for student affairs or her/his designee for final determination.
B. The Student Code shall be reviewed annually under the direction of the director of judicial affairs.

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CHAPTER 340: Academic Integrity

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340.01 STATEMENT OF ACADEMIC INTEGRITY

The College is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution's dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all members of the institution have an obligation to uphold high intellectual and ethical standards.

It is the responsibility of the faculty to impart not only knowledge but also respect for knowledge. It is also the professional responsibility of all faculty members to explain the importance of honesty and respect for knowledge in order to ensure an academic environment that encourages integrity. To establish such an environment, students must recognize that their role in their education is active; they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.

This academic community takes seriously its responsibilities regarding academic honesty. Academic
integrity is absolutely essential to ensure the validity of the grading system and maintain high standards of academic excellence. In addition, all members of the academic community must exhibit behavior exemplifying academic honesty and encourage such behavior in others.

340.02 VIOLATION OF ACADEMIC INTEGRITY

A violation of academic integrity as an instance of academic dishonesty can occur in many ways. At SUNY Cortland, instances of academic dishonesty are:

1. Plagiarism

Students are expected to submit and present work that is their own with proper documentation and acknowledgment when the work of others is consulted and used. Plagiarism can be intentional by deliberately presenting the work of others as one's own, or inadvertent by accidentally omitting or erroneously citing sources. Examples of plagiarism that can occur in research papers, lab reports, written reports, oral presentations as well as other assignments are:

   A. Failure to use quotation marks: sources quoted directly must be shown with quotation marks in the body of the project and with the appropriate citation in the references, notes or footnotes
   B. Undocumented paraphrasing: sources “put into one's own words” must have the source cited properly in the body of the project and in references, notes or footnotes
   C. Creating false documentation: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes and footnotes

2. Cheating on examinations

   A. Looking and/or copying from another student's paper during an examination or in-class assignment
   B. Allowing another student to look or copy from one's work during an examination or in-class assignment
   C. Possessing crib sheets, answer sheets and other information not authorized by the instructor during an examination or in-class assignment
   D. Writing an answer to an in-class examination or assignment and submitting it as written in class
   E. Taking an examination for another student
   F. Allowing or arranging for a second party to take an examination or other in-class assignment
   G. Allowing one's own work to be copied and submitted by another student
   H. Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned
   I. Possessing and using an electronic device such as a cell phone, personal digital assistant or Blackberry device not authorized by the instructor.

3. Other infractions

   A. Possessing papers, assignments, examinations, reports, lab reports or other assignments that have
not formally been released by the instructor

B. Obtaining a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work

C. Possessing work that is similar to another student's, wholly or in part, without permission; allowing one's own work to be copied and submitted by another student.

D. Writing or creating a research paper, written report, lab report or other work for another student

E. Submitting the same work for two different classes without the approval by both faculty members teaching both classes

F. Falsifying College documents

G. Presenting false documents or forged documents

H. Destroying, vandalizing, altering and/or removing library materials without authorization

I. Falsifying data

J. Altering or falsifying another student’s data, laboratory work, research, assignments or written materials

(updated 8/22/07)

340.03 PROCEDURES FOR HANDLING THE VIOLATION OF ACADEMIC INTEGRITY

Part One: Meeting, Discussion and Conclusion

A. The faculty member discovering the instance of academic dishonesty shall make every attempt to contact the student within five working days of discovery.

B. The student will identify a faculty member to serve as a third party impartial witness to the discussion of the charge of academic dishonesty. Should the student not identify a third party witness, the faculty member will make the choice. (Amended Oct. 4, 2004)

C. Within five days of contact with the student, a meeting is scheduled by the faculty member to discuss the alleged incident of academic dishonesty. The third party witness is to serve as an independent observer and may not address the charges.

D. After the meeting, the faculty member will make a determination of guilty or not guilty. If guilt is decided, the faculty member will assign a penalty.

E. Should the student fail to appear at the meeting, the faculty member will make a determination of guilty or not guilty.

F. If guilt is decided, the faculty member shall fill out the “meeting and response form” identifying the specifics of the charge and the penalty imposed. The report will be forwarded, within five working days of the meeting, to the Academic Grievance Tribunal (AGT) chair.

G. The AGT chair will send a copy of the report to the student who will have two working days to respond. The student response options will be: 1) accept the guilty finding and the penalty; 2) accept the guilty finding but deny the penalty; 3) deny both the guilty finding and the penalty. A student who fails to respond to the report will automatically be found guilty and the penalty will be imposed. No appeals will be given for a failure to respond to the report.

H. The Academic Grievance Tribunal will file the student’s response to the report with the faculty member and the third-party witness.
I. Penalties assigned by the faculty may be amended by the Academic Grievance Tribunal (see Part Two of this section for relevant criteria in determining penalties). Notification of emendation must be made to the student and the faculty member within five working days.

**Part Two: The Academic Grievance Tribunal**

A. A denial of the guilty finding and/or the penalty automatically sets the appeal process in motion. Upon a receipt of the student appeal, the AGT chair shall convene a hearing of the Tribunal.

B. The hearing must be scheduled within 20 working days of the receipt of the appeal by the AGT chair.

C. The student shall receive written notice of the hearing at least five working days before the hearing. The notice will be sent by certified mail and e-mail unless that right is waived in writing by the student. The notice will include:
   1) time and place of the hearing
   2) copy of the evidence and documentation in the file and
   3) notification of student rights and responsibilities during the grievance process.

D. If guilt is established through the hearing, the AGT chair may increase the penalty. The AGT chair shall consider student academic and disciplinary records and consult with the faculty member to develop the additional penalty.

E. The AGT chair will send official notification to the student within five working days of the hearing, with copies to the Provost, the faculty member filing the charge, the department chair and the associate dean for the student's respective department and school, and any other party mentioned in the notification letter. In addition, a copy of the official notification for those majoring in teacher education programs will be sent to the coordinators and TEC Committee on Teacher Education Application Review.

F. The student may appeal the decision of the AGT to the Provost within five working days after official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence.

G. The Provost will take final action on appeals within 10 working days of the AGT decision.

H. If a student is found not guilty of the charges at any level of review, all records will be expunged.

Number of days shall be defined as working days, exclusive of College holidays, intersessions and summer.
(updated 8/22/07)

**340.04 RESPONSIBILITIES OF THE ACADEMIC GRIEVANCE TRIBUNAL IN CASES INVOLVING VIOLATION OF ACADEMIC INTEGRITY**

The Academic Grievance Tribunal will hear the following types of cases: 1) cases of students not responding to charges of academic dishonesty 2) cases of students appealing the penalty in a case of academic dishonesty 3) cases of students appealing the guilty finding and the penalty in a case of academic dishonesty. At the conclusion of the hearing, the AGT has the responsibility for finding guilty or not guilty and reviewing the penalty. The AGT chair in consultation with the other faculty members on the Tribunal has the responsibility for reviewing the penalties imposed in cases of academic dishonesty.
and making emendations as appropriate. It is the responsibility of the AGT chair to amend the procedure in exceptional circumstances.

**Procedures**

1. A hearing must be held within 20 working days following receipt of the charge. In cases involving charges brought at the end of a semester, the hearing must be held within 20 working days after the beginning of the next semester. (Summer session is not considered a semester.) The AGT chair may under some circumstances postpone the timeline for hearing cases.

2. A student shall receive written notification including: a) the time and place of the hearing, b) supporting evidence, and c) information concerning his or her rights and responsibilities. This information must be received at least five working days in advance of the hearing. The student and third party may also have access to the case materials.

3. All members (or their alternates) must be present for the hearings of the Tribunal, deliberations and decision. (See section 350.02, C4 for composition of the Tribunal.)

4. The student has the right to object to a Tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the other members of the Tribunal. In cases where a member of the Tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case.

5. The student charged may choose not to appear at the hearing or may refuse to make a statement to the Tribunal. However, the Tribunal may make its findings in the absence of such appearance and/or statement.

6. The student has the right to respond to all oral and written testimony presented against him or her.

7. The student has the right to present witnesses and evidence to substantiate his or her case. The Tribunal may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed during a hearing.

8. The student must receive written notification of the results of any hearing no later than 10 working days after the hearing. The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision. (See Section 340.03 for grounds for appeal).

**Failure to Appear**

If the student fails to appear at a hearing scheduled in accordance with these procedures and the Tribunal believes the failure is without a justifiable excuse, the student may be considered guilty of the violation alleged against him or her if the available evidence would so indicate. An appropriate sanction may be imposed by the AGT chair. If the student fails to appear, but shows good cause, the Tribunal shall reschedule the hearing in accordance with the guidelines above.

**Records of Proceedings**
1. A tape-recording shall be made of all AGT hearings (excluding the AGT’s deliberations) and the tape-recording maintained for at least one year following the student’s departure from the College if the charges are sustained. If the charges are dismissed, the tape can be destroyed before that time.

2. At said hearing, both parties shall be given the opportunity to make any oral arguments. Either party may have someone present to provide assistance. Choice of assistance of this type must be left to the individual parties involved, but the assistant must be a member of the SUNY Cortland community. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed to attend a hearing. Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining witnesses, as found necessary by this Tribunal in its operation.

3. A copy of the Tribunal’s recommendation (i.e., guilt or innocence), along with voting results, is sent to both the student and faculty member within 10 days after the hearing. If the charges that were the subject of the hearing were, in the judgment of the Tribunal, not sustained, all records will be expunged and the faculty member shall assign an appropriate grade. If, however, the charges are sustained, the AGT, in consultation with the faculty member, will assign an appropriate sanction.

4. Potential sanctions for a violation of the College’s policy on academic integrity include, but are not limited to: reduction of grade, elimination of grade, reduction of course grade, failure for the course, probation, suspension, counseling, expulsion from the College or any combination of these sanctions. In those cases where the decision of either the AGT or the provost is for suspension or dismissal, a notation that the student has violated the policy on academic dishonesty shall be made on the official academic record of the student. The student may appeal to the provost to have the notation removed after one year.

5. A student may appeal the decision and/or sanction of the AGT through the Provost and Vice President for Academic Affairs Office within five working days after receiving official notification.

(See Section 340.03 for grounds for appeal).

340.05 RESPONSIBILITY OF ADMINISTRATION

Files of all adjudicated cases of academic dishonesty shall be established and maintained by the Provost and Vice President for Academic Affairs Office. Records of a first cheating incident that results in probation, suspension, or expulsion from the College and/or records for all subsequent offenses shall be placed in a student’s official academic record. Files of adjudicated cases that were not placed in the student’s official academic record shall be destroyed at the time of the student’s graduation.

340.06 RESPONSIBILITIES OF FACULTY

1. Faculty members should model academic integrity for their students and engage them in a discussion of academic integrity in their work as students and scholars. Instances of academic dishonesty should be discussed along with the College’s policy on academic integrity.

2. Faculty members should conduct all evaluative instruments in a manner that is conducive to maintaining academic integrity.
340.07 RESPONSIBILITIES OF STUDENTS

1. Students are responsible for knowing the policy on academic integrity. Failure of a faculty member to remind a student of what constitutes academic integrity and academic dishonesty will not obviate this responsibility.
2. Students should not provide opportunities for others to obstruct academic integrity.
3. Students should inform a faculty member or member of the administration if any infringement of academic integrity takes place.

(Revised on May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

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CHAPTER 350: Academic Grievance System

350.01 Academic Grievance System

350.02 Academic Grievance Procedures

350.01 ACADEMIC GRIEVANCE SYSTEM

A. For the purpose of this procedure, a grievance shall be a complaint of the following:
   1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the College, school or department.
   2. Unfair or inequitable treatment by reason of any act or condition that is contrary to established policy or practice governing or affecting a present or former student of this College.
   3. Prejudiced, capricious or manifestly unjust academic evaluation.

B. To facilitate this procedure the following general guidelines are provided:
   1. A grievance complaint must be initially presented within 60 days of the alleged grievance excluding any intersession and/or vacation.*
   2. A grievance complaint must be initiated by the individual affected.
   3. Any present or former student may present a grievance complaint, subject to these guidelines.
   4. If any grievance complaint originates at the department level or higher, an informal settlement is to be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.

350.02 ACADEMIC GRIEVANCE PROCEDURES

A. The Department Level