

Academic Integrity Policy: Undergraduate Schools

Yeshiva University – UTS, SCW, YC, & Sy Syms

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THIS DOCUMENT SUPERSEDES ALL PREVIOUS DOCUMENTS

Exam Policies

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.

The first part of this document focuses on the policies and processes for exams - midterms and finals; the second part focuses on plagiarism.

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

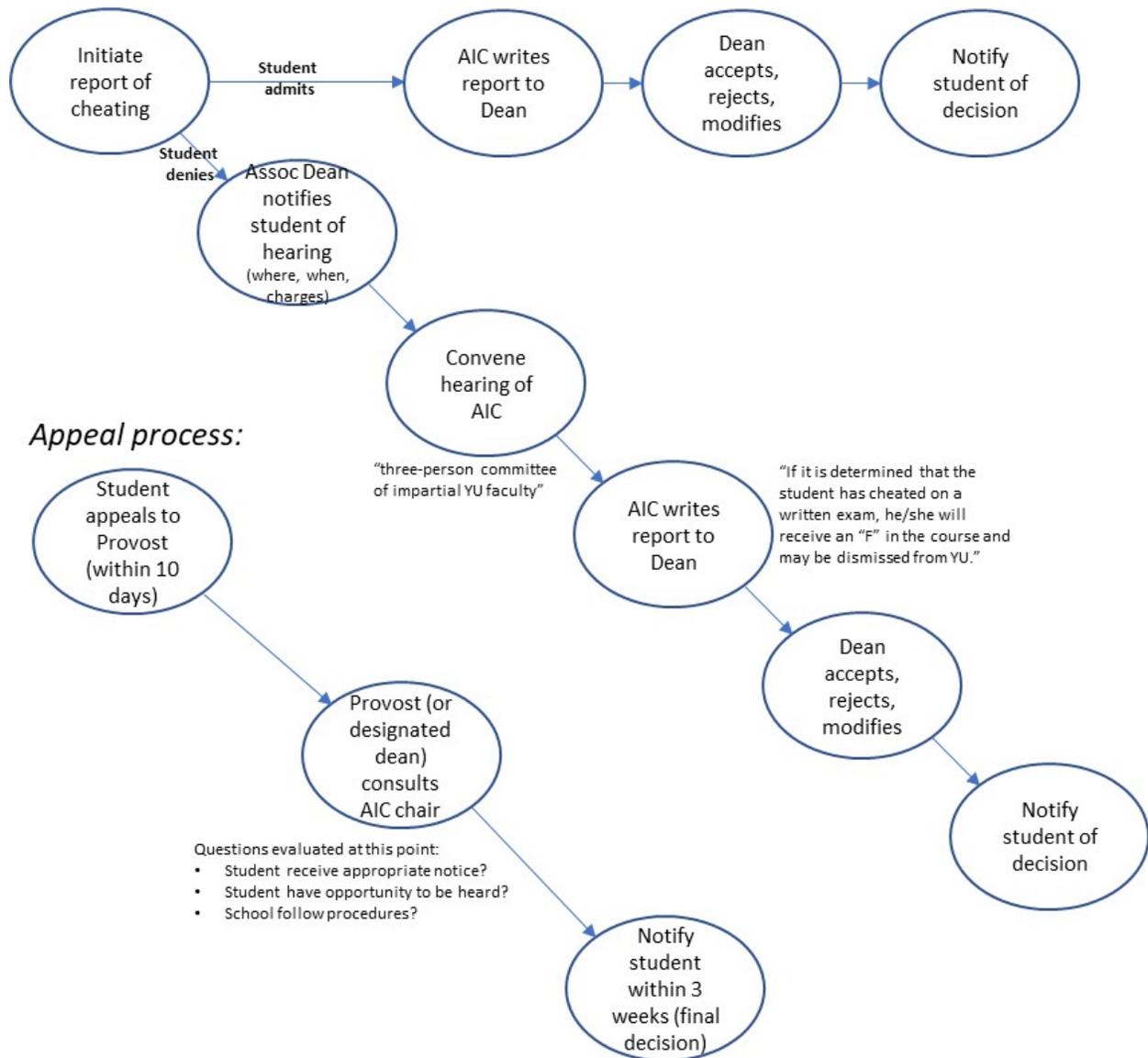
Professors will prepare a different, entirely new exam for students who have been approved for a make-up exam. Therefore, we make reasonable efforts to limit approved deferrals to cases where there is documented proof¹ of the following circumstances:

- 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



Students are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy.

Plagiarism

Definition

In defining plagiarism, this policy distinguishes between Intentional Misrepresentation and Misuse of Sources. These are two clear extremes, but this policy also recognizes that there can be a continuum between them.

1. Intentional Misrepresentation occurs when a student deliberately uses someone else's language, ideas, or other original (not common-knowledge) work without acknowledging the source.

Examples include but are not limited to:

- Assignment downloaded from an Internet source and/or obtained from a paper mill.
- Assignment is obtained from someone else (including another student).
- Assignment contains part or all of the writings of another person (including another student), without acknowledgment of the source.
- Assignment contains passages that were cut and pasted from an Internet source, without acknowledgement of the source.

2. Misuse of Sources is the unintentional misappropriation of the language, ideas, and work of others due to a lack of understanding of the conventions of citation and documentation, including paraphrasing, quoting, and the parameters of common knowledge.

Students are responsible for knowing how to quote from, paraphrase, summarize, and cite sources correctly. However, when a student has attempted to acknowledge a source but has not done so fully or completely, the instructor, perhaps in consultation with other faculty, administrators, or an academic integrity panel, may determine that the issue is Misuse of Sources or bad writing, rather than Intentional Misrepresentation.²

² Portions of this definition are adapted from The Council of Writing Program Administrators, "Defining and Avoiding Plagiarism: WPA Statement on Best Policies" <<http://www.wpacouncil.org/positions/index.html>>; Syracuse University, "Academic Integrity Policies and Procedures" <<https://psdocs.syr.edu/sudocs/vpcai/finalizeddocs3.pdf>>; and Washington State University, "Plagiarism: What is it?" <<http://www.wsulibs.wsu.edu/plagiarism/what.html>>.

Penalties and Procedures

For Misuse of Sources

If a faculty member determines that a student unintentionally misused sources on an assignment, he/she may lower the grade on the assignment in question (including lowering to a grade of "F"). No additional penalty should be imposed.

For Intentional Misrepresentation

Initiation of Process

If a faculty member (or any member of the YU community) suspects that a student has engaged in intentional misrepresentation of an assignment, he/she should send a written report to the Associate Dean or Administrator of the school in which the student is enrolled. The Associate Dean will submit a written copy of the charges to the student. If the student initially admits to the allegations, the Associate Dean will, in consultation with the faculty member, consider the circumstances and impose a penalty. Possible penalties include, but are not limited to, dismissal from the University, suspension, failure in the course, failure of the assignment, lowering of the grade in the assignment, or a notation in the student's personal file.

Students are not permitted to drop the course or opt for a P/N grade during or after the pendency of proceedings under this policy.

Hearing

If the student denies the allegations or contests the penalty proposed by the Associate Dean, the Associate Dean will convene a hearing before the Academic Integrity Committee, a three-person committee comprised of impartial Yeshiva University faculty. The Associate Dean will notify the student in writing of the date, time, and place of the hearing. The student may bring written materials and witnesses, but no advocates or advisors (including parents and attorneys).

The Committee will consider all the facts and circumstances, may ask for further information from the relevant parties, and will determine whether the student committed an act of intentional misrepresentation of the assignment. The Committee will provide a written summary of the hearing and findings along with its recommendation for an appropriate penalty (see above) to the Dean of the school in which the student is enrolled.

Decision

The Dean may accept, reject, or modify the Committee's recommendation, and will notify the student in writing of the decision.³

³ The Deans of the respective schools will cooperate as necessary in implementing this policy.

Appeal

Within ten days of receipt of the Dean's letter, the student may file an appeal by submitting it in writing to the Provost of Yeshiva University. No appeal will be considered if received after the ten-day deadline. The Provost will consider the merits of the appeal and will consult with the Chair of the Academic Integrity Committee. The Provost may interview the student, but will not conduct a new hearing. The standard for review will be whether the student received appropriate notice and had an opportunity to be heard (i.e. whether there was a fair hearing), and whether the school followed its procedures. The Provost may designate the Dean of one of the graduate or professional schools of Yeshiva University to hear the appeal. The student will receive notice of the decision in writing in a timely fashion, but no later than three weeks from the receipt of the appeal. This decision is final.

Records

Copies of the final decision (after appeal) will be sent to the Deans of the undergraduate schools and to the Office of the Registrar.

Readmission

Students who have been dismissed as a result of this procedure may apply for readmission after one semester of non-attendance. An application for readmission should be made directly to the Dean or Associate Dean of the school from which the student was dismissed (not to the Admissions Office). The application should state the reasons for readmission and include a statement of steps the student has taken or changes he/she has made to merit readmission. Any readmission may require conditions of probation and/or academic or other counseling.

Other Violations of Academic Integrity on Assignments

In addition to plagiarism, other examples of academic integrity violations include, but are not limited to:

- Assisting or attempting to assist another student in an act of academic dishonesty.
- Providing papers, essays, research, or other work to aid another student in Intentional Misrepresentation.
- Engaging in unauthorized cooperation with other individuals in completing assignments or examinations.
- Submitting the same assignment, in part or whole, in more than one course, whether at YU or another institution, without prior written approval from both faculty members.

Penalties and Procedures

If a student commits one of the above (or similar) violations, the faculty member will propose an appropriate penalty. If the student accepts the proposed penalty, the faculty member will notify

the Associate Dean of the school in which the student is enrolled of the action taken. If the student denies the allegations or contests the penalty, the faculty member will notify the Associate Dean of the school in which the student is enrolled, who will then convene a hearing of the Academic Integrity Committee in accordance with the procedures outlined above under the section entitled "Plagiarism."