

Academic Integrity Policy

This policy applies to the following schools and programs: Yeshiva College, Stern College for Women, Sy Syms School of Business, all Undergraduate Jewish Studies Programs including the Mazer Yeshiva Program, Irving I. Stone Beit Midrash Program, Isaac Breuer College of Hebraic Studies, and Mechina Program: James Striar School. The Deans of the respective schools will cooperate as necessary in implementing this policy.

Cheating on Written Exams

The cornerstone of our mission at Yeshiva University is to provide students with an education consistent with the values and ideals of traditional religious learning combined with contemporary academic secular study. As such, academic dishonesty violates the fundamental principles upon which our institution is founded. Cheating is an affront on academic integrity and ethics. Any instance of dishonesty cheapens not only the work of the perpetrator, but the work of innocent classmates and the institution in which the offense was committed.

Cheating on exams (in class or take-home quizzes, midterms, and finals) includes, but is not limited to:

- Receiving a copy of the exam in question from someone other than the instructor
- Having available materials unapproved by the instructor during an in-class exam, such as notes, cellphones, calculators and other devices
- Communicating with another student during the exam without the instructor's approval.

Students who act in a dishonest manner by cheating on written exams are subject to penalty under the following procedures.

Notification Process

Any member of the Yeshiva University community may initiate a report of cheating on a written exam. The complainant should send a written report to the Associate Dean or Administrator of the school in which the student is enrolled. The Associate Dean will then submit a written copy of the charges to the student.

Students are not permitted to drop the course during or after the pendency of proceedings under this policy.

Hearing

If the student denies the allegations, 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 academic integrity violation. The

Committee will provide a written summary of the hearing and findings along with its recommendation 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. 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 Yeshiva University.

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.

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.¹

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

¹ 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>>.

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 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.²

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.

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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."

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