

## **ACADEMIC INTEGRITY COMMITTEE (AD HOC)**

### **FINAL REPORT (January 9, 2003)**

Committee members: Polina Bedrikovestsky, Pat Ciavarelli, Randy Donowitz, John Gordon (chair until May 30, 2002,) Frima Fox Hofrichter, Katie Hale, John Lobell, Ann Randall, Kathleen Rice, Bradford Voegeli, and Anne Woodsworth (Chair from June 1, 2002.)

#### **INTRODUCTION**

The Academic Integrity Committee was formed in 2001 under the leadership of Provost John Gordon to clarify standards, guidelines and procedures about academic integrity/academic honesty to the Pratt community. After a hiatus during the summer of 2002, work of the Committee resumed in Fall, 2002 and concluded in January 2003. This final report is being presented to Deans Council, Senior Staff, and the Academic Senate. Should amendments be needed subsequent to those reviews, the Committee might meet once more.

#### **SUMMARY**

A statement was prepared that all faculty will be required to attach to their syllabi (Appendix I.) It was approved by the Academic Senate's Executive Committee and Deans Council and will be distributed in January 2003 to all departments and all faculty members. The Committee outlined possible and progressive sanctions for cheating and plagiarism including review by an Academic Integrity Board. The procedures mirror those of the Social Conduct Code procedures and will be included in Pratt's "Judicial Procedures." A form was drafted (Appendix II) for reporting infractions to the Registrar's office where they will be recorded in the student's file. Systematic reports from Colleague would be given to the Provost's Office where multiple infractions would be monitored and pursued. The reporting faculty member and the student will be sent a copy of the form after it has been recorded.

Content of the current *Student Handbook* was reviewed and Kathleen Rice and Katie Hale drafted revisions that are currently under review by the Committee.

A plan for building compliance was drafted by John Lobell and augmented by the Committee (Appendix III.) The strategies include issuing a memorandum from the Committee (Appendix IV), wide discussions about academic integrity issues, presentations on the topic, and a request to the Academic Senate that it select one or more style manuals for use by undergraduates.

## APPENDIX I – SYLLABUS ATTACHMENT

### ACADEMIC INTEGRITY

Pratt Institute considers Academic Integrity highly important. Instances of cheating, plagiarism, and wrongful use of intellectual property will not be tolerated.

- Faculty members will report each incident to the registrar for inclusion in students' files.
- More than one report to the registrar during a student's program of study at Pratt will result in a hearing before the Academic Integrity Board, at which time appropriate sanctions will be decided. These may include dismissal from the Institute.
- The nature and severity of the infraction will be determined by faculty members who can: ask students to repeat an assignment, fail students on the assignment, fail students in the course and/or refer the incident to the Academic Integrity Board.

For more details about these procedures please see the Pratt Student Handbook, the *Pratt Bulletins*, and the pamphlet entitled *Judicial Procedures at Pratt*.

### CHEATING

If students use dishonest methods to fulfill course requirements, they are cheating. Examples of this include, but are not limited to:

- Obtaining or offering copies of exams or information about the content of exams in advance.
- Bringing notes in any form to a closed book exam.
- Looking at another student's paper during an exam.
- Receiving or communicating any information from or to another student during an exam.

### PLAGIARISM

Plagiarism is a bit more complicated, but the rules of documentation and citation are very specific and are tailored to different academic disciplines. Types of plagiarism include:

- Including any material from any source other than you in a paper or project without proper attribution. This includes material from the Internet, books, papers, or projects by other students, and from any other source.
- Using your own work to fulfill requirements for more than one course
- The extensive use of the ideas of others in your work without proper attribution.
- Turning in work done by another person or a fellow student as one's own.

Please remember that all work must be the student's own. If it is not, the source should be cited and documented appropriately.

If there are aspects of this statement that are not understood, ask faculty members for help.



## **APPENDIX III - BUILDING COMPLIANCE**

### **1. DISSEMINATE INFORMATION**

#### 1.1. Memo to all faculty

Send a memo (see example presented here today) to all faculty.

#### 1.2. Announcement by the Provost

At the next President's Report to the faculty and staff meeting, the provost announces the policies.

### **2. ENCOURAGE DISCUSSION OF THE POLICY**

2.1. Faculty is more likely to participate in a policy that they have had a part in formulating. Toward that end, we might:

2.2. Ask all chairs to have faculty meetings to discuss the subject. Have the chairs report back to Deans Council or the provost on the meetings.

2.3. Ask the Senate to discuss the subject and report to the Deans Council or the provost on the discussion.

2.4. Ask the deans to convene chairs meetings to discuss the subject and report to this committee, the provost, or Deans Council on the discussions.

2.5. Have an Institute-wide colloquium on the subject:

Invite all faculty, but with special emphasis to those who assign papers and those who give

Distribute pertinent literature (New York Times article, etc.)

Have brief presentations from various points of view:

- Pedagogical
- Ethical
- Detection
- Enforcement

Encourage maximum discussion and participation

2.6 Continue mandatory sessions at freshman orientation

### **3. APPLY SANCTIONS FOR NON-COMPLIANCE WITH THE POLICY**

I am always told that we cannot make the faculty do anything. However, the Provost might at least require that the chairs monitor the situation. If a faculty member is not being diligent (does not have a statement in their course outlines, is not proctoring exams, is using old exams, is not running papers through Internet detectors), the chair should call the faculty in for a discussion. If that does not lead to results, the Provost should call the faculty in for a discussion.

Besides checking on course outlines, the chairs can stay in contact with the better students. They know what is going on, and they feel offended when there is a lot of cheating going on.

## **APPENDIX IV**

### **DRAFT MEMORANDUM FROM COMMITTEE TO FACULTY MEMBERS**

**TO: The Pratt Faculty**

**FROM: The Academic Integrity Committee** - Polina Bedrikovestsky, Pat Ciavarelli, Randy Donowitz, John Gordon (chair until June 1, 2002,) Frima Fox Hofrichter, Katie Hale, John Lobell, Ann Randall, Kathleen Rice, Bradford Voegeli, and Anne Woodsworth (Chair.

**SUBJECT: IMPROVING ACADEMIC HONESTY**

There is a sense at Pratt from anecdotal reports that there is more cheating and plagiarism among Pratt students than we would like. If this were the case, we would not be an exception, as indicated by frequent articles in *The Chronicle of Higher Education* and *The New York Times*. While cheating and plagiarism are global problems, they are also Pratt problems for which all of us must take responsibility. We owe it to the integrity of the school and to the morale of honest students to make every effort to prevent cheating and plagiarism.

In response to this situation, an Academic Integrity Committee chaired by the Provost has been meeting for the past two years. The committee has established several policies to address this problem. First, we ask you to remind students that cheating and plagiarism are serious offences with serious consequences. Second, we are requiring that you include a statement on cheating and plagiarism in all of your course syllabi. A copy of the statement is attached. Third, we are requesting that you report all incidents to the Registrar's office on a standardized form (also attached.)

#### **REMIND STUDENTS**

Please remind all students at the beginning of each course that cheating and plagiarism are not permitted at Pratt that cheating and plagiarism are taken seriously, and that cheating and plagiarism can lead to expulsion. Please make time in one of your first classes to review the enclosed statement.

#### **WHAT WILL HAPPEN TO STUDENTS WHOM YOU REPORT?**

The registrar will keep track of all incidents of reported cheating and plagiarism. They will be attached to the student's record in Colleague, but will not appear on transcripts. If there is a second incident by a student, the office of the Provost will review it and convene an Academic Integrity Board meeting. If the offences are confirmed, the Board will determine the sanctions to be imposed, which could include suspension or expulsion.

#### **REPORT FORM**

Additional copies of the enclosed form will be available in your department chair's office. You can get them from the Registrar. Forms are to be sent to the Registrar (Patricia Ciavarelli, Thrift Hall 1, (718) 636-3663, pciavare@pratt.edu), and once recorded there, you and the student will be sent a copy of your report.

Keep in mind that you are not being asked to judge the student's fate. You are only being asked to respond to academic infractions in your course as you see fit, and to report the incident to the Registrar.

You may not know when you sanction a student for an academic infraction, if they are being sanctioned in other courses. It is the job of the registrar and the chair to keep track of the students these, as well as overall low GPAs and to respond appropriately in both instances.

### **WHAT ELSE CAN YOU DO?**

You are obligated to the Institute, your colleagues, and honest students to make every effort to prevent cheating and plagiarism. Besides reminding your students of their inappropriateness and the serious consequences, you can also:

- § Adequately monitor all exams and assignments.
- § Run suspicious passages from papers through an Internet search engine. All you have to do is type suspicious passages with quotes around them into Yahoo or Google. You might be surprised how often a large part of the paper you have just read pops up.
- § Structure assignments in ways that make cheating and plagiarism less likely. For example, instead of asking for a paper on “The Life and Work of Picasso,” ask for a paper on “How Does Picasso’s Work Reflect Specific Issues Discussed in this Course?”
- § Change assignments and exams from year-to-year.
- § Informally chat with your better students about what is up among their classmates.

For more information and published articles, run a search on the Internet or ask a librarian for help. There is a plethora of recent literature on academic honesty and integrity in higher education.