Academic Integrity at NewSchool

Definition of Academic Integrity

NewSchool students are expected to exhibit the highest standards of academic propriety. Academic misconduct prejudicial to the academic integrity of the student, fellow classmates, and/or school will lead to disciplinary action that may include suspension or dismissal. Academic misconduct includes but is not limited to the following:

• Cheating: Cheating includes attempting to receive or receiving assistance from persons, papers, or other material without the permission of the instructor; or the acquisition of an examination and/or quiz prior to the examination date.
• Plagiarism: Plagiarism is defined as taking and using as one’s own the ideas and writings of another without giving appropriate credit through proper documentation. The reuse of one’s own prior work in another class or institution without acknowledging it is also plagiarism.
• Other acts of academic dishonesty such as inaccurately reporting research, fabricating information and sources, providing assistance to a student attempting to cheat or plagiarize, and bribery.

The process for investigating and sanctioning suspected violations of academic integrity is outlined below.

To ensure academic integrity, NewSchool recognizes the American Psychological Association (APA) citation style for all scholarly work at NewSchool. Unless an alternate style is specified by an instructor and has been approved by the program chair, all students are expected to know and use APA conventions per the current Publication Manual of the American Psychological Association.

Possible Violations of Academic Integrity

Procedure

The following is the process when a potential violation of academic integrity (plagiarism, providing false information, misrepresentation of credentials, copyright violation, etc.) is identified. Should an instructor suspect that a student has violated the academic integrity policy, the instructor will conduct an appropriate investigation, which may include use of a plagiarism detection service. If, after reviewing the evidence, the instructor determines that academic dishonesty has occurred, he or she will send a letter of inquiry to the student that describes the concern and the evidence. The student will be given an opportunity to respond to this evidence in writing. The program coordinator and the academic integrity designee should be copied on the letter of inquiry. The instructor may choose to resolve the matter at the class level with the report (letter of inquiry, student’s response and the resolution) placed in the database, at which point the case will be considered closed.

If the instructor doesn’t resolve the matter at the class level, a copy of the letter of inquiry must be given to the program coordinator and the academic integrity designee, who will review the report and
determine appropriate sanctions, if any. If the student accepts and completes the sanction(s), the report (letter of inquiry, student’s response, and sanction letter) will be maintained in the database and the case considered closed. If the student accepts the sanction(s) but fails to complete it or misses the deadline for completion, a disciplinary hold will be placed on their student account. If the student disagrees with the sanction(s), he or she may submit an appeal to the dean of the academic program and the dean of student affairs within ten days. Once rendered, the deans’ decision will be considered final and may not be appealed with the report being maintained in the database and the case considered closed.

Suspected violations of academic integrity that are reported to the university by students or other NewSchool community members will be investigated by the program coordinator and the academic integrity designee, and a disposition will be provided to the student in the same manner.

Sanctions

The university takes all violations of the Code of Conduct including academic integrity very seriously and takes actions that are appropriate to the violation. Possible sanctions may include but are not limited to one or more of the following: a requirement to redo work, a reduction in grade for the work, award of a failing assignment or course grade including retroactive application of failing grades to past courses, completion of a learning module, revocation of proposal or thesis approval, academic probation, academic suspension, or permanent dismissal from the university.

Other discretionary sanctions may also be imposed, such as: essays, reflections or research papers, service to NewSchool or the local community, and behavioral assessment or counseling sessions. The existence of a prior violation in a student’s file will lead to stronger sanctions for subsequent acts. The dean of the academic program and the dean of student affairs must approve all suspensions or dismissals from the university and will notify students in writing of such action. All disciplinary actions are maintained in a database. Students who have been dismissed from the university for violation of the academic integrity policy are not eligible for readmission.
Copyright Policy

The Richard P. Welsh Library at NewSchool of Architecture and Design

Students and faculty of the NewSchool of Architecture & Design are expected to adhere to all U.S. copyright laws in their use of library and instructional materials. The copyright laws of the United States (U.S. Code, Title 17) govern the making of photocopies and other electronic forms of duplication of copyrighted materials and outline the penalties for infringement.

While the library recognizes the allowance of certain limited duplication of materials for educational purposes under “fair use” exceptions outlined in Title 17, section 107 of the U.S. Code, it should be noted that these exceptions are limited by the purpose of use, the nature of the original work, the amount of the work copied, and the effect of copying on the market of the copyrighted work.

It is important to be aware that even under fair use, systematic duplication of more than small portions of copyrighted materials, for example, the chapter-by-chapter duplication of a textbook, may be considered to be infringement under the law.

Among other specific conditions of duplication for educational use is that the copy or reproduction is "not to be used for any purpose other than private study, scholarship, or research." Thus, copies of protected works distributed in quantity or released over the Internet without the express permission of the rights holder may also be an infringement of copyright.

If a student makes use of copies for purposes in excess of fair use, that user may be liable for copyright infringement under Title 17. Cases of willful infringement will be reported to the Chief Academic Officer for disciplinary action.

The U.S. Copyright Office (www.copyright.gov) is an excellent source of information on the protection of copyrighted works and the fair use exceptions. Questions regarding the range of fair use may also be directed to the librarian at 619-684-8783.