



# Northeastern

Essential to the Mission of Northeastern University is the commitment to the principles of academic honesty and integrity.

Academic integrity is important for two reasons. First, independent and original scholarship ensures that students derive the most from their educational experience and the pursuit of knowledge. Second, academic dishonesty violates the most fundamental values of an intellectual community and depreciates the achievements of the entire University community.

Accordingly, Northeastern University views academic dishonesty as one of the most serious offenses a student could commit.

The following is a broad overview of what constitutes academic dishonesty, but is not meant to be an all-inclusive definition:

- Cheating
- Fabrication
- Plagiarism
- Unauthorized collaboration
- Participation in academically dishonest activities
- Facilitating academic dishonesty

You can find more information about the Academic Integrity Policy at [www.northeastern.edu/osccr](http://www.northeastern.edu/osccr).



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Office of Student Conduct &  
Conflict Resolution  
204 Ell Hall  
Northeastern University  
360 Huntington Avenue  
Boston, MA 02115-5000

617.373.4390 (voice)  
617.373.8776 (fax)  
[osccr@neu.edu](mailto:osccr@neu.edu) (e-mail)  
[www.northeastern.edu/osccr](http://www.northeastern.edu/osccr)

## ACADEMIC INTEGRITY POLICY

A FACULTY RESOURCE GUIDE



## YOUR ROLE AND THE STUDENT CONDUCT PROCESS

All members of the Northeastern University community—students, faculty, and staff—share the responsibility to report known acts of apparent academic dishonesty. Any member of the academic community who witnesses an act of academic dishonesty should report it to the appropriate faculty member and to the Director of the Office of Student Conduct & Conflict Resolution (OSCCR).

## INITIAL RESPONSE TO THE INCIDENT

If you suspect a student has engaged in academic dishonesty, confront the behavior immediately and appropriately. Arrange to meet with the student and discuss the issue of the alleged violation of the Academic Integrity Policy. Share with the student the information you have that has led you to believe that a violation has occurred and refer to the specific section of the policy that you believe is applicable. Listen to the student's perspective on the issue. Many students want the opportunity to meet and talk with the professor about the situation. While not always, often times the student will acknowledge the violation and will want the opportunity to explain their behavior.

Based upon the information you have obtained, determine whether you have sufficient information to support a charge of a violation of the Academic Integrity Policy. If so, advise the student either during your meeting or shortly thereafter as to your determination. If you have determined that there is sufficient information to support a charge, advise the student that you will be referring the matter to the Office of Student Conduct & Conflict Resolution for disciplinary action. If the student has admitted to the violation during the meeting, advise the student of the academic sanction you will impose for the violation (failing the class, the exam, project, etc.) and advise the student that there will be disciplinary sanctions imposed as well for the violation, and that s/he will be contacted by the Office of Student Conduct &

Conflict Resolution upon receipt of the documentation to initiate the disciplinary process.

## REPORTING A VIOLATION

Submit a written summary of the incident to the Office of Student Conduct & Conflict Resolution. The summary should include all relevant information with regard to the incident involving the alleged academic dishonesty. Your summary need not be lengthy, but should be clear and concise, providing all relevant facts in chronological order. Once you have completed the summary, forward it with any supporting documentation that you may have that would support the charge (i.e. copies of the exam, papers, cheat sheet, etc) to the Office of Student Conduct & Conflict Resolution, 204 Ell Hall.

Once your documentation is received, a professional staff member from OSCCR will review it and send formal notification to the student of the charge of Academic Dishonesty. If the staff member assigned to the case has any questions, issues or concern regarding the material submitted, s/he will contact you to discuss them prior to notifying the student of the charge.

## THE STUDENT CONDUCT PROCESS

All complaints of Academic Dishonesty are referred to the Student Conduct Board for resolution. The student is therefore required to attend a pre-hearing meeting with the professional staff member assigned to the case. During this pre-hearing meeting, the professional staff member will review the charge with the student and provide the student with all of the written documentation in support of the charge. After completion of the review, the student will have two options: (1) accept responsibility for the charge or (2) dispute the charge and elect to appear before the Student Conduct Board to determine responsibility for the charges.

If the student accepts responsibility for the charges, no hearing is required. Instead, the professional staff member presents a summary of the facts of the case to case to the Chairpersons of the Student Conduct Board in an administrative meeting. The Chairpersons then determine and impose the sanctions.

If the student elects the option of proceeding to a hearing to determine responsibility for the charges, the pre-hearing meeting is then utilized to review the hearing proceedings with the student, advise the student regarding his/her rights and responsibilities in the disciplinary process, and respond to any questions. The matter is then scheduled for the next available hearing date.

**Faculty members always retain the right to withdraw the disciplinary charges at any time prior to the hearing should they be made aware of information that would warrant such a determination.**

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## THE HEARING

If the matter proceeds to a hearing, the professional staff member will notify you of the date for the hearing and will discuss with you the order of the hearing proceedings. You will be required to attend the hearing and present your perspective of the incident along with an explanation of any supporting documentation. The Student Conduct Board and the accused student will have the opportunity to ask you any relevant questions in response to all oral and written information provided to the Student Conduct Board. You will also have the opportunity to ask any relevant questions of the student with regard to all information s/he provides at the hearing. For more detailed information about the hearing procedures and the presentation of information, please refer to Code of Student Conduct found at [www.northeastern.edu/osccr](http://www.northeastern.edu/osccr).

## SANCTIONS

Academic dishonesty as defined in the Academic Integrity policy is a Level II violation of the Code of Student Conduct and results in a minimum disciplinary sanction imposed of deferred suspension from the University, satisfactory completion of an educational assignment, and/or a fine. A second violation during a student's enrollment at the University will result in expulsion from the University.

Deferred suspension results in the sanction of suspension being placed on deferred status. The student is therefore able to continue enrollment at the University, but is on notice that if s/he is found in violation of any University rule/regulation during the period of deferred suspension, s/he is subject to immediate suspension.

**Please note that you have the right to determine and impose an appropriate academic sanction as well for the violation. If the student disputes the violation, it is recommended that you withhold determination of an academic sanction until the Student Conduct Board makes its determination regarding responsibility for the charge.**

## RESOURCE

The Office of Student Conduct & Conflict Resolution serves as a resource to the University for the enforcement and promotion of the Academic Integrity Policy. The policy has been approved by the Student and Faculty Senates as well as the President of the University.

