

Penalty Guidelines for Breaches of Academic Integrity and Conduct

Breaches of Academic Integrity and Conduct include:¹

Plagiarism: to steal or pass off the ideas or words of another as one’s own; to use without crediting the source.

Cheating: to violate rules intentionally (such as examination rules) to effect a fraud or deceit.

Disruptive conduct: conduct or actions that disrupt or interfere with the normal academic process or learning experience.

Infraction	Examples ²	Sentence
Plagiarism or cheating on a formal examination or other culminating experience.	<p>Plagiarism – submitting the work or ideas of another as one’s own; passing off the words or ideas of another as one’s own; use of Internet sources without proper citation or credit to the source; self-plagiarism.</p> <p>Cheating – request or receive unauthorized help; use of crib notes or other impermissible aids during exams; inappropriate use of technology during an exam, such as opening prohibited computer files, use of cell phones, blackberries (or other communication devices), checking, reading or sending email during any exam; passing on exam materials that are marked as ‘not to be shared’ to other students; peeking into other students’ work (or allowing others to do so); aiding and abetting others who cheat.</p>	<p>Range from F in the class to suspension or expulsion from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p>

¹ All lists of infringements and infractions are not exhaustive.

² Examples are not exhaustive. The examples serve merely as guidance for Disciplinary Committees.

Infraction	Examples	Sentence
<p>Plagiarism or cheating on course assignments (e.g., homework, case submission).</p>	<p>Plagiarism – submitting the work or ideas of another as one’s own; passing off the words or ideas of another as one’s own; use of Internet sources without proper citation or credit to the source; self-plagiarism; turning in another student’s work as one’s own.</p> <p>Cheating - request or receive unauthorized help; passing on homework materials that are marked as ‘not to be shared’ to other students; working as a group on assignments designated as “individual” assignments (type C); adding the name of a student to a group project when that student did not contribute significantly to the group’s work.</p>	<p>Range from F in the class to suspension or expulsion from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p> <p>Significant mitigating factors, such as lack of intent or an inadvertent error, may lower the penalty.</p>
<p>Disruptions to the learning process (where expectations have been clearly set by the faculty or administration) or to the school’s (broadly defined) community.</p>	<p>Verbal or physical abuse of faculty, students, administrators, or other community members; inappropriate or disruptive use of technology either during class (such as the unauthorized use of computers or blackberries) or outside of class (such as email spamming); actions or activities that embarrass the School to its outside constituencies; tardiness to class or unexcused absences from class.</p>	<p>Range from expulsion from the class and an F grade in the course to loss of student privileges and/or suspension and expulsion from the School.</p> <p>Repeat offenses escalate the penalty for an infraction.</p>