

Academic Standards

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 *Policy on Academic Integrity* is online at <http://academicintegrity.rutgers.edu>. Please review it.

Your Responsibilities

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

It is unethical and a violation of the 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 Student

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 Researcher

All teachers have a responsibility to their students to:

- Have or acquire the knowledge to teach assigned courses 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.

As a Teacher

Plagiarism is the representation of the words or ideas of another as one's own in any academic work.

To avoid plagiarism, every direct quotation must be identified by quotation marks, or by appropriate indentation, and must be cited properly according to the accepted format for the particular discipline.

Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: to paraphrase Plato's comment... and conclude with a footnote or appropriate citation to identify the exact reference.

A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material.

Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc, need not be cited; however, the sources of all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged.

In addition to materials specifically cited in the text, other materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography.

Two levels of violations are recognized by the Academic Integrity Policy—separable and nonseparable. For graduate students nearly all violations are considered separable.

Sanctions for separable violations include, but are not limited to:

- A grade of XF (disciplinary F) for the course.
- Disciplinary probation.
- Dismissal from a departmental or school honors program.
- Denial of access to internships or research programs.
- Loss of appointment to academically-based positions.
- Loss of departmental/graduate program endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Dismissal from a graduate or professional program.
- Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.*

*from the *Rutgers University Academic Integrity Policy*

academicintegrity.rutgers.edu

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: University of Chicago Press, 2010.

MLA Handbook (8th edition). New York: Modern Language Association of America, 2016.

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 School of Graduate Studies (848-932-7747).

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Academic Integrity: Issues for Graduate Students

