

Academic Integrity and Academic Offenses

Academic Integrity

Academic integrity is vital to the intellectual well being of Rosemont College community; it requires a spirit of scholarly cooperation, trust, and mutual respect. Instances of academic dishonesty, including any of the following, cannot be tolerated:

1. Cheating on exams or other course assignments by attempting to receive a provided assistance in any way that is not explicitly approved, in advance, by the course instructor;
2. Fabrication of information, data, or citations in any assignment. This includes making up or changing data, relying on someone else's data, or citing sources that one has not actually consulted;
3. Multiple submission of work by handing in, without prior approval of the course instructor, work that was originally undertaken to satisfy the requirements of another course;
4. Plagiarism through the failure to appropriately and accurately acknowledge the extent of one's reliance on or use of someone else's words, ideas, data, arguments or line of reasoning even when such material has been paraphrased, summarized, or rearranged.

Definitions of Forms of Plagiarism

Plagiarism may be defined as any use of another person's ideas or words that does not acknowledge the source.

Although plagiarism is more commonly seen in written work, it may also occur in oral reports, projects, and other assignments and presentations.

Plagiarism may include:

- a. "Bare Paraphrase" — using an almost identical sentence or more with very slight changes and presenting this as one's own words.
- b. Using purchased papers or ones from unacknowledged sources as one's own.
- c. Using the exact words or ideas of another as if they were our own. A more appropriate behavior would be the citation of the author, reference work and page number whenever one wishes to use another's thoughts or ideas.

Academic dishonesty or cheating may include using unauthorized sources of material during examinations. Such sources might include: consulting another student with or without her knowledge, using notes or texts without the instructor's expressed permission; having someone else take the examination in one's place; gaining unauthorized prior knowledge of an examination.

Plagiarism is incompatible with academic study, is inexcusable in undergraduate work, and is grounds for dismissal. The faculty is committed to the development of its students as scholars and participants in the academic and professional community. Evaluation of students' work is a means to foster this development. This evaluation process creates the implicit need for the student to acknowledge what is not original.

The Internet offers great opportunity for enhanced scholarly research. Students are warned, however, that they may not plagiarize material from this source and that they are obligated to use proper professional citations when making use of information from

Internet sites.

All Faculty members suspecting plagiarism are strongly encouraged to submit the student's work to www.turnitin.com.

Procedures for Handling Breaches of Academic Integrity Policy

1. A faculty member suspicious of a breach of academic integrity must first speak to the student involved; this conversation must happen within two weeks of the discovery of the episode. The faculty member may require the student to explain orally and or to demonstrate how the student developed the arguments in a assignment and how the student arrived at the conclusions in an assignment or exam.
2. The faculty member then has the discretion to **a)** accept the work that has been submitted and apply normal grading criteria, **b)** accept the work that has been submitted and assign a grade penalty, **c)** provide an alternative assignment of exam, or **d)** forward the matter for further action to the Discipline Chair and Academic Dean. In all cases, the faculty member must document the incident and submit a written summary. The Dean's Office will send a copy to the student and place a second copy in the student's academic file.
3. If the faculty member and student cannot resolve the plagiarism issue, it will be forwarded to the Discipline Chair who has two weeks to attempt to resolve the issue. If a resolution both parties can accept is not reached, the matter will be forwarded to the Honor's Board.
4. The Honor's Board has one month to investigate the alleged case of plagiarism and render a decision. They will review all documentation and may choose to meet with student and/or faculty member.
5. If the decision of the Honor's Board is not acceptable to the faculty member or the student, either party may appeal to the Academic Dean of the Undergraduate Women's College. The Dean has two weeks to render a decision. The decision of the Dean cannot be appealed further.

A student with more than one proven incident of plagiarism can face dismissal from College.

Grade Appeal

Students should begin the appeal process immediately upon receipt of a course grade which they feel is in error or unfair. It is expected that a good faith effort to resolve any academic grievance between a student and faculty member will precede any formal action. A meeting between the student and faculty member must occur within one month of the student's receipt of her transcript. The student may wish to seek guidance and advice from others, for example, her advisor, prior to speaking to the faculty member in order to present her request more clearly.

If the matter is such that it cannot be resolved informally, then the student may pursue the question in a more formal way. The following steps are to be followed in order to ensure a fair resolution for both the student and the faculty member who are involved.

1. The student who is unable to resolve this matter with the faculty member in an informal way should file a formal grievance within one month of receipt of the grade. This grievance should be directed to the faculty member with a copy to the Academic Dean of the Undergraduate Women's College.
2. If this matter is not able to be resolved with the faculty member within two weeks, the student may ask her advisor or chair of the discipline to serve as a intermediary,

providing this person is acceptable to both student and faculty member.

3. If there is no mediation or if there is no resolution forthcoming through mediation, then the student may apply in writing to the Honor's Board. This process should occur within two weeks of the decision of chair or faculty intermediary. The members of the Honor's Board will, in turn, investigate the situation and meet with both the student and faculty member. Their decision must be rendered within one month of the appeal reaching them.
4. If this decision is unacceptable to one or both parties, then an appeal to the Academic Dean of the Undergraduate Women's College. The Dean will review with the student and faculty member what has taken place in Steps 2 and 3 prior to reaching a decision within one month from the filing of this appeal. The Dean's decision is final and binding; there is no further appeal.

The right to proceed at each step or to stop this process is the prerogative of the student. If the student withdraws the grievance, all records pertaining to the case will be expunged from the files of both the student and faculty member.

If at any point in this process the student is uncertain how to move this case forward, she is advised to consult with her academic advisor.

The student and the faculty member must indicate the day and month when their first meeting occurred. Thereafter, it is the student's responsibility to follow this process through. However all those involved in this process are urged to keep records of all dates of meetings, the records of those meetings, and the dates when appeals are filed.

On all other matters students are requested to place their concerns in writing to the Academic Dean who will investigate the matter as necessary and take the appropriate steps to resolve the matter.

Temporary ("T") Grades

When a faculty member in UWC wants to grant a student a time extension to complete course requirements, the faculty member may assign a grade of "T" (Temporary). The faculty member must inform the student before assigning a grade of "T." The student must complete and submit all remaining course work and assignments as quickly as possible/ the faculty member must then submit a change of grade to the Registrar's Office. Any grade of "T" that is not satisfactorily resolved within six (6) weeks of the final class meeting of the semester/session will automatically become an "F"; grade appeals or additional time extensions will not be granted. "T" grades may not be changed to grades of "I" (Incomplete), and all grades of "T" in courses that serve as prerequisites must be satisfactorily resolved before the student begins work in any course that requires the prerequisite. Students and faculty members are cautioned that grades of "T" may adversely affect the student's financial aid eligibility and/or academic standing.

Incomplete ("I") Grades

When a student has a serious reason that prevents the completion of course requirements (e.g., medical issues, family problems, work-related travel), the student must submit written documentation (from a physician, counselor, or employer) and request that the faculty member assigns a grade of "I" (Incomplete). The student must initiate and document their request on or before the final class meeting of the semester/session. If the faculty member decides to grant the request, s/he must first obtain the Dean's approval on the appropriate form. The student must complete and submit all remaining coursework and assignments as quickly as possible; the faculty must then submit a change of grade to the Registrar's Office. Any grade of "I" that is assigned during the fall must be resolved no

later than the following May 15; and grade of “I” that is assigned during the spring must be resolved no later than the following September 15; any grade of “I” that is assigned during the summer must be resolved no later than the following January 15. In any case where these deadlines are not met, the “I” will automatically become an “F” and grade appeals or additional time extensions will not be granted. Students and faculty members are cautioned that grades of “I” may adversely affect the student’s financial aid eligibility and/or academic standing.

Academic Facilities

Information Services

The Rosemont College Information Services consist of the Gertrude Kistler Memorial Library, the Computer Labs in the Science Building and the residence halls, and the Slide Collection. In addition, the iWay is a key component of the College’s information resources.

iWay

The Rosemont iWay is a portal through which students may access course information, their own academic and financial aid information, and register online. The iWay is also a major source for information about activities, events, and organizations on campus.

Library

The College’s library program meets the study and research needs of the students and faculty by combining traditional library strengths in the liberal arts with state-of-the-art access to information and resource sharing.

The Gertrude Kistler Memorial Library, the first academic building erected on the Rosemont campus, was a gift of Mr. and Mrs. Sedgewick Kistler in memory of their daughter. It houses in open stacks a collection of over 150,000 volumes and 557 current periodical subscriptions, along with electronic, audiovisual, and microform materials.

The on-line catalog, TRELIS (The Rosemont Electronic Learning and Library Information System), is the basic index to library’s collections. TRELIS also includes a number of computerized periodical indexes, full-text Databases and encyclopedias and provides access to the Internet’s World Wide Web. There are computer workstations for TRELIS located throughout the building. TRELIS can be accessed from any building on campus through the campus network.

Librarians and staff are available to instruct students in the use of TRELIS and in other information technologies and in locating information via the Internet. Other services include reference assistance, interlibrary loan from libraries throughout the United States, and individual or course-related instruction.

Library hours during the Fall and Spring semesters are:

Monday through Thursday	8:30 a.m. to 11:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 p.m. to 10:00 p.m.

Summer, holiday, and vacation hours vary and will be posted.

Students may borrow materials from the libraries of Villanova University, Eastern University, Arcadia University, Cabrini College, Chestnut Hill College, Holy Family University, Immaculata University, Gwynedd Mercy College, and Neumann College upon presentation of the Rosemont I.D. card. Library fines owed to one institution’s library will

be honored by the other as outstanding financial obligations which must be paid before registration permits, and transcripts or the issuing of a diploma.

The library does not charge daily overdue fines for regular materials, but a second overdue notice will result in a non-cancelable service charge. If a book or other item is not returned the borrower, the borrower will be charged a minimum of \$50.00 for replacement and processing costs. Reserve and interlibrary loan materials carry their own overdue fines which are posted in the library.

The Computer classrooms in the Science Building are equipped with Windows-PC and Macintosh computers as well as printers, scanners, and other peripheral devices. Numerous software packages to support computer graphics, publishing, word processing, spreadsheet, and database projects are available for both individual use and group instruction.

Academic Offices

Vice President for Academic Affairs

The Vice President for Academic Affairs has responsibility for academic matters in all three schools of the College.

Academic Dean

The Academic Dean, a member of the faculty, is the educational and administrative officer directly responsible for the academic program of the Undergraduate Women's College.

The Academic Dean recommends to the Vice President for Academic Affairs individuals for teaching and academic support positions, and recommends faculty for promotion, tenure, reappointment, and sabbatical leave. The Academic Dean is responsible for the quality of the academic programs, and, in conjunction with faculty chairpersons, is responsible for maintaining quality teaching. The Academic Dean is also responsible for the academic budgeting process.

The Academic Dean recommends to the Board of Trustees the candidates who are eligible for degrees.

Registrar

The Office of the Registrar is responsible for maintaining the academic records of all current students and alumnae; producing and distributing the Master Schedule of Course Offerings; conducting registration procedures; and compiling student statistical information. Specific functions of the Registrar's Office include: verifications of student attendance (both current and alumnae); updating and generating academic records; processing and distributing grade reports to students; issuing transcripts upon students' written requests; processing course registrations and Drop/Add; preparing and distributing the final exam schedule each semester; processing interinstitutional program data; ordering diplomas; preparing the graduation program; and assigning classrooms for all the courses.

The Conwell Multi-Media Center

The Conwell Multi-Media Center, located in Lawrence Hall Rooms 208 and 209, offers multi-media support for the entire Rosemont College community. It is a fully functioning language laboratory and media center that features an adjoining "smart classroom."

Teaching materials on outcomes assessment, audio, and video materials are available for the enrichment of classroom instruction, faculty and future educators.

Student Academic Support Center

Director, Student Academic Support
106 Brown Science x2366

The Student Academic Support Center is the comprehensive source for academic assistance. Under the direction of the Director, the Center offers a wide range of advising, experiential learning and learning support services to enhance students' educational experiences at Rosemont College. All of these services are available at no cost to Rosemont students. The Student Academic Support Center is supported in part by federal grant funds awarded through Title III, Part A of the Higher Education Act of 1965, as amended.

Academic Advising

Coordinator of Academic Advising
116 D Brown Science x2385

The Coordinator of Advising, located in McShain/Brown Hall Room 116, facilitates the ongoing process of communication between the student and her UWC undergraduate academic advisor. Academic advising is essential for students to develop academically, emotionally, physically, and personally while experiencing college life at Rosemont. The Coordinator provides advising support for conditionally accepted students, at-risk students, transfer students, and those students who are undecided about their UWC undergraduate academic program. The Coordinator can assist students with clarifying their educational goals, exploring academic and career options, managing their academic program, and course and degree selection. Faculty academic advisors further help students successfully progress toward their academic and career goals. The various forms are also available for students to initiate actions concerning their academic plan. In addition, the Coordinator clarifies academic policy for faculty, staff, and students.

Experiential Learning

Coordinator of Experiential Learning
108 Brown Science x2389

The UWC curriculum, Rosemont Works, contains an experiential education requirement for all undergraduate students. To comply with this requirement, the Office of Experiential Learning, located in McShain/Brown Hall Room 108, coordinates internships, service learning, and study abroad experiences to assist students in their learning activities. The Office is a resource for students in securing internships during the academic year and the summer. Further, the office participates with faculty in the evaluation of internship goals and learning outcomes. The Office also helps faculty incorporate Service Learning into their classes by developing contacts with community organizations. Service Learning is pedagogy, which involves cooperation between faculty, students, and community organizations in an interactive learning experience. In an increasingly interdependent world, study abroad is an important and vital component of any educational experience. With the assistance of this Office, students can explore a large variety of study abroad options.

Testing and Tutorials

Coordinator of Testing and Tutorials
116 Brown Science x2399, for appointments call x2328

The Office of Testing and Tutorials, located in McShain/Brown Hall Rooms 115 and 116, offers academic support, learning supplementations, and enrichment for the entire Rosemont College community. To ensure that students' learning needs are met,

standardized placement testing for first year students is conducted prior to UWC course selection and registration. This office also provides across-the-curriculum computer tutorials, audios, and videos in addition to free tutoring. Both professional and peer tutoring are available to students who wish to improve performance or maintain high grades in a variety of subject areas. Students work one-on-one or in small groups with professional or peer tutors. Workshops on learning strategies, effective techniques, and other academic topics are regularly scheduled. The diverse learning needs of traditional, non-traditional, and ESL students are acknowledged in this multi-sensory educational environment and may be accessed by either walk-in or appointment basis.