related to the suspicion of academic dishonesty and allows them the opportunity to provide his or her perspective on the situation. Take notes during the meeting to document important information. After reviewing the situation, speaking to any witnesses, etc., make a determination as to the nature and extent of the violation, if any, by the accused student.

If it is concluded that a student has violated the Institute academic dishonesty policy, it is the faculty member's responsibility to determine the academic (grade) penalty (i.e., failure of the course, significant reduction of the final grade, etc.) and to communicate this decision to the student in writing. This communication should occur within five (5) Institute business days of having met with the student. Included in this written notification should be information regarding the student's option to appeal the grade decision and of the procedure/time limit in which to do so.

This written decision is copied to the Senior Judicial Administrator in the Dean of Students Office, along with a brief summary of the case facts and a copy of any supporting documentation (i.e., exams/assignments involving cheating, crib sheets, witness statements, etc.). A copy of the incident of academic dishonesty will be kept on file in the Dean of Students Office as a record of the incident and a way to monitor repeat/multiple offenses.

In addition to the academic penalty, the faculty member can request that judicial action be taken against a student for violating Grounds for Disciplinary Action, specifically academic dishonesty. Such requests should be made in writing to the Senior Judicial Administrator or Dean of Students. The documentation will be reviewed, assigned to a hearing officer, and proceed in accordance with Institute protocol.

APPEAL PROCESS FOR ACADEMIC PENALTY FOR ACADEMIC DISHONESTY

Decisions regarding grades are initially the responsibility and jurisdiction of the course professor, and the school in which the academic dishonesty occurred, as there is no one in a better position to make this determination. Any appeal of a grade or academic penalty for academic dishonesty falls under the same authority. Therefore, a student can submit a written appeal of an academic penalty to the Department Chair within five (5) Institute business days of being notified of the faculty member's decision. If the course professor is the Department Chair or Dean of the school or there are other circumstances that could create the perception of bias, steps must be taken to use other appropriate individuals for the appeal process.

The Department Chair (or designee) will then make a determination based on the facts/circumstances of the case and the appropriateness of the original sanction. This determination should be made and communicated to the student and the professor within ten (10)

Institute business days of receiving the appeal. Included in this written notification should be information regarding the student's option to appeal the grade decision and of the procedure/time limit in which to do so.

If the student or professor believes he or she has grounds for appealing the decision of the Department Chair (e.g., new evidence), both parties have the option to submit a written appeal to the Dean of the School within five (5) business days of receiving the decision. The Dean will then render a decision based on the facts/circumstance of the case and the appropriateness of the sanction. This determination should be made and communicated to the student and the professor within ten (10) Institute business days of receiving the appeal.

The decision of the Dean of the School may be subject to final determination by the Provost (or designee), with good cause and at the written request of either party involved, within five (5) Institute business days of notification of the Dean of the School's decision. The Provost is unconstrained in the procedure he or she chooses to employ in the context of such a review. The Provost is the final level of appeal and his/her decision stands as final for both the student(s) and professor involved. The Provost will render a decision based on the circumstances of the case and the appropriateness of the sanction. This determination should be made and communicated to the student and the professor within ten (10) Institute business days of receiving the appeal.

Students found in violation of the academic integrity policy are prohibited from dropping a course in order to avoid the academic penalty.