

Chester F. Carlson Center for Imaging Science Shared Expectations for Ethics and Professional Integrity

The Chester F. Carlson Center for Imaging Science is dedicated to a challenging and collaborative educational experience in imaging science that is grounded in the integrity of the students, faculty, and staff. That integrity is expressed by our actions, individually, as well as by our actions collectively, including those in research; on laboratory, programming, and homework assignments; on examinations; and in our collaborations and interactions with one another. RIT has a policy on academic honesty, which is maintained at:

http://www.rit.edu/studentaffairs/studentconduct/rr_academicdishonesty.php

The shared expectations described in this document build on, and are in addition to, the RIT policy. The purpose of this shared expectations document is to assure that we in CIS are taking an active and engaged approach to maintaining the highest possible levels of scientific and professional ethics and integrity and that the students, faculty, and staff of CIS have a common code of ethics and integrity and a common understanding of the consequences of violating that code.

Research: it is unethical to falsify any data in an experiment, or computational or theoretical results, whether the data or results are to be submitted to internal or external review (e.g., in a thesis or dissertation or for a conference or journal paper or a grant proposal). Similarly data and results cannot be plagiarized. If data are demonstrated to have been falsified or plagiarized on a capstone or graduate thesis or dissertation, the faculty has discretion to determine the penalty, up to and including expulsion from the program. If data have been falsified on a paper submission, the paper shall be withdrawn and the faculty shall have discretion to determine the penalty.

Examinations: students must not plagiarize the work of others nor allow others to plagiarize their work on written examinations. The faculty will try to arrange the room in such a manner to remove or discourage such temptation. Faculty may require students to attest to their conduct on any submitted material by signing a statement such as, *“I have neither given nor received unauthorized assistance on this examination.”* The faculty member has discretion to determine the penalty for violations of this policy.

Homework: the faculty member has the obligation to specify the conditions to be fulfilled on homework submissions (e.g., can be done collaboratively, must be done alone, etc.). As a rule, students may not submit the work of others as their own. In many, if not most, homework scenarios, collaborative effort on homework is part of the learning process and is therefore useful, but students may be asked to reference any assistance that they have received. Similarly, group planning and/or checking of final answers may be permissible, but both are examples of collaborative efforts that must be attributed if required by the professor. Faculty may require students to attest to their conduct on any submitted material (e.g., laboratory reports, computer programs, term papers) by signing a statement such as, *“I have followed all guidelines and requirements and have attributed all assistance received.”*

Collaboration: collaboration among students is often encouraged as an integral part of the learning experience, be it in the classroom or for research. Some examples include group

projects, laboratory assignments, and test preparation. Whenever submitted work is the result of such collaboration, clearly crediting all who contributed will eliminate the possibility that the collaboration is in violation of *RIT's Academic Honesty Policy*, which states, "Any act of improperly representing another person's work as one's own is construed as an act of academic dishonesty."

Incoming students will discuss with faculty and each other this Shared Expectations *for Ethics and Professional Integrity*, and the RIT Academic Honesty Policy and after having an opportunity to ask questions, will sign a copy of the Expectations indicating that that they have read and discussed it and are aware of the consequences of policy violations. In some cases, the penalties for violation of the policy are stipulated; in others they are not rigidly defined, giving the faculty discretion in specifying the consequences. Those consequences may include failure in a course, suspension of funding for a term or longer, or expulsion from the program in severe cases such as falsifying research data or multiple violations. In all cases, academic honesty violations will be reported to the CIS Director, so that the Director can maintain an overview of instances of academic dishonesty occurring with the Center for Imaging Science and so that the the Director can assure that penalties are applied consistently and fairly.

I have read RIT's Academic Honesty Policy and the Chester F. Carlson Center for Imaging Science *Shared Expectations on Ethics and Professional Integrity*. I understand the importance of honesty and integrity in science and education and I understand that the consequences of violating this policy may include failing a course, loss of funding, and/or expulsion from the program.

Name

Date

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