

To: All Students
From: Linda Sugin, Associate Dean for Academic Affairs
Date: July 1, 2017
RE: Academic Integrity

With the end of the semester approaching, I write to remind you of important policies related to final examinations and papers.

All final papers are due on or before the last day of your class. If you need an extension to submit your final paper, your professor may, but is not required, to grant you an extension until the last day of the exam period. If, because of extenuating circumstances, you need an extension beyond this date, then you must contact Professor Helen Bender at hbender@law.fordham.edu, my designee for paper extensions.

During the final examination period, please **do not** contact your professor for any exam related reason. Should you encounter any difficulty during the final examination period, you should contact the Office of Student Affairs at (212) 636-7155 (for medical or personal emergencies) or the Registrar's Office at (212) 636-6800 (for other exam related issues). If you are approved for a make-up examination, **do not** inform your professor; this is necessary in order to preserve the integrity of our blind grading process.

Please take the time before final exams begin to read thoroughly Fordham Law School's *Code of Academic Responsibility*, (<http://law.fordham.edu/office-of-student-affairs/3695.htm>), and *Code of Academic Regulations*, <http://law.fordham.edu/registrar/2763.htm>. I urge you to read Articles XXIII and XXIV of the Academic Regulations very carefully.

I especially recommend that you read the sections that address the rules and procedures that relate to cheating, plagiarism, being late for an exam and being absent from an exam. Specially, I call your attention to **Sections 8 and 9 of Article II of the Code (definitions of cheating and plagiarism)** and **Rule 9 of Article XXIV of the Regulations**.

As a general matter, cheating, plagiarism, forgery of academic documents or multiple work submissions for multiple credits are serious offenses against Fordham Law School's policies and your student colleagues. As defined by Article II Section 9 of our *Code of Academic Responsibility*, plagiarism includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another, without full and clear acknowledgment. Generally, the Merriam-Webster dictionary states that "to plagiarize is to use the words or ideas of another person as if they were your own words or ideas, to steal and pass off the ideas or words of another as one's own, to use another's production without crediting the source, to commit literary theft or present as new and original an idea or product derived from an existing source."

Some examples to assist you in identifying instances of violations of the Academic Code are:

Plagiarism:

A student submits work using another person's work, either extracted from print or electronic sources

A student fails to cite or use quotation marks when paraphrasing sources or a student directly copies material (whether intentional or unintentional)

A student downloads a portion of an excerpt or quotation and fails to cite the original work or use quotations

A student submits false or fabricated data or sources

A student fails to recognize or credit collaborative work

A student directly copies the footnotes from an original source and then uses this language as text or footnotes in their own paper

Please be mindful to acknowledge all sources using citations and quotations. In addition, be aware not to “recycle” your own work, often referred to as “self-plagiarism.” Do not use any portion of your previous work as “new” work for additional credit. All previous work should be acknowledged in any subsequent new work.

Cheating:

A student uses or provides sources beyond those authorized by the faculty member in writing papers or carrying out other assignments

A student submits work done for one assignment or course for another assignment or course without the permission of both faculty members

A student acquires, uses or provides, without permission, tests or other academic material belonging to a faculty member or any University official.

A student uses any electronic device during an exam (whether “closed” or “open book) unless the professor authorizes such use

A student copies work from another student

A student continues to write an exam once time is called

A student fails to return all examination materials to the proctors upon completion of the examination

A student discusses an exam in the hallway during the time that the student has “signed out” from an examination room to go to the restroom

A student discusses a “take-home” exam with another individual after “down loading” an examination and before “uploading” the submission

A student, who has been approved for a rescheduled exam, discusses the contents of the exam with students who have already taken the same exam

Under our rules, every law student, staff member and faculty has an affirmative obligation to report a student they have observed to have violated the Code of Academic Responsibility. Disciplinary proceedings will be brought against any student who is suspected of cheating on an exam or plagiarizing a paper. Sanctions for these violations may take several forms, but often include a failed grade for that class, suspension, or expulsion from the Law School and a notation on the student’s transcript. In addition, if there is a determination that you have violated the Code of Academic Responsibility, you will be required to report this to the Character and Fitness Committee in the jurisdiction where you want to be admitted to the Bar.

When a claim of Academic Violation occurs, an investigation by the Office of Student Affairs is initiated to determine probable cause. A preliminary hearing is held involving the principals, after which the Dean’s designee will indicate any imposed sanctions. If the student does not accept such sanctions, they may follow a trial of the Code process, including a right to counsel.

To reiterate, any form of cheating (which encompasses but is not limited to plagiarism) is a violation of our policies and will be subjected to disciplinary action. Do not allow yourself to cross this moral and ethical line with so much invested in your future.

Reminder: During the final examination period, do not hesitate to contact the Office of Student Affairs (212) 636-7155 or the Registrar’s Office (212) 636-6800, if you have a question about your exams or observe cheating.