



## Academic Integrity Policy & Procedure

### Introduction

NYU Liberal Studies has established a standing Committee on Academic Standards (“the Committee”) to implement policies, rules, and procedures for Liberal Studies students pertaining to academic misconduct. The Committee is comprised of three members of the Liberal Studies administration and faculty.

Cases of non-academic misconduct that fall within the University Student Conduct Policy are adjudicated by the Office of Student Conduct and Community Standards. The Committee does not have jurisdiction over cases that fall within the University’s Sexual Misconduct, Relationship Violence, and Stalking Policy.

### Policy

Liberal Studies students, as well as all students from outside Liberal Studies who are taking Liberal Studies courses, are expected to adhere to both the academic integrity standards of New York University, and those of Liberal Studies. Students are encouraged to review the Liberal Studies Academic Integrity Guide, at [liberalstudies.nyu.edu/academics/academic-integrity-guide](http://liberalstudies.nyu.edu/academics/academic-integrity-guide), as well as the New York University Academic Integrity Policy located at [nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu](http://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu).

Examples of behavior that compromise the academic and intellectual community of NYU and Liberal Studies include, but are not limited to:

**1. Plagiarism:** presenting others' work without adequate acknowledgement of its source, as though it were one’s own. Plagiarism is a form of fraud. We all stand on the shoulders of others, and we must give credit to the creators of the works that we incorporate into products that we call our own. Some examples of plagiarism:

- a sequence of words incorporated without quotation marks
- an unacknowledged passage paraphrased from another's work
- the use of ideas, sound recordings, computer data or images created by others as though it were one’s own

**2. Cheating:** deceiving a faculty member or other individual who assess student performance into believing that one’s mastery of a subject or discipline is greater than it is by a range of dishonest methods, including but not limited to:

- bringing or accessing unauthorized materials during an examination (e.g., notes, books, or other information accessed via cell phones, computers, other technology or any other means)

- providing assistance to acts of academic misconduct/dishonesty (e.g., sharing copies of exams via cell phones, computers, other technology or any other means, allowing others to copy answers on an exam)
- submitting the same or substantially similar work in multiple courses, either in the same semester or in a different semester, without the express approval of all instructors
- submitting work that was created by another, substantially or in whole, as one's own
- submitting answers on an exam that were obtained from the work of another person or providing answers or assistance to others during an exam when not explicitly permitted by the instructor
- submitting evaluations of group members' work for an assigned group project which misrepresent the work that was performed by another group member
- altering or forging academic documents, including but not limited to academic records, grade reports, add/drop forms, etc.

**3. Uploading course materials written by a Liberal Studies instructor** (e.g., syllabi, test questions, and essay prompts) to websites without the instructor's knowledge and/or permission. Course materials are the property of the instructor.

**4. Selling class notes**, such as to a classmate or to an online service.

**5.** Any behavior not described above that violates an academic policy set forth by NYU or Liberal Studies, or which attempts to circumvent a course policy set out in a Liberal Studies instructor's syllabus.

Any Liberal Studies instructor who discovers that a student has committed a breach of academic integrity in their course is expected to file a formal incident report with Academic Affairs. In addition to filing a report, the instructor may also decide, either at their discretion or in consultation with the Office of Academic Affairs, on an appropriate grade penalty under the circumstances. Grade penalties commonly range from failure on an affected assignment to failure in the course, and should be made in accordance with the penalty for plagiarism set forth in the instructor's syllabus.

### **Reporting Procedure**

An instructor who wishes to file an incident report should first contact the Assistant Director of Academic Administration to determine whether any record exists of a prior academic integrity violation by the student. If no prior record exists, the instructor should complete the Breach of Academic Integrity report form provided by the Assistant Director and attach relevant evidence, then meet with the student to share the report, discuss the incident, and notify the student of the grade penalty to be imposed. At this meeting, the student should sign the report form to acknowledge that the instructor has informed them of his or her belief that an academic integrity violation has occurred. Signing the form is not an admission of guilt, but merely an acknowledgement that the student is aware of the charge and the fact that the report is being filed with the Office of Academic Affairs. In the case of a first

offense, the student should also check off on the form whether they wish to contest the report by requesting a hearing before the Committee on Academic Standards. Students for whom the report represents a second offense will automatically receive a hearing before the Committee. The instructor should then submit the fully signed report to the Assistant Director of Academic Administration.

When it is impractical or impossible for an instructor to meet in person with the student— such as when a breach of academic integrity is discovered after the student has left New York for the summer— the instructor may email the report to the student and copy the Assistant Director of Academic Administration on the email. This email will serve as proof that the student was notified of the charge.

#### **A. First Infractions**

First infractions are not recorded on student transcripts, and the penalty is limited to whatever grade penalty the instructor may have imposed in the class. The Office of Academic Affairs will keep the report on file and record the fact that it has been filed, but will not pass the report on to the Committee on Academic Standards for a merit determination or for a hearing unless the student requests it.

If the student disagrees with the report and wishes to have it stricken, the student should request a hearing by checking off the relevant box on the report form when they meet with their instructor about the incident. The student may also request a hearing by emailing the Assistant Director of Academic Administration at [irene.hahn@nyu.edu](mailto:irene.hahn@nyu.edu) within 7 days of their meeting with the instructor. In the event that the instructor notifies the student by email of the infraction and the filing of the report, the student may instead notify the Assistant Director of Academic Administration by email ([irene.hahn@nyu.edu](mailto:irene.hahn@nyu.edu)) of their desire to request a hearing, within 7 days of the date that the instructor emailed the student the report.

The Assistant Director will schedule a hearing for the student to appear before the Committee on Academic Standards, at which the student may state the reasons for their disagreement and bring any documentation in support of their case. Hearings will follow the procedure described in “Hearing Procedure,” below. The Committee will consider both the instructor’s report and the student’s testimony, and issue a written decision within 14 days of the hearing date as to whether the report will be permitted to stand. Decisions of the Committee must be appealed directly to the Dean of Liberal Studies within 14 days of the Committee’s decision.

#### **B. Second Infractions**

Any student against whom two or more reports have been filed will automatically receive a disciplinary hearing before the Committee on Academic Standards, which may at its discretion impose sanctions in addition to whatever grade penalties the instructor may have imposed. When imposed, sanctions range in severity from a one- or two- semester probation, to a one- or two-semester suspension, to dismissal from the university. The Committee may also impose additional requirements at its discretion, including but not limited to repeating the NYU Plagiarism Module and providing proof of completion by a specific date, and enrolling in particular courses for the upcoming semester that may address the underlying breach.

When a second report is filed against a student, the Assistant Director of Academic Administration will contact the student by email to schedule a hearing date. The hearing will following the procedure

described in “Hearing Procedure,” below. At the hearing, a student who has multiple reports on their record will be given the opportunity to respond orally to each of the reports that have been filed against them, and to provide any information and/or documentation they wish the Committee to consider alongside the reports.

The Committee will immediately confer following the hearing to decide whether additional sanctions are merited, as well as the nature of those sanctions. The Committee will not review the grade reduction imposed by the instructors in the individual classes in question; it shall restrict its review to the question of whether additional sanctions should be imposed under the circumstances. The Committee will consider both the instructor’s report and the student’s testimony, and issue a written decision within 14 days of the hearing date as to whether additional sanctions will be imposed, the nature of those sanctions, and the reasons for the decision. Decisions of the Committee must be appealed directly to the Dean of Liberal Studies within 14 days of the Committee’s decision.

### **Hearing Procedure**

Hearings before the Committee on Academic Standards are not interrogations or court hearings; they provide an opportunity for a student to present their side of the story. They are attended by the student and the three Committee members only; the faculty who completed the reports do not attend, and any person(s) whom the student brings with them must remain outside the hearing room. The Committee will invite the student to address each report in turn and provide any oral remarks that he or she may have prepared. The Committee members may ask clarifying questions, but are primarily interested in hearing what the student may have to say about each report under review, including any factors not reflected by the report(s) that the student would like the Committee to consider in their evaluation.

The student may bring additional documentation for the Committee’s consideration. It is not necessary to provide written evidence ahead of time, though if the student wishes the Committee members to review any such evidence in advance, they may email it by 5pm the day before the hearing to [irene.hahn@nyu.edu](mailto:irene.hahn@nyu.edu). The student should bring any originals to the hearing, particularly those bearing original signatures.

At the conclusion of the hearing, the Committee will immediately convene in closed session, consisting only of the Committee members sitting at the hearing. All decisions of the Committee will be based on a preponderance of credible evidence, and will require the assent of at least two of the three members of the Committee sitting at the hearing. In the case of a hearing for a second infraction, a recommendation of expulsion will require a unanimous vote of the Committee.

### **Appeals**

Any appeal of a Committee decision, whether for a first infraction or a second infraction, must be made by the student directly to the Office of the Dean of Liberal Studies. A clear rationale must be articulated for pursuing an appeal. A student may initiate this process by contacting [lsdeansoffice@nyu.edu](mailto:lsdeansoffice@nyu.edu) to notify the Dean’s Office of his or her intention to appeal; the Dean’s Office will then respond with further instructions. The Office of Academic Affairs will provide the Dean’s Office with copies of the underlying Breach of Academic Integrity report(s) and the hearing decision.

The deadline for submission of completed appeal papers is 14 days from the date of the Committee’s original decision.

**Breaches of Academic Integrity in Non-Liberal Studies Classes**

The policy and procedures contained herein apply only to Liberal Studies courses, and specifically those offered in New York. Students taking courses in other departments are subject to the procedures of the relevant schools. The Office of Academic Affairs will request copies of reports and incident details from any school that notifies the Liberal Studies administration that a Breach of Academic Integrity by a Liberal Studies student or students has occurred in a non-Liberal Studies class.

**Study Away Students**

Students must adhere to NYU's academic integrity policy while studying away at a global site; the policy may be viewed at [nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu](https://nyu.edu/about/policies-guidelines-compliance/policies-and-guidelines/academic-integrity-for-students-at-nyu). Students who are alleged to have violated the policy while studying away will be subject to review through the process prescribed by the University's Study Away Policies and Procedures (please see [nyu.edu/academics/studying-abroad/upperclassmen-semester-academic-year-study-away/academic-resources/policies-and-procedures](https://nyu.edu/academics/studying-abroad/upperclassmen-semester-academic-year-study-away/academic-resources/policies-and-procedures)). At the conclusion of the study away site's determination, Liberal Studies will request copies of any reports and/or incident details from site administrators. Should the incident comprise a second offense by the student, the Liberal Studies procedure for Second Infractions will apply, and the student will be contacted for a hearing before the Committee.

**Duration of Academic Integrity Records**

Copies of Breach of Academic Integrity reports remain archived with the Office of Academic Affairs in perpetuity. The existence of a report may be disclosed if a Liberal Studies student or alumnus/a has authorized a third party to verify their academic and/or disciplinary history while attending Liberal Studies.