

Policy on Misconduct in Scholarly Work

The inherent requirement for integrity in the quest for knowledge and in the creation of scholarly and artistic works is fundamental to the academic purpose. Deviations from the proper conduct of scholarly work erode the public's confidence in science, in scholarship and in institutions of higher education. Salisbury University expects that the highest ethical standards as well as compliance with public laws and regulations will prevail in the conduct of its activities. The University considers misconduct in scholarly work by any of its employees a breach of contract. Accordingly:

1. It is the policy of Salisbury University to maintain high ethical standards in science and other scholarly work, to prevent misconduct where possible, and promptly and fairly to evaluate and to resolve instances of alleged or apparent misconduct.
2. It is the policy of Salisbury University to terminate the employment and/or to take other disciplinary action against any individual found guilty of misconduct.
3. It is the policy of the Salisbury University to award no degree if misconduct in science or other scholarly work contributed to that degree, and when warranted, to revoke such a degree if misconduct is discovered after its award.

The policy applies primarily to faculty, staff and student research, scholarly writing and the creation of works of art. It is not intended to address issues such as the conduct of students in examinations and in fulfilling course requirements, which are covered by other policies.

PROCEDURES FOR HANDLING CASES

Allegations of student scholarly misconduct as described in the Salisbury University Policy on Misconduct in Scholarly Work will be lodged in writing with the Academic Policies Committee for investigation and hearing. The Academic Policies Committee shall follow the procedures described in the Policy on Student Academic Integrity.

Allegations of faculty scholarly misconduct as described in the Salisbury University Policy on Misconduct in Scholarly Work will be filed in writing with the Academic Policies Committee. The Academic Policies Committee shall investigate and hear such allegations, make findings of fact based upon the merits of the allegations and provide a recommendation to the President as set forth in subparagraph C.7 of the Salisbury University Policy on Appointment, Rank and Tenure of Faculty.

Allegations of administrative staff scholarly misconduct as described in the Salisbury University Policy on Misconduct in Scholarly Work will be filed with the Provost. The Provost will investigate and hear such allegations, make findings of fact based upon the merits of the allegations and forward the same to the President for disposition under the Salisbury University Policy on Misconduct in Scholarly Work.

Policy on Confidentiality and Disclosure of Student Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, is a general law (20 U.S.C. § 1232g; 34 CFR Part 99) that protects the privacy of student educational records and controls access to them. Under FERPA, students have the right to:

- Annual notification of their privacy rights.
- Inspect and review their education records.
- Request an amendment to their educational records where appropriate to ensure accuracy.
- Limit disclosure of their education records without prior written consent, with the exception of directory information allowed by FERPA.
- File a complaint with the US Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

This information is made available annually to students in the *Student Handbook* and can also

be viewed on the Salisbury University Web site.

Salisbury University complies with FERPA through the establishment of this policy and the following processes.

DEFINITIONS

Student is an individual who is attending or has attended Salisbury University. Applicants for admission pending matriculation are not considered students.

Educational Records are those records that contain information directly related to a student and are maintained as official files by the University. Files of instructors, advisors or administrators maintained for their own use and not shared, viewed or accessed by others are not included. Other files not included are:

- Student medical or counseling records created, maintained and used only in treatment at Student Health Services or Student Counseling Services.
- University Police records maintained solely for law enforcement purposes
- Alumni records
- Employment records unrelated to a student's academic program

Directory Information is that information that the University is permitted to disclose without prior consent of the student. This information is limited to:

Name
Local address
Date and place of birth
Major and/or field of study
Participation in officially recognized activities and sports
Weight and height of athletic team members
Dates of attendance
Degrees and awards received
Most recent previous educational agency or institution attended
Listing of student organizations

Students who want more or less than directory information listed above to be released without prior notification or consent should notify the Registrar.

Salisbury University does not sell or otherwise provide mailing lists of student information to anyone outside of the university. The University Registrar is responsible for compiling and maintaining directory information.