
**Information Sheet for Accused Students
In Academic Integrity Cases**

If you have been accused of committing an academic integrity violation, this information sheet will guide you through the Student Conduct system. It summarizes the disciplinary process, but is not all-encompassing. You should consult the Academic Integrity Policy and the University Code of Student Conduct at http://deanofstudents.camden.rutgers.edu/student_conduct for a full description of the process.

Glossary

Academic Integrity Facilitator (AIF): a staff or faculty member who advises the academic community on academic integrity issues

Campus Adviser: a member of the University community who assists accused students and complaint parties in navigating the disciplinary system and preparing for hearings and meetings

Conduct Officer: an administrator who conducts Preliminary Reviews and/or Disciplinary Conferences

Disciplinary Conference: an administrative hearing conducted by a Conduct Officer to determine whether an accused student has violated the Academic Integrity Policy or the University Code of Student Conduct

Preliminary Review: an inquiry in which a Conduct Officer reviews a complaint to determine whether there is enough information to charge a student with a violation

Sanction: the consequences imposed for violating the University Code of Student Conduct

Support Person: a person who attends a hearing to provide support to an accused student, complaint party, or victim. A support person cannot speak or participate in a hearing.

University Hearing: a formal hearing before the University Hearing Board to determine whether an accused student has violated the Academic Integrity Policy or the Code of Student Conduct.

Nonseparable Violations

A nonseparable academic integrity violation is a relatively minor offense that involves only a small portion of the overall course work. A student cannot be suspended or expelled for a nonseparable violation.

Instructors and Academic Integrity Facilitators have the authority to handle nonseparable violations in most cases. If an instructor suspects that you have committed a nonseparable violation, the following process occurs:

1. The instructor must notify you of the allegations in writing and schedule a meeting with you.
2. Prior to the meeting, you should thoroughly review the Academic Integrity Policy and choose a Campus Adviser. Your adviser may accompany you to the meeting.

3. At the meeting, the instructor/AIF will explain the allegations and review the information supporting the complaint.

4. You have the right to contest the allegations and to present information and witnesses in your defense.

5. After the meeting, the instructor/AIF determines whether you are in violation and notifies you of the decision in writing.

6. If you are found not responsible, the case is over.

7. If you are found in violation, the instructor/AIF decides on an academic sanction (such as an F on the assignment or a makeup assignment).

8. If you accept the decision and the sanction, the sanction goes into effect and the case is closed.

9. If you do not accept the decision or the sanction, you may file an appeal to the Campus Appeals Committee.

Separable Violations

A separable violation is a major violation that involves a significant part of the overall course work. A student can be suspended or expelled for a separable violation (although these sanctions are not mandatory). Instructors cannot handle separable violations on their own; these cases must be referred to an Academic Integrity Facilitator (AIF) or to the Dean of Students Office - Camden.

Once a complaint has been received, the following process occurs:

1. A Conduct Officer/AIF meets with you for a Preliminary Review.

2. Prior to the meeting, you should thoroughly review the Academic Integrity Policy and choose a Campus Adviser. Your adviser may accompany you to the meeting.

3. During the meeting, you do not have to provide any information to the Conduct Officer/AIF. If you do choose to speak, any information that you provide must be truthful.

4. You have the right to tell your side of the story and provide any information or witnesses that may help your defense.

5. During the Preliminary Review, you must be told:

- The nature of the complaint
- Who is making the complaint
- What information and witnesses support the complaint
- The consequences of accepting or denying responsibility
- The possible sanctions if you are found responsible for the violation
- Whether your case can be heard at a Disciplinary Conference or at a University Hearing and the

difference between the two

6. After the Preliminary Review meeting, the Conduct Officer/AIF determines whether there is enough information to charge you with violating the Academic Integrity Policy.

7. If you are not charged, the case is closed.

8. If you are charged, this does **not** mean that the officer has decided that you committed the offense. It simply means that he or she has found enough evidence to continue the disciplinary process.

9. If you are charged with a violation, you will be asked to answer the charges with “responsible” or “not responsible.”

10. If you answer “responsible,” the Conduct Officer/AIF determines an appropriate sanction. You can:

- Accept the sanction and waive your right to a hearing or appeal

Or

- Contest the sanction and file an appeal to the Campus Appeals Committee.



Dean of Students Office
326 Penn Street
Camden, NJ 08102
856-225-6050
deanofstudents@camden.rutgers.edu

11. If you answer “not responsible” to the charges, your case is referred to a University Hearing or to a Disciplinary Conference (a Disciplinary Conference may proceed only with the complaint party’s consent.)
12. If you are found not responsible at the hearing or Disciplinary Conference, the case is closed.
13. If you are found responsible, the Hearing Board (in a University Hearing) or the Conduct Officer (in a Disciplinary Conference) determines the sanction. You will have the opportunity to recommend what you believe to be an appropriate sanction.
14. You have the right to appeal the outcome of a Disciplinary Conference or University Hearing and/or the sanction to the Campus Appeals Committee.