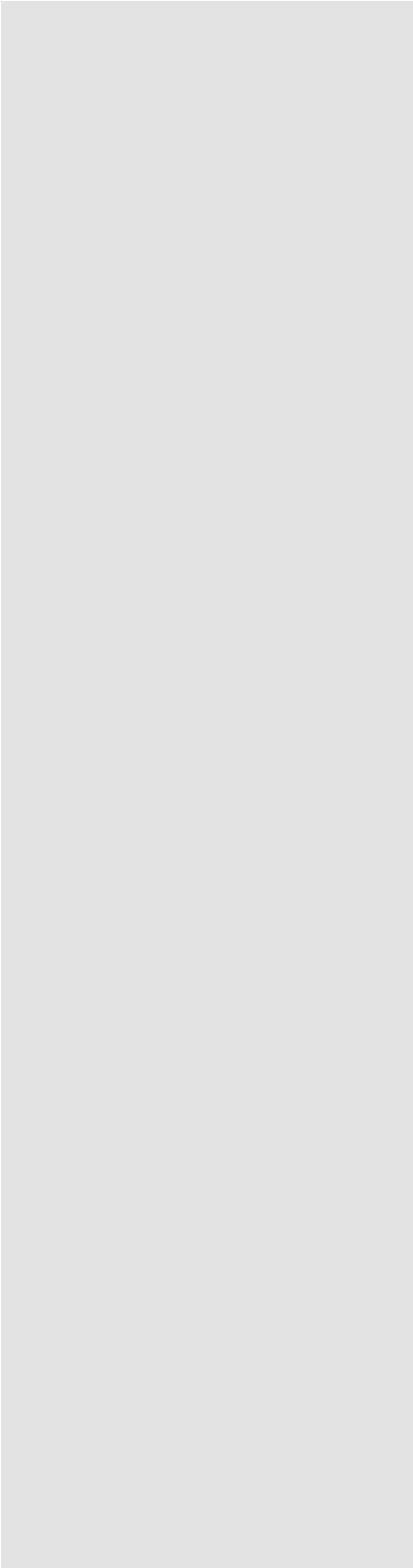


Senate Executive Committee Agenda  
November 6, 2015 at 2:00 PM in Lib 326

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- 1. Update on potential replacement of “sub-minors” (concentrations, tracks, and specializations) with CUGS
- 2. Update on T&R
- 3. Proposals from Academic Policies and Procedures
  - a. Revisions to Attendance Policy (page 2)
  - b. Policy on the Electronic Submission of Coursework during Periods of University Closure (page 4)
  - c. Revisions to Academic Integrity Policy (page 5)
  - d. Interim Policy on Adjunct Credentials (page 19)
- 4. Statistics on students and faculty (separate file)
- 5. Issues with Department Heads
- 6. Committee on Rowan Global and Graduate Education
- 7. Revised Statement of Principles (page 20)

**Attendance Policy – Faculty & Students Responsibilities**

where graded classroom activities cannot be repeated and the student has not exceeded the maximum number of allowable absences (as explained below under #6),



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- C. *Fabrication*: Fabrication refers to the deliberate use of invented information or the falsification of research or other findings with the intent to deceive.
- D. *Academic Misconduct*: Academic Misconduct includes the alteration of grades; involvement in the acquisition or distribution of unadministered tests; and the unauthorized submission of student work in more than one class.

**V. POLICY**

- A. The integrity of academic programs is

2. An instructor who believes that a student has attempted or committed an apparent act of academic misconduct should investigate the matter. Instructors are encouraged to consult with staff in the Office of the Provost.
3. Role of Instructor
  - a. If the instructor then concludes that misconduct has occurred, he or she should obtain a copy of the Report of an Academic Integrity Violation (RAIV) form from the web, the departmental office, or the Office of the Provost. The instructor should complete as much of the RAIV form as possible prior to meeting with the student, including the appropriate type of violation/level.
  - b. The instructor should make reasonable attempts to meet with the student in question as soon as possible. When necessary, such meetings may be conducted by telephone or electronic mail. In this meeting every effort should be made to preserve the basic teacher/student relationship. The student should be given





- a. Notation of Academic Integrity Violation on Transcript: When a student fails a course because of a Level 3 or Level 4 violation, this will be noted on the student's transcript. The notation can be removed from the transcript at the student's request provided the student has had no further academic integrity violations for one calendar year (365) days. The student can have a maximum of one such notation removed in his/her career as a Rowan student.
- b.

**ATTACHMENT 1  
DEFINITION EXAMPLES**

A. *Cheating*

Examples of cheating include but are not limited to:

- Copying from another person's work.
- Allowing another person to copy your work.
- Using unauthorized materials such as a textbook or notebook during an examination or using technology to illicitly access unauthorized materials.
- Using specifically prepared materials such as notes written on clothing or other unauthorized notes, formula lists, etc., during an examination.
- Collaborating with another person during an examination by giving ( ) 7 ( 8) - (i) 5 312 cm BT 0.0n2 (i) 8v(y) :

- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination.
- Altering test answers and then claiming instructor inappropriately graded the examination.
- Violating the Network and Computer Use Policy, also known as the "Acceptable Use Policy, Network and System Services" established by Information Resources.  
Currently available at: <http://www.rowan.edu/toolbox/policies/network/>.
  - Below are some examples of violations listed in the policy. Students should refer to the policy for the full list of violations.
    - Each user is solely responsible for all functions performed from his/her account(s) on any system.
    - No user may violate Federal Copyright Law. This means he/she may not alter, copy, translate, transmit, or receive software, music, images, text, or any other information licensed to or copyrighted by another party unless the license or copyright explicitly permits he/she to do so.
    - No user may attempt to monitor another individual's data communications, nor may he/she read, copy, change, or delete another individual's files or software, without the prior permission of the owner.
    - No user may send messages that are likely to result in the loss of the recipient's work, system downtime, or otherwise compromise a remote user's system. This includes, but is not limited to, redistribution of computer viruses or trojan horses.

ATTACHMENT 2  
CLASSIFICATION OF ACADEMIC INTEGRITY VIOLATIONS BY OFFENSE

Violations of academic integrity are classified into four categories based on the seriousness of the behaviors and the possible sanctions imposed. Brief descriptions are provided below. These are general descriptions and should not be considered as all inclusive.

A. Level 1 Violations

1. Level 1 violations may oc

3. Recommended Sanction(s): A failing grade in the course, Academic Integrity Probation, and suspension from the University for one or more semesters with a notation of "Disciplinary Suspension" placed on a student's transcript and/or the imposition of other lesser sanctions as deemed appropriate.
4. Reporting Mechanisms: Matters involving Level 3 violations are adjudicated by the Academic Integrity Review Board. A record of this violation will be retained in the Office of

ATTACHMENT 3  
**ACADEMIC INTEGRITY REVIEW BOARD PROCEDURES**

A. Overview of Hearing Process

1.

Student is responsible for a Level 3 violation.

Level 3 sanctions are recommended as appropriate.





ATTACHMENT 4  
**ACADEMIC INTEGRITY FLOW CHART FOR INSTRUCTORS**

Rowan University Academic Integrity Flow Chart for Instructors -  
[AcademicIntegrityFlowchart\\_2009.pdf](#)

ATTACHMENT 5  
**REPORT OF AN ACADEMIC INTEGRITY VIOLATION (RAIV)**

Rowan University Report of an Academic Integrity Violation (RAIV) - [RAIV\\_Elec\\_Form.docx](#)

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## **Rowan University Policy**

Title: *Statement of Principles*

Subject: *University Community*

Policy No: *2015:XX*

Applies: *University-wide*

Issuing Authority: *Board of Trustees*

Responsible Authority: *President*

Adopted: *XX/XX/2015*

Last Revision:

### III. APPLICABILITY

These

- Accuracy in Reporting
- Adherence to Internal Controls
- Fair Dealings in Agreements
- Protection from Retaliation

Commitment to the Student – University personnel will encourage free pursuit of learning while respecting both the students' rights to form their own views, and the diversity of cultures, backgrounds, and perspectives of our students. University personnel will deal justly and considerately with each student. University personnel will avoid exploitation of students for private advantage while respecting the confidential nature of the relationship between the professor/staff member and student.

Compliance with University, Federal and State Laws, Rules, Policies and Regulations – All University personnel should do their best to act in compliance with all applicable federal and state laws, rules, and regulations as well as University policies, procedures, agreements, and guidelines.

that we will not punish them in any way for doing so, and will comply with all policies protecting them from retaliation.

B. Tenets Specific to RowanSOM and CMSRU

In addition to the tenets expressed above, we also are committed to these tenets in the context of providing health care:

- Respect for Clinical Mission
- Compliance with all State and Federal Healthcare Program Statutes, Regulations, directives, and guidelines

Respect for Clinical Mission – The RowanSOM and CMSRU Clinical Communities must remain committed to providing high quality health care in a manner that is appropriate, medically necessary, and efficient, in accordance with current medical and ethical standards to include the obligation to provide medical screening exams or emergency care consistent with all applicable laws while displaying total respect for patient rights regarding choice of care and/or refusal of treatment.

Full Compliance with all state and federal healthcare program statutes, regulations, directives and guidelines – Federal and State health care programs, Medicare, and Medicaid require RowanSOM and CMSRU to comply with all applicable statutes, regulations, directives, and guidelines. This also includes the rules of Medicare fiscal intermediaries or carriers, RowanSOM and CMSRU policies and procedures, and any agreements that RowanSOM and CMSRU may enter into with state or federal organizations or regulatory agencies. Persons affiliated with RowanSOM and CMSRU may be required to attest to their compliance with federal and state rules and regulations as failure to fully comply could jeopardize participation in said healthcare programs. RowanSOM and CMSRU will not conduct business with any individual or entity currently excluded by the Office of Inspector General (OIG) and/or (( (t 1 (e)2 ( )n)S) 6 (i-4 (b) -5 (