



OVERVIEW: It is important for students to understand that the College faculty and staff value student honesty and integrity as explained in this policy.

OFFICE/DEPARTMENT RESPONSIBLE: Vice Provost for Academic Affairs; School Deans

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Policy on Student Academic Dishonesty

Revised 2007-2008 Resolution #11; Supersedes College Senate 2006-2007 Resolution #17

Colleges are interested in helping their students become people of integrity who can be relied upon to be honest and ethical in their lives and in their professions. Consequently, academic integrity is highly valued by college instructors. Academic dishonesty, “cheating” and other forms of misrepresenting others’ work as your own, such as plagiarism, are considered serious breaches of academic integrity and are major violations of the standards of ethical behavior that the College expects from all its students. When detected, as it often is, academic dishonesty can result in a range of disciplinary actions including failure on an assignment, failure of a course, or even conduct dismissal from the College. Records of disciplinary actions for dishonesty are kept and conduct dismissals are noted on College transcripts. The best rule is to assume that instructors expect all work (exams, papers, projects, etc.) submitted for grading to be entirely your own, done without collaboration. If the instructor allows or desires collaboration, assume that the instructor will make that clear in the assignment. If the instructor has not explicitly stated that collaboration is permitted, all work submitted should be your own.

I. Definitions of Academic Dishonesty Covered by this Policy

Violations of the Student Academic Dishonesty Policy refer to actions related to the standards of honesty required in submission and evaluation of coursework in any undergraduate or graduate course bearing The College at Brockport credit. These violations include, but are not limited to the following:

- A. Plagiarism — presenting as one’s own, the exact words of another, not properly indicated by quotation marks, paraphrased text too similar to the original, ideas, or creative products of another without providing an adequate standard form of documentation to identify the source — such as footnotes, endnotes, or bibliographic documentation. Students are advised to scrupulously acknowledge and properly cite all sources to give appropriate credit for borrowed materials.

- B. Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.
- C. Presenting someone else's examination results, paper, computer work, or other material as one's own work. This includes work done as part of group/team effort unless collaboration has been specifically approved by the instructor for any particular assignment. Students should always assume that any out-of-class assignments or take-home examinations are to be done individually and without help or collaboration unless the instructor specifically states otherwise. Students should not generalize from one assignment to another as instructors may permit collaboration on some assignments but not on others.
- D. Representing one's own performance as another's or knowingly allowing such misrepresentation to occur, e.g., signing another student into class; taking an exam for another student; writing or attempting to write an examination, paper, computer work, or other material for another student.
- E. Buying and selling, or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor's permission.
- F. Using "cheat sheets," looking onto another's paper, talking to someone other than the instructor or proctor during an examination, or using any other method of communication (e.g. cell phones, text messaging) during an examination without the instructor's permission.
- G. Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated in a written course syllabus.
- H. Presenting work for a current course (e.g. papers, projects, research) that is substantially the same as a previous submission for another course without obtaining the current instructor's prior consent to do so. When the courses are taught in the same semester, informing and obtaining prior approval of both course instructors is required to avoid a possible dishonesty charge.

Note: Published divisional, departmental, unit, and/or individual program policies or individual instructor's course policies may address additional violations but must not be in conflict with this College policy.

II. Bringing Charges of Academic Dishonesty Against a Student

The instructor in charge of the course in which an act of academic dishonesty is alleged is responsible for investigating any personally observed, discovered or reported instances of academic dishonesty.

- A. The course instructor, any student, or any College employee who has personally witnessed or has knowledge of an act of academic dishonesty can bring a charge of academic dishonesty against a student.
- B. All charges of academic dishonesty that do not originate with the course instructor must be made in writing by a signed complainant and delivered to the instructor in charge of the course in which the alleged act of dishonesty occurred. Anonymous accusations are not acceptable. If the course instructor does not personally witness the alleged act of academic dishonesty, evidence in addition to the testimony of the claimant is required to support the charge of academic dishonesty.
- C. The course instructor must communicate all charges of academic dishonesty to the charged student in writing, delivered in person or by mail with proof of delivery. The letter will state the substantive details of the charge and state how the instructor wishes to investigate the charge with the student. This letter must be sent or delivered within five business days of the date of the alleged infraction if observed or discovered by the course instructor or of the instructor's receiving the written charge from another person.
- D. The dates and deadlines given for various actions refer to the usual timing of procedures taking place within the fall and spring semesters. The College reserves the right to extend any of these deadlines when College personnel involved are absent from campus. When faculty and students are away from campus after the end of the spring semester or during the summer months, extensions of these deadlines may be required as well. However, all personnel should strive to complete these actions in as timely a manner as possible.

III. Procedures for Investigating and Adjudicating Academic Dishonesty

A. The Course Instructor's Role

- 1. The course instructor is responsible for investigating any personally observed, discovered or reported instances of alleged academic dishonesty, and for making a determination of guilt or innocence based on that investigation, and notifying the department chair.
- 2. In adjudicating academic dishonesty, the instructor must see that the following procedures are followed:
 - a. The instructor must notify the student, in writing with a dated letter, delivered either in person or by certified, restricted delivery mail to the student's official local address, of the alleged offense, of the range of sanctions that may be applied if a violation of the Student Academic Dishonesty Policy is determined to have occurred, and the student's rights in regard to such charges. This notification must be done within five business days of the date of the alleged infraction if observed or discovered by the course instructor, or of the instructor's receiving the written charge from another person.
 - b. The instructor must give the student the opportunity, within ten (10) days of notification, to state in writing her/his side of the matter and to produce witnesses

and documentary evidence on her/his own behalf. The student may wish to copy the department chairperson on this correspondence in case the instructor is away from campus.

- c. The instructor must examine this evidence and hear witness testimony before reaching a determination of academic dishonesty. This investigation shall not be bound by technical rules of evidence but may take into consideration testimony or evidence that is relevant and material to the issues presented by the charge(s) and which will contribute to a full and fair disposition of the charge(s). The instructor's investigation should take no longer than five (5) days from the date of receipt of the student's written response to the instructor's charges (see information in this section).
3. If, at or before the end of this five- (5) day period, the instructor concludes that a violation of the Student Academic Dishonesty Policy has occurred, the instructor must immediately file a *Report of Academic Dishonesty* form, along with all documentation, with the department chairperson and present the student with a copy of the form, either in person or by certified, restricted delivery mail. The form will state the sanctions applied to the student. This form also informs the student of her/his appeal rights.
4. The student has five (5) days from receipt of her/his copy of the *Report of Academic Dishonesty* form to notify the department chairperson in writing of her/his wish to appeal the case to the dean's level.
5. When the instructor discovers suspected dishonesty after the semester has ended and is considering imposing a grade penalty, s/he should submit an "I" on the final course grade sheet and note whatever "alternative grade" s/he believes is justified on an *Incomplete Contract* (I Contract) that states that an academic dishonesty charge is pending. The student will be notified of the dishonesty charge by certified, restricted delivery mail as described previously in this section. After the instructor's investigation is complete, the "I" can be changed to a letter grade.

B. Department Chairperson's Role

The chairperson's responsibility is to make certain that College policy has been followed with respect to the charges, evidence considered, sanctions applied, and notification of appeal rights. This is a review; not an appeal step.

1. Within three (3) days after the course instructor has submitted the *Report of Academic Dishonesty*, the department chairperson will review the case.
2. The chairperson may consult with the instructor if s/he finds any problems with the instructor's investigation, and attempt to resolve these problems.

3. Upon concluding her/his review, the chairperson will send a copy of the *Report of Academic Dishonesty* to the Office of the Provost and the coordinator of judicial affairs.
4. If, within the stated time limit (five [5] days from receipt of the instructor's *Report of Academic Dishonesty*), the student has notified the department chairperson of her/his wish to file an appeal of the charges or the sanctions applied (see Dean's Level Dishonesty Appeal Hearing and Procedures), the chairperson may consult with the student to resolve any problems with the appeal. The department chairperson will then forward a copy of the *Report of Academic Dishonesty* form to the school dean, along with the student's appeal letter and any supporting documentation that the course instructor has supplied.

IV. Departmental Sanctions for a First Academic Dishonesty Defense

- A. **Instructor's sanctions.** After concluding that a student is guilty of academic dishonesty (in accordance with the procedures described in Section III of this policy), the instructor may at her/his discretion apply the following sanctions:
 1. Assign a lowered grade or an "E" grade for the particular test or assignment in which the offense occurred, and/or
 2. Assign a lowered grade or an "E" for the entire course in which the offense occurred.
- B. **Other Departmental sanctions.** After being notified that a violation of the Academic Dishonesty Policy has been confirmed, the chairperson of the department in which the offense occurred may have cause to dismiss the student from a departmental major or other program.
 1. Dismissal from a program would normally only take place if the student, through the confirmed act of dishonesty, has also violated an existing, written, and published department/program policy enforcing a system of professional ethics.
 2. Within five (5) days from receipt of the *Report of Academic Dishonesty* form, the department chairperson must communicate a dismissal from program action to the student in writing stating the cause or reason for the action and notifying the student of her/his appeal rights.
- C. The determination of academic dishonesty, and/or the grade sanctions imposed by the instructor, and the dismissal from program can be appealed to the school dean (see Dean's Level Dishonesty Appeal Hearing and Procedures).

V. Collegewide Sanction for a Second Academic Dishonesty Offense

- A. A second confirmed violation of the Student Academic Dishonesty Policy will result in the student's dismissal from the College.

- B. The process for dismissal will begin when the second *Report of Academic Dishonesty* form is presented to the provost's office file. This will initiate a letter to the student (copy to the dean) informing her/him that a second dishonesty charge has been filed and that s/he has ten (10) days to file an appeal with the school dean's office. If an appeal is not filed or a subsequently filed appeal is unsuccessful, the provost will order the student's dismissal from the College. This will be a Conduct Dismissal.
- C. The only appeal of the impending Conduct Dismissal for dishonesty is a dean's level appeal of the second dishonesty charge.
- D. Students dismissed for dishonesty will be separated immediately from the College (except as described in Dean's Level Dishonesty Appeal Hearings and Procedures) and be assigned a failing grade for the course in question. Such students will receive whatever grades (drops or "Ws") are appropriate for Conduct Dismissal at that point in the semester for any other courses. Dismissed students will remain liable for all charges incurred for the semester. A Conduct Dismissal will be recorded on the student's transcript.

VI. Dean's Level Dishonesty Appeal Hearings and Procedures

A student may appeal the course instructor's determination of academic dishonesty, or any sanctions imposed, to the dean (or designee) of the school in which the alleged offense occurred. If a student files an appeal of "dismissal from program" with the dean within the required time limit, the dismissal will be deferred until the dean acts on the appeal. If the appeal is denied, the dismissal will take place immediately thereafter. All appeals must be based on one of the following grounds:

- The student believes s/he can provide evidence to disprove the instructor's charge.
 - The instructor's or department's imposed sanction is grossly inappropriate to the proven offense.
- A. The student must request a dean's appeal in writing to the department chairperson within the specified time limit (see Procedures for Investigating and Adjudicating Academic Dishonesty). The appeal letter must specify the ground(s) on which the appeal is based (see above).
 - B. Upon receiving the written appeal and accompanying documentation from the department chairperson, the dean will examine all documentation related to the instructor's investigation of the charges and determine whether a hearing is needed. The dean may deny the appeal if s/he feels the evidence in support of the charge and/or assigned sanction is compelling.
 - C. Within three (3) days of receiving the appeal request, the dean will notify the student in writing of her/his decision on whether to hold a hearing; the dean's office will contact the student to schedule a meeting date and time.

- D. At the hearing, the dean will accept relevant evidence and testimony from both sides. The appeal hearing will include the dean (or designee), the course instructor, the student and any witnesses requested by either the instructor or the student. The dean (or designee) will hear all statements, examine the evidence, and adjudicate the claim of academic dishonesty. The dean also has the option of appointing a committee of three faculty members of her/his choice to conduct the hearing and make a recommendation to the dean on the matter.
- E. If the dean finds that the charge of academic dishonesty is not substantiated, any sanctions that have been applied will be removed. The student will continue in the course (and/or program) without penalty. If the semester has ended, the dean will inform the faculty member of her/his responsibility to determine what the final grade should be and to submit a revised grade through the dean as appropriate. All copies of the *Report of Academic Dishonesty* form relating to the alleged incident will be removed from departmental, provost's, and student conduct coordinator's files.
 - E. If the dean finds that the academic dishonesty charge is substantiated, s/he may concur with the sanctions previously imposed by the course instructor (or department) and allow these sanctions to stand. The dean will inform the student of her/his decision in writing within three (3) days of the hearing and a record of this decision will be filed with the provost. Any pending dismissal from program will be imposed upon denial of the appeal.

VII. Students Rights

Students have the following rights in regard to an instructor's investigation of charges and all appeal hearings regarding academic dishonesty charges:

- A. The right to a written notice of the nature of the charges and to be informed of one's rights prior to any hearing or investigation of the charges (see *Bringing Charges of Academic Dishonesty Against a Student, Procedures for Investigating and Adjudicating Academic Dishonesty, Departmental Sanctions for a First Academic Dishonesty Defense, Collegewide Sanction for a Second Academic Dishonesty Offense and Dean's Level Dishonesty Appeal Hearings and Procedures*).
- B. The right to continue in a course until the process for confirming academic dishonesty is completed (including appeals).
- C. The right to receive, upon request and in advance, a list of the witnesses who will appear to give evidence in any hearing or investigation of the charges. The provision of such a list of witnesses shall not preclude the testimony of witnesses who were unknown at the time of such a request.
- D. The right to bring witnesses to give evidence on the part of the student and to examine any witnesses brought by the instructor. Only the accused student may present the

student's case and examine witnesses. Postponement of a scheduled instructor's or dean's hearing may be allowed on the basis of unavailability of important witnesses but only if the cause for unavailability is reasonable.

- E. The right to bring an advocate to any hearing or examination of the charges. Members of the College community or parents or guardians may be selected to be present as the accused student's advocate. Advocates are present for "moral support" and cannot actively participate in the hearing.

- E. In accordance with the Family Education Rights and Privacy Act of 1974, the College may release information pertaining to individual judicial cases to appropriate College personnel and to parents of students who are dependent. With those exceptions, information from a student's judicial file will not be made available to anyone other than the student without the student's written consent except in compliance with a lawfully issued subpoena or court order or in the event of a health or safety emergency.

VIII. General Policies Governing Dishonesty Actions and Hearings

- A. A student who withdraws from the course (or the College) after being charged with academic dishonesty will not be exempt from the Student Academic Dishonesty Policy. The normal process will be followed and the accused student will receive due notice of any hearings.

- B. When there is insufficient time to hold a hearing on a dishonesty charge before a semester ends, a hearing will be held as soon after the semester ends as is feasible. In such circumstances, a student who leaves the Brockport area is responsible for transportation and other expenses related to her/his right to be present at the hearing as scheduled.

- C. Failure to appear in response to the charge(s) on the date fixed for a dean's appeal hearing, unless there is a continuance for good cause approved by the dean prior to the hearing, shall be deemed an admission of the facts as stated in the instructor's charges. By failure to appear, the student also forfeits any right to further appeal of these charges.

- D. All hearings are closed to the public.

- E. An academic dishonesty hearing or examination of charges shall not be bound by technical rules of evidence, but may include testimony or evidence that is relevant and material to the issues presented by the charge(s) and which will contribute to a full and fair disposition of the charge(s).

- F. Cameras or recording equipment are not permitted in a hearing or examination of charges.

- G. The student's academic dishonesty record may be used in any future judicial proceedings or readmission decisions involving the student.

- H. The term “days” used in this code with reference to scheduling and notification means days on which the administrative offices of the College are officially open for business.
- I. The president of the College has the right to grant clemency or pardon in regard to any assigned sanction

The following section defines academic dishonesty and outlines the College policy on dealing with charges of dishonesty.

Time Schedule	
Date of alleged dishonesty infraction	
Instructor notifies student of charge	to student within five (5) business days
Student responds to charge	to instructor within ten (10) days of receiving written charge
Instructor investigates (hearing)	within five (5) days of receiving student’s response
Instructor’s hearing result	to chair within five (5) days of instructor’s hearing
Chair review of case	within three (3) days of notification of instructor’s decision
Student request for dean’s appeal	to chair within five (5) days of receiving instructor’s decision
Dean’s decision on hearing	to student and other parties within three (3) days of receiving request for appeal
Hearing scheduled by dean	as soon as possible for all parties
Dean’s decision	to student and all parties within three (3) days of completion of hearing