

**Procedures for Adjudicating Alleged Violations of Academic Integrity for  
Undergraduate and Graduate Students**

Rutgers University - Camden

Faculty of Arts and Sciences and the School of Business

Complainant:

1. Professor/Instructor finds that student may have violated the Academic Integrity Policy.
2. Instructor reviews the materials and determines if he/she believes that a violation has occurred.
3. If Instructor determines that a violation has occurred,
  - a. Instructor compiles the evidence and turns it in to the Dean's Office in Arts and Sciences (Third Floor Armitage Hall) or the School of Business (Second Floor BSB) along with
  - b. the completed **Report of Alleged Academic Integrity Violation**, available online at: <http://www.camden.rutgers.edu/RUCAM/info/academic-integrity-form-06.pdf>.
4. The Judicial Officer
  - a. reviews the information,
  - b. interviews professor and other witnesses as necessary,
  - c. meets with the student respondent, and
  - d. makes a determination regarding
    - i. whether a violation occurred, and
    - ii. level of violation if one was determined to have occurred
5. If student is determined NOT to have violated the Academic Integrity Code
  - a. judicial officer informs the complainant and student respondent in writing and
  - b. a completed copy of the **Report of Alleged Academic Integrity Violation** is given to the dean and to the complainant.

**NOTE:** Other than the official copy of the form in the student's discipline file, this form is for information purposes only and is not to be kept in any other individual student file. This means that the dean or complainant may keep the form, but not file it in a student's file. This is done so that a removal timetable can be followed accurately if part of the sanction.
6. If the violation is determined to be a NON-SEPARABLE offense (level one or level two violation according to the policy - which is a violation determined not to be serious enough to potentially result in suspension)
  - a. and student respondent accepts responsibility:
    - i. student is sanctioned by the judicial officer
    - ii. student signs a notice accepting responsibility
    - iii. disciplinary action is recorded in the student respondent's file by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the athletic department/student activities office of the student's temporary suspension from extracurricular activities...)

- iv. a completed copy of the **Report of Alleged Academic Integrity Violation** is given to the dean and to the complainant.  
NOTE: This form is for information purposes only and is not to be kept in any individual student file except by the judicial officer, so that removal timetable can be followed accurately if part of the sanction.
  - b. and student respondent does not admit responsibility:
    - i. a college hearing is scheduled which is made up of trained hearing officers at the college (students, staff and faculty) in a timely fashion
    - ii. hearing is conducted in which the accused student, the complainant, judicial officer, and any additional witnesses testify. Witnesses can be called by the student, complainant, or judicial officer. Hearings typically take 1-2 hours. Student can have their campus judicial advisor present and can be represented by their advisor (advisor speaks for student) or can have advisor act as a source of information advice. Student can have an attorney present, although the attorney cannot speak for the student at the hearing. See note at end of document regarding campus judicial advisors and attorneys.
    - iii. hearing board convenes and makes a decision, right after the hearing concludes. Chief Hearing Officer informs all parties (who may have remained to learn of decision or may be informed in writing)
    - iv. decision of hearing board is recorded by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the athletic department/student activities office of the student's temporary suspension from extracurricular activities...)
    - v. Judicial Officer officially notifies the student in writing of the decision and sanction(s).
    - vi. a completed copy of the **Report of Alleged Academic Integrity Violation** is given to the dean and to the complainant.  
NOTE: Other than the official copy of the form in the student's discipline file in the Office of Student Affairs, this form is for information purposes only and is not to be kept in any other individual student file. This means that the dean or complainant may keep the form, but not file it in a student's file. This is done so that a removal timetable can be followed accurately if part of the sanction.
7. If the violation is determined to be a SEPARABLE Offense (serious enough to result in potential suspension or separation from the university):
- a. and student respondent admits responsibility:
    - i. student is sanctioned by the judicial officer
    - ii. student signs a notice admitting responsibility
    - iii. student's notice is sent to the University Office of Judicial Affairs in New Brunswick for review and approval.
    - iv. Judicial Office in New Brunswick may approve or decide on a different

level of sanction and notify the Judicial Officer for the Judicial Officer to take appropriate action

- v. Once approved or decided,
- vi. disciplinary action is recording in the accused individual's file by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the registrar that the student is suspended and to record such on transcript for a certain time period...)
- vii. a completed copy of the **Report of Alleged Academic Integrity Violation** is given to the dean and to the complainant.  
NOTE: Other than the official copy of the form in the student's discipline file, this form is for information purposes only and is not to be kept in any other individual student file. This means that the dean or complainant may keep the form, but not file it in a student's file. This is done so that a removal timetable can be followed accurately if part of the sanction.

- b. and student respondent does not admit responsibility:
  - i. a university hearing is scheduled which is made up of trained hearing officers at the university (students, staff and faculty) in a timely fashion
  - ii. hearing is conducted in which the accused student, the complainant, judicial officer, and any additional witnesses testify. Witnesses can be called by the student, complainant, or judicial officer. Hearings typically would take 1-2 hours. Student can have their campus judicial advisor present and can be represented by their advisor (advisor speaks for student) or can have advisor act as a source of information advice. Student can have an attorney present, although the attorney cannot speak for the student. Please see note at the end of the document explaining campus judicial advisors and attorneys.
  - iii. hearing board convenes and makes a decision right after all evidence is presented and the hearing concludes. The Chief Hearing Officer informs all parties (who may have remained to learn of decision or may be informed in writing)
  - iv. decision of hearing board is sent to the Vice President for Student Affairs in New Brunswick for his final approval
  - v. The VP may agree with the decision of the Hearing Board or change the decision to better reflect consistency in sanctions based on similarity of cases
  - vi. The decision is recorded by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the registrar that the student is suspended and to record such on transcript for a certain time period...)
  - vii. Judicial Officer officially notifies the student in writing of the decision and sanction(s).
  - viii. a completed copy of the **Report of Alleged Academic Integrity Violation** is given to the dean and to the complainant.  
NOTE: Other than the official copy of the form in the student's discipline

file, this form is for information purposes only and is not to be kept in any other individual student file. This means that the dean or complainant may keep the form, but not file it in a student's file. This is done so that a removal timetable can be followed accurately if part of the sanction.

The Judicial Officer must keep findings and investigation confidential to protect all concerned parties, but will inform complainant and dean of final decision and will keep both informed of the process as necessary.

Respondent:

1. Respondent/Student is notified in writing by the Campus Judicial Officer that they have been accused of a violation of academic integrity according to the Student Code of Conduct.
  - a. Student is notified in writing of the course and professor/complainant, and the specific nature of the complaint.
  - b. Student is given a copy of the Student Code of Conduct for their review.
  - c. Student is given a list of Campus Judicial Advisors who may be called upon to explain the judicial hearing procedures to the student and who would act as the student's advisor in the judicial hearing process. See note at end of document regarding Campus Judicial Advisors and Attorneys.
  - d. The letter requests that the student attend a meeting with the Campus Judicial Officer to review the complaint, discuss options and decide on next steps. If the student fails to meet with the Campus Judicial Officer additional charges may be filed.
2. The Judicial Officer
  - a. reviews the information,
  - b. interviews professor and other witnesses as necessary, and
  - c. meets with the accused student (student may bring a campus advisor to the meeting or friend/parent/significant other) to
    - i. discuss the violation,
    - ii. explain the policies and procedures and
    - iii. review options of action with the student.
  - d. makes a determination regarding
    - i. whether a violation occurred, and
    - ii. level of violation if one was determined to have occurred
3. If student is determined NOT to have violated the Academic Integrity Code
  - a. student is informed of decision in writing
  - b. judicial officer informs the complainant in writing and
  - c. file is closed, with no record in student's official file
4. If the violation is determined to be a NON-SEPARABLE offense (level one or two violation according to the policy - which is a violation determined not to be serious enough to potentially result in suspension)
  - a. and student respondent accepts responsibility:
    - i. student is sanctioned by the judicial officer (at original meeting or at a follow up meeting). Student may have campus judicial advisor present at all meetings with judicial officer.
    - ii. student signs a notice accepting responsibility
    - iii. disciplinary action is recorded in the accused individual's file by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the athletic department/student activities office of the student's temporary suspension from extracurricular activities...)

- b. and student respondent does not admit responsibility:
  - i. accused student is offered a college hearing
  - ii. a hearing is scheduled which is made up of trained hearing officers at the college (students, staff and faculty) in a timely fashion
  - iii. hearing is conducted in which the accused student, the complainant, judicial officer, and any additional witnesses testify. Witnesses can be called by the student, complainant, or judicial officer. Hearings typically take 1-2 hours. Student can have their campus judicial advisor present and can be represented by their advisor (advisor speaks for student) or can have advisor act as a source of information advice. Student cannot have an attorney present, although an attorney can remain outside the hearing for consultation purposes.
  - iv. hearing board convenes and makes a decision, right after the hearing concludes. Chief Hearing Officer informs all parties (who may have remained to learn of decision or may be informed in writing).
  - v. decision of hearing board is recorded by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the athletic department/student activities office of the student's temporary suspension from extracurricular activities...).
  - vi. Judicial Officer officially notifies the student in writing of the decision and sanction(s).
  
- 5. If the violation is determined to be a SEPARABLE Offense (serious enough to result in potential suspension or separation from the university):
  - a. and student respondent admits responsibility:
    - i. student is sanctioned by the judicial officer. Student can have campus judicial advisor at all meetings with judicial officer.
    - ii. student signs a notice admitting responsibility
    - iii. student's notice is sent to the University Office of Judicial Affairs in New Brunswick for review and approval.
    - iv. Judicial Office in New Brunswick may approve or decide on a different level of sanction and notify the Judicial Officer for the Judicial Officer to take appropriate action
    - v. Once approved or decided,
    - vi. disciplinary action is recording in the accused individual's file by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the registrar that the student is suspended and to record such on transcript for a certain time period...)
    - vii. Student is notified by the Judicial Office in New Brunswick of sanction officially in writing, with all timetables and restrictions.
  
  - b. and student respondent does not admit responsibility:
    - i. accused student is offered a university hearing
    - ii. a hearing is scheduled which is made up of trained hearing officers at the

- university (students, staff and faculty)
- iii. hearing is conducted in which the accused student, the complainant, judicial officer, and any additional witnesses testify. Witnesses can be called by the student, complainant, or judicial officer. Hearings typically take 1-2 hours. Student can have their campus judicial advisor present and can be represented by their advisor (advisor speaks for student) or can have advisor act as a source of information advice. Student cannot have an attorney present, although an attorney can remain outside the hearing for consultation purposes.
  - iv. hearing board convenes and makes a decision right after all evidence is presented and the hearing concludes. The Chief Hearing Officer informs all parties (who may have remained to learn of decision or may be informed in writing)
  - v. decision of hearing board is sent to the Vice President for Student Affairs in New Brunswick for his final approval
  - vi. The VP may agree with the decision of the Hearing Board or change the decision to better reflect consistency in sanctions based on similarity of cases
  - vii. The decision is recorded by the judicial officer and parties are notified to take action (this may include notifying professor to change grade from TZ to \_\_, notifying the registrar that the student is suspended and to record such on transcript for a certain time period...)
  - viii. Student is notified by the Judicial Office in New Brunswick of sanction officially in writing, with all timetables and restrictions.

NOTE: The role of the **Campus Judicial Advisor** is that of representative of the student in hearings and advisor to the student regarding the process, procedures, and potential outcomes. Both complainants and respondents may select a campus judicial advisor to assist them during the disciplinary process. Campus advisers may fully represent students, including speaking on their behalf. The Office of Compliance, Student Policy, and Judicial Affairs maintains a list of trained campus judicial advisors for this purpose. Students are free to select any members of the university community to serve as their advisors, whether or not they are on the list.

NOTE: **Attorneys.** Complainants and respondents also may, at their own expense, seek the advice of an attorney in addition to that of a campus adviser. Attorneys are free to advise students, to assist in the preparation of their cases, and to attend hearings, but may not speak on behalf of their clients or question witnesses at a hearing.