

SECTION SIX: PART B

THE COLLEGE OF ARTS AND SCIENCES STUDENT ACADEMIC DISHONESTY: POLICY AND PROCEDURES (AKA: SAD)

I. Policy

A. Introduction

Higher Education and the academic community demand the highest standards of professional ethics and personal integrity from all participants. Violations of these principles are violations of a mutual obligation characterized by trust, honesty, and personal honor. So understood, it is both the right and responsibility of the University and College to set out rules and regulations governing academic honesty, to impose sanctions against those who violate those rules, and to keep appropriate records of infractions.

B. Academic Dishonesty

The University has established the following statement as its understanding of what constitutes a student's breach of the principles of academic honesty. The College of Arts and Sciences accepts this as its policy as well:

Syracuse University students shall exhibit honesty in all academic endeavors. Cheating in any form is not tolerated, nor is assisting another person to cheat. The submission of any work by a student is taken as a guarantee that the thoughts and expressions in it are the student's own except when properly credited to another. Violations of this principle include: giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, or any other deceptive act in connection with academic work. Plagiarism is the representation of another's words, ideas, programs, formulae, opinions, or other products of work as one's own either overtly or by failing to attribute them to their true source. (Section 1.0, University Rules and Regulations.)

C. Course Expectations

Each Faculty member has the responsibility to establish reasonable standards of academic behavior in his or her courses, and to make those standards clear to his or her students in syllabi and, when appropriate, other written formats.

II. Procedures

A. Detection and Initial Response

1. Teaching staff, including Teaching Assistants and proctors, are asked to take reasonable steps to prevent, detect, and respond appropriately to violations of these policies. Anyone, including students, who suspects a violation has taken place should report it to the instructor of the course within which the violation occurred.
2. Staff in charge of courses must respond to violations within the context of their own course in a manner they deem appropriate up to and including the rejection of student work believed to be dishonestly created, with work and course grading consequences to follow as they might. Instructors may require or accept alternate work in substitution for rejected work, but are under no obligation to do so.
3. When dishonesty is detected, the instructor must, in a timely fashion and in writing, inform the student of the charge and the right of appeal to the Student Standards Committee (for sample letter see <http://www-hl.syr.edu/cas-pages/PromAcademicHonesty.htm>.) The instructor must report the event and its circumstances, in writing, to the Associate Dean for Student Services, with a copy to the student. Written reports are both useful and necessary as indicated below.

- a. It is important to the College to keep records of all infractions of its rules and regulations concerning academic integrity. Instructors must therefore report those cases handled in their own courses, indicating the circumstances of the case and its disposition.
 - b. If instructors believe that further action needs to be taken at the College level, reports should be filed outlining the nature and disposition of the case to date and suggesting specific College actions or sanctions. (The sanctions available to the College are indicated in II.C.4 below.) If College sanctions are to be considered, instructors should gather necessary evidence in the case, including the names of witnesses if there are any, to ensure a fair process. In any event, instructors should keep careful records and relevant evidence related to any charges made.
4. Upon receipt of the instructor's report of alleged violations, the Associate Dean shall send notice to the student in a secure and timely manner outlining the College hearing and appeal procedures, as well as the student's rights and responsibilities within them. In cases involving students not enrolled in the College of Arts and Sciences, a copy of such notification shall be sent to the Associate Dean of the appropriate school or college within which the accused student is enrolled.
 - a. Such notification to the student must indicate the name of the person making the charges, the class within which the violation occurred, the work-product in question, the violations giving rise to the charges, and the sanctions, if any, being levied and/or suggested.
 - b. Notification shall inform the student of the hearing procedures available if he or she chooses to appeal, the date by which notice to appeal must be made, and the nature of these procedures.

B. Preliminary Informal Meeting

2. Students accused of academic dishonesty within Arts and Sciences courses have the right to hearing procedures outside and beyond the context of the course itself. Moreover, they have the right to challenge what they perceive as unjust actions on the part of instructors in this connection.
3. A required initial stage in such procedures shall be an informal meeting with the Associate Dean. This meeting is designed to review accusations or actions already taken, to apprise the student of his or her rights to appeal, to discuss possible courses of action the student may wish to take and the likely consequences of each, and to clarify the basis for decisions rendered in a formal hearing. The student shall inform the Associate Dean, in writing, within two weeks of the date of the meeting whether or not he or she has elected to appeal the action taken by the instructor. Failing such timely notification the imposed sanction shall stand and the case will be closed. If the student appeals the charge or the sanction the Associate Dean shall refer the case to the Committee on Student Standards for a formal hearing and, in any event, shall notify the instructor of the outcome.

C. Formal Hearings

1. Cases to be brought before the Committee include those brought by the following:
 - a. Accused students within Arts and Sciences courses with continuing grievances after informal procedures and hearings have been exhausted (see II.B above);
 - b. Instructors not satisfied with the disposition of the case to this point; and
 - c. The Dean or Associate Dean of the College.
2. The Committee or its representatives shall notify—in writing and in a timely manner prior to the hearing—all relevant parties of their required appearances before the Committee acting as a hearing panel. This notification shall include:
 - a. The date, time, and place of the hearing;

- b. The charges and documentary evidence to be considered;
 - c. List of witnesses of the accused student and the accuser, and, if available, the accused student's defense statement and;
 - d. Indications of "preponderance of evidence" as the criterion for determining guilt;
 - e. Sanctions available to the panel (see II.C.4 below).
 - f. The accused student's right:
 - 1) to present witnesses who may provide evidence or make a statement in support of the accused student's innocence or general character;
 - 2) to have one observer of his or her own choosing who may briefly confer with the student but not while the student is being questioned, and who may not address the committee. The observer must be an undergraduate, a graduate student, a faculty member, or a staff member of Syracuse University;
 - 3) to have access to all evidence being presented;
 - 4) to know that failure to appear having received timely and secure notification will allow the hearing to go on in absentia;
 - 5) to know that if the student is held responsible for a second offense the Committee will immediately consider the sanction of expulsion from the College of Arts and Sciences. In this instance, the student will be given the opportunity to appear before the Committee at the beginning of its expulsion deliberations.
 - g. The accuser's right:
 - 1) to present witnesses;
 - 2) to have access to all evidence being presented;
 - 3) to know that failure to appear having received timely and secure notification, will allow the hearing to go on in absentia.
 - h. A copy of this document.
3. The hearing shall be conducted in an orderly and fair manner, following the order here indicated:
- a. The accuser's charges
 - b. The accused student's response
 - c. The accuser's case: documentary evidence, witnesses, questions from the accused and the panel
 - d. The accused student's case: documentary evidence, witnesses, questions from the accuser and the panel
 - e. Opportunity for closing statements by accused student and accuser (in that order)
 - f. Neither party shall directly address the other and all questions shall be addressed to the Chair of the committee
 - g. Any matters not explicitly covered by these policies and procedures shall be decided by the committee
4. The hearing panel shall deliberate in closed session as it weighs the evidence, determines innocence or guilt, and discusses and determines appropriate sanctions. (Sanctions include but are not limited to formal reprimand and warning, administrative withdrawal from the course, disciplinary probation, suspension or expulsion from the College. In these sanctions, suspension will not be considered an unusual or extreme penalty, and expulsion will be considered normal in cases of a second offense – "second" meaning an earlier offense has been noted and filed.)

5. In cases in which a student is accused of a second offense but does not request a hearing on this offense, the Committee shall hold a separate hearing to consider whether the student should be expelled from the College. At this hearing the accused student shall be permitted to address the committee, to be accompanied by a silent observer (as defined in II.C.2, above), and to call a character witness. Members of the committee, in turn, shall have an opportunity to question the accused student and the witness. The Committee shall then deliberate in closed session to decide whether to impose the penalty of expulsion
6. The Associate Dean will immediately and informally notify all relevant parties of the results of the hearing, with full and formal written confirmation sent to the accused within five working days by certified, registered, or other secured mail. Such formal notification shall indicate the decision of the hearing panel and the rights and rules relating to any further appeal process.
 - a. Once the opportunity for another appeal has passed (see II.D.1.a.below), the Associate Dean, on behalf of the Committee, shall implement the decision and record the case in appropriate files.
 - b. In cases involving students from another college, the Committee's recommendations shall go to the Associate Dean of the other college by way of the Associate Dean of the College of Arts and Sciences if sanctions beyond an F in the course (e.g., suspension or expulsion) are being recommended.

D. Further Appeal Procedures

1. Cases may be brought before the Dean in appeal of the findings of a formal hearing by the aggrieved party under the following conditions:

- a. The Associate Dean has received an appeal within five University working days of the delivery of formal written notification concerning the results of the formal hearing.
- b. The accused party has one or more of the following three grounds for appeal:
 - i. Procedural error having a detrimental impact on the outcome.
 - ii. New evidence (i.e., evidence not available rather than not presented at the time of the hearing.).
 - iii. The sanctions imposed were unduly harsh.

Other grounds for appeal not covered by II.D.1.b above may be presented to the Dean, who may, at his or her discretion, act on them or not, or refer them to the Committee for action.

2. The Dean shall have discretionary power to hear such appeals him—or herself, or to create some other hearing panel in keeping with fundamental fairness—including but not limited to the Committee on Student Standards itself. Such a panel would investigate the case and make recommendations for action to the Dean.

3. The Associate Dean shall be responsible for timely notification concerning the date, time, place, and conditions for any appeal meetings.

4. All decisions resulting from the appeal procedures outlined above shall be final and binding, except as qualified below. It shall be the responsibility of the Associate Dean to gather concurrence in the decision from the Dean and the officers indicated below, to notify all parties of the results of the appeal, to file appropriate records, and to implement the decisions. (In the case of students enrolled in another college, II.C.5.b applies.)

As determined by the University Judicial System's rules, all individual college decisions based on appeals beyond the formal hearing (see II.D above) must be confirmed by the Vice Chancellor for

Academic Affairs or the Vice President for Student Affairs, or their respective designates, in order to be considered final.

III. Records, Reports, Confidentiality

A. Reports

1. The Committee shall annually report on its activities to the Faculty of the College.

B. Records

1. Unless the Dean of the College (or his or her designate) directs otherwise, all records of these academic dishonesty cases will be destroyed one year after the student's graduation.
2. Keeping rules of confidentiality in mind, the Committee may regularly report recommendations made or actions taken to the larger University community.

C. Confidentiality

1. All personally identifiable information in these regards shall be held in confidence as determined by the College practices, policies and procedures governing confidentiality.

Approved: 12/13/1994	Committee on Student Standards,
Approved: 4/21/1995	Faculty Council
Approved: 12/10/1999	Committee on Student Standards
Approved: 2/18/2000	Faculty Council
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Approved: 05/06/2002	Faculty Council
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