Overall Expectation

Yeshiva University’s undergraduate education strives to do much more than impart information and skills to students. At the core of our educational goals is character development and preparation for the workplace based on our Jewish tradition and values. First, and arguably foremost, of the questions we need to keep asking ourselves is: Am I dealing honestly in my business dealings? (Shabbat 31a) The process of internalizing honesty requires years of development before entering the workplace, and it is thus during college that you define who you will be after you graduate. It is with this in mind that we present the academic integrity expectations and policies that will enable the development of the character traits at which we know you can excel.

Given the critical importance of academic integrity across our institution, every potential breach of academic integrity must be addressed by formal process – without exception or special allowance. In this vein, the highest standards and expectations for integrity will apply across all of Yeshiva University’s undergraduate courses.

This document focuses on the policies and processes for exams: midterms and finals. An upcoming companion document will focus on the policies and processes for other assignments, such as group projects and research papers.

Cross-School Coordination

Allegations of violations will be reviewed by a university-wide Academic Integrity Committee (AIC) comprised of representatives from each undergraduate school. If the AIC finds that there was a violation, when deciding on a penalty the AIC will consider such factors as the severity of the violation, whether it was a first-time offense, and whether the student acknowledged wrongdoing. Academic Integrity violations may be noted on your official transcript. The process chart in Figure 1 documents the existing review process adopted in December 2018, which will be followed by the AIC.
**Exam Policies**

A) Classroom set-up

Faculty will assign students to seats as they enter the room, and for multiple-choice and short-answer exams, multiple alternating versions of the test will be distributed for students sitting next to each other. All personal items (books, bags, phones, smart watches, coats, etc.) must be left at the front of the room.

B) Bathroom use policy

Students will not be permitted to leave the room while they are taking the exam, even to use the bathroom, unless accompanied by a proctor. Once students begin a test, they will need to hand in their answers if they leave the room unaccompanied, and they cannot return to the testing room.

C) Active proctoring

Professors and proctors will monitor students’ actions throughout the exam. They will not use a laptop or phone during the exam (unless for exam-related matters), allowing them to better observe with undivided attention. Professors and proctors will regularly walk around the room and remain attentive throughout the exam.

D) Allowable hardware

All test booklets will be provided by the professor (unless students are explicitly allowed by the professor to use their own). Only simple ten button calculators without memory capacity and without communication capabilities will be allowed during applicable exams, unless an alternate style of calculator is explicitly approved, or directly provided, by the professor.

If laptops are explicitly permitted during an exam, no applications besides those explicitly approved (including for messaging) may be open on a student’s computer (even if hidden). Proctors will monitor any laptop usage closely – before and throughout the exam.

E) Monitoring equipment

If possible, testing rooms equipped with cameras, or other monitoring equipment, should be utilized.

**Exam Formats**

Faculty will create new exams for their courses each semester and will be judicious in using test banks (see expectations below). For multiple-choice and short-answer exams, students sitting next to each other will receive multiple alternating versions. Non-essay exams will not be administered as take-home exams.
Faculty are encouraged to submit past exams to the library, to serve as a public resource for students.

When the use of test-bank questions is appropriate for a discipline and course, these are the expectations for their usage in exams:

- All students should be informed that the exam will include questions taken from test banks.
- The questions must be taken from multiple test banks.
- The test bank associated with the course’s textbook(s) must not be used.

**Make-up Final Exams**

Professors will prepare a different, entirely new exam for students who have been approved for a make-up exam. Therefore, we make reasonable efforts to limit approved deferrals to cases where there is documented proof\(^1\) of the following circumstances:

- Three exams scheduled on the same day
- Marriage, bar/bat mitzvah, or birth of immediate family member
- Death of immediate family member, including grandparents
- Jury duty
- Hospitalization
- Documented illness

Students seeking a make-up exam must contact the Exam Director of the appropriate school. Except in emergencies, this needs to take place before the scheduled exam is administered. Students will receive a formal response indicating whether or not a make-up exam has been approved.

\(^1\) The documentation for a medical excused absence should be a “charge master” (a bill for service that indicates the ICD9 code for what was treated during the visit) provided by a licensed health provider given to the patient at the time of visit. Documentation from family members (whether sharing a last name or not) will not be accepted.
Figure 1: Academic Integrity Process Chart

**Initiate report of cheating**

- **Student admits**
- **Student denies**

**AIC writes report to Dean**

**Dean accepts, rejects, modifies**

**Notify student of decision**

**Convene hearing of AIC**

- **Assoc Dean notifies student of hearing (where, when, charges)**

**Student appeals to Provost (within 10 days)**

**AIC writes report to Dean**

- **Provost (or designated dean) consults AIC chair**

**Notify student of decision**

- **If it is determined that the student has cheated on a written exam, he/she will receive an “F” in the course and may be dismissed from YU.**

**Questions evaluated at this point:**
- Student receive appropriate notice?
- Student have opportunity to be heard?
- School follow procedures?

**Appeal process:**

- **‘three-person committee of impartial YU faculty’**

**Notify student within 3 weeks (final decision)**