

## ACADEMIC INTEGRITY POLICY

A commitment to the principles of academic integrity is essential to the mission of Northeastern University. The promotion of independent and original scholarship ensures that students derive the most from their educational experience and their pursuit of knowledge. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University.

The following is a broad overview, but not an all-encompassing definition, of what constitutes a violation of academic integrity.

**Cheating:** The University defines cheating as using or attempting to use unauthorized materials, information, or study aids in any academic exercise. When completing any academic assignment, a student shall rely on his or her own mastery of the subject.

**Fabrication:** The University defines fabrication as falsification, misrepresentation, or invention of any information, data, or citation in an academic exercise.

**Plagiarism:** The University defines plagiarism as using as one's own the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution. Plagiarism can apply to any assignment, either final or drafted copies, and it can occur either accidentally or deliberately. Claiming that one has "forgotten" to document ideas or material taken from another source does not exempt one from plagiarizing.

**Unauthorized Collaboration:** The University defines unauthorized collaboration as instances when students submit individual academic works that are substantially similar to one another. While several students may have the same source material, any analysis, interpretation, or reporting of data required by an assignment must be each individual's independent work unless the instructor has explicitly granted permission for group work.

**Participation in Academically Dishonest Activities:** The University defines participation in academically dishonest activities as any action taken by a student with the intention of gaining an unfair advantage over other students.

**Facilitating Academic Dishonesty:** The University defines facilitating academic dishonesty as intentionally or knowingly helping or contributing to the violation of any provision.

To view the entire policy, or file a complaint, use this link:  
<http://www.northeastern.edu/osccr/academicintegrity/index.html>

## RESOURCE

The Office of Student Conduct & Conflict Resolution serves as a resource to the University for the enforcement and promotion of the Academic Integrity Policy. The policy has been approved by the Student and Faculty Senates as well as the President of the University.

Office of Student Conduct & Conflict Resolution  
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Follow us on Twitter at: @OSCCR\_NU

# ACADEMIC INTEGRITY and STUDENT CONDUCT

A Faculty Resource Guide



Northeastern

## YOUR ROLE AND THE STUDENT CONDUCT PROCESS

All members of the Northeastern University community have a role in upholding the Academic Integrity Policy. Any member of the community who witnesses a violation of this policy should report it to the appropriate faculty member or the Office of Student Conduct & Conflict Resolution (OSCCR). All instructors are required to refer to Northeastern's Academic Integrity Policy in their course syllabi.

## INITIAL RESPONSE TO THE INCIDENT

If you suspect a student has violated the Academic Integrity Policy, confront the behavior immediately and appropriately. Arrange to meet with the student and discuss your concern. Share any information you have that has led you to believe a violation of the Academic Integrity policy has occurred and refer to the specific section of the policy that you believe is applicable. Listen to the student's perspective on the matter, as many students want the opportunity to meet and talk with the professor about the situation. Many times, the student will acknowledge the violation and will want the opportunity to explain their behavior.

## OPTIONS FOR INSTRUCTORS WHO SUSPECT A VIOLATION OF THE ACADEMIC INTEGRITY POLICY

A faculty member who suspects a student in his or her class, or working under his or her direction, of violating the Academic Integrity Policy can choose to:

- File official charges with the OSCCR, or
- Submit the complaint as an "information only" case to request that the incident be kept "on file" for the student.

## Filing an official complaint with OSCCR

The Director of OSCCR will review all complaints submitted against a student to determine whether sufficient information for a violation of the Academic Integrity Policy exists. If the Director determines that the information is sufficient, the case will be assigned to a staff member within OSCCR. The staff member will assign the case to an Administrative Hearing or to the Student Conduct Board as appropriate. If you have determined that there is sufficient information to support a charge, advise the student that you will be referring the matter to OSCCR for disciplinary action.

## "Information Only" complaint

An instructor who believes that a student made an unintentional mistake and who does not want to file an official complaint may submit an "information only" complaint. The faculty member will speak with the student suspected of violating the policy before sending forward a complaint. OSCCR will inform the student via e-mail when it receives an "information only" complaint. This correspondence will provide the student with resources to avoid potential future violations and it will explain that another "information only"

complaint for an Academic Integrity violation may result in an official charge and meeting with a member of the OSCCR staff. When an "information only" complaint is received by OSCCR for a student who already has one or more "information only" complaints on file, OSCCR reserves the right to determine whether there are sufficient facts in the new complaint to support a charge of an Academic Integrity violation.

## REPORTING A VIOLATION

Any complaint of an Academic Integrity violation should be submitted to OSCCR by using this link: <http://www.northeastern.edu/osccr/academicintegrity/Report-An-AIViolation.html>. The report should include a summary of the incident and provide all relevant information that leads to an allegation of an Academic Integrity Policy violation. In addition to the summary, attach a copy of the course syllabus, the student's work you believe violates the policy, the source of answers the student used to complete the assignment, test, paper, etc., and any other documentation that supports the charge (eg. copies of the exam, papers, cheat sheet, etc).

*Please note: Faculty members always retain the right to withdraw the disciplinary charges at any time prior to the hearing should they become aware of information that would warrant such a determination.*

## THE CONDUCT PROCESS

The student is required to attend a hearing with the professional staff member in OSCCR assigned to the case. The type of hearing depends on the severity of the alleged violation as well as any prior conduct history. Types of hearing that can take place include:

*Administrative Hearing:* A one on one meeting between the student and OSCCR staff, during which time the student reviews all relevant documentation and provides an account of the incident. The student can accept or deny responsibility for the alleged violation at this meeting. After all information has been obtained and questions asked, the OSCCR staff person will use a preponderance of the information (more likely than not) to determine if the student is responsible or not



*Student Conduct Board Hearing:* Students facing suspension or expulsion for the alleged violation will have a pre-hearing meeting with a member of the OSCCR staff. During this meeting, the professional staff member will review the charge with the student and provide the student with all available written documentation in support of the charge. The student has the ability to accept or contest responsibility for the alleged violation.

- If the student **accepts responsibility** for the charges, they will have an Admitted Responsibility Meeting with the Chairpersons of the Student Conduct Board. During this meeting, the Chairs will ask questions of the student to determine the most appropriate sanctions for the violation.
- If the student **contests responsibility** for the charges, they will have their case heard by the Student Conduct Board (SCB).

## STUDENT CONDUCT BOARD

If the matter proceeds to a SCB, the professional staff member will notify you to schedule the date for the hearing and discuss your role in the hearing. You will be required to attend the hearing and present your perspective of the incident along with an explanation of any supporting documentation. The SCB and student will have the opportunity to ask you relevant questions. You will also have the opportunity to ask relevant questions of the student. For more detailed information about the hearing procedures and the presentation of information, please refer to Code of Student Conduct found at <http://www.northeastern.edu/osccr/codeofconduct/index.html>

## SANCTIONS

Hearing Administrators and the SCB have discretion to impose sanctions for a Responsible finding of an Academic Integrity violation that range in severity from a written warning to expulsion and include an action taken by the student to help rebuild trust within the community.

Hearing administrators will take the following into consideration when determining appropriate sanctions for violations of the Academic Integrity policy.

1. Nature of the violation(s)
2. Severity of the damage, injury, or harm resulting therefrom
3. Student's past disciplinary record
4. Mitigating circumstances
5. Aggravating circumstances

## GRADING AUTHORITY

Please note faculty have the right to determine and impose an appropriate academic sanction separate from the conduct process, as OSCCR focuses on the behavior and not the grade. If the student disputes the violation, it is recommended that you withhold determination of an academic sanction until the conduct process concludes.