

Academic Standards in the University

All graduate students have a responsibility to understand and to uphold the standards of the academic community. Without a commitment from all members of the community to work honestly and fairly, intellectual inquiry will suffer. A high standard of honesty and integrity is expected of you—as a student, as a researcher, and as a teacher.

Because academic integrity is such a basic element in the scholarly enterprise, it is useful to review the expectations of the institution and of your colleagues in relation to your academic work and your teaching responsibilities. It is the responsibility of every student to understand these standards thoroughly and to act in accordance with them.

This brochure outlines the expectations the university has for its graduate students. In addition, most disciplines have a code of conduct by which their members are expected to abide. Graduate students are expected to be aware of the University's policy and of their discipline's ethical code and act accordingly. Failure to comply with these codes is grounds for dismissal from a graduate program.

The full Policy on Academic Integrity may be found at <http://academicintegrity.rutgers.edu>.

As a Student:

All work submitted in a graduate course must be your own.

It is unethical and a violation of the University's Academic Integrity Policy to present the ideas or words of another without clearly and fully identifying the source. Inadequate citations will be construed as an attempt to misrepresent the cited material as your own. Use the citation style preferred by your discipline.

Students may never:

Quote or paraphrase another, including material from the Internet, without complete citation;

Cite a source that has been identified through a secondary source but has not been consulted;

Collaborate with others on assignments or exams without the explicit permission of the instructor;

Use materials during an exam that have not been sanctioned by the instructor of the course;

Look at or copy the work of another student during an exam;

Submit the work completed in one class to fulfill an assignment in another without the consent of the instructor.

As a Researcher:

Data must be accurate and complete. Appropriate credit should be given to all who contribute to a project.

The following actions would, in most cases, constitute a violation of the researcher's ethical code:

Falsify/fabricate data or results;

Selectively withhold data that contradicts your research;

Misuse the data of others;

Present data in a sloppy or deceptive manner;

Fail to maintain accurate laboratory notebooks;

Fail to credit authors appropriately.
All contributors should be acknowledged;

Sabotage/appropriate the research of another;

Misuse research funds or university resources for personal use;

Develop inappropriate research/industry relationships for personal gain;

Fail to comply with federal and/or Rutgers guidelines for the treatment of human or animal subjects.

As a Teacher:

All teachers have a responsibility to their students to:

Have or acquire the knowledge to teach the assigned course and the teaching skills to facilitate learning;

Inform students of their expectations and requirements at the beginning of the semester;

Evaluate student performance in a fair and timely manner;

Treat all students fairly;

Avoid sexual relationships with students;

Insure that while their teaching may be informed by their personal beliefs, it should not be controlled by them;

Keep all information about students confidential; inform others only on a need-to-know basis.

Plagiarism

Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline or as required by the instructor in a course. Some common examples of plagiarism are:

- Copying word for word (i.e., quoting directly) from an oral, printed, or electronic source without proper attribution;
- Paraphrasing without proper attribution, (i.e., presenting in one's own words another person's written words or ideas as if they were one's own);
- Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement;
- Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources without proper attribution;
- Cheating: Cheating is the use of inappropriate or prohibited materials, information, sources, or aids in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others.

From the *Rutgers University Policy on Academic Integrity*

Academic Integrity Policy

The University Policy on Academic Integrity recognizes two types of violations: separable and nonseparable. For graduate students, however, nearly all violations are considered potentially separable. The sanction for separable violations of the *Policy* may be "Dismissal from a graduate or professional program...Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript." (*Rutgers University Policy on Academic Integrity*).

The following actions are some examples of separable violations. (See the *Policy* for the full list.)

- Plagiarism
- Copying or using unauthorized materials, devices, or collaboration on a major exam.
- Having a substitute take an examination.
- Making up or falsifying evidence or data or other source materials for a major assignment, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.
- Facilitating dishonesty by another student on a major exam or assignment.
- Intentionally destroying or obstructing another student's work.
- Knowingly violating research or professional ethics.
- Any violation involving potentially criminal activity.

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Useful Reference Guides

If you are not wholly familiar with conventions of citation, purchase a reference guide that is standard for your discipline. Among the most widely used guides are:

The Chicago Manual of Style (16th edition). Chicago: The University of Chicago Press, 2010.

MLA Handbook for Writers of Research Papers (7th edition). Joseph Gibaldi. NY: The Modern Language Association of America, 2009.

Publication Manual of the American Psychological Association (6th edition). Washington, DC: American Psychological Association, 2009.

If you have questions about academic integrity, get them answered *before* jeopardizing your career. Speak to your faculty adviser, your graduate program director, or one of the Deans of the Graduate School-New Brunswick (848-932-7747).

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Academic Integrity: Issues for Graduate Students

