Doctoral Program in Community and Public Affairs
College of Community and Public Affairs
Binghamton University

2016-2017
Doctoral Student Handbook
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Admissions Requirements</td>
<td>1</td>
</tr>
<tr>
<td>Graduate Assistantships</td>
<td>2</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>4</td>
</tr>
<tr>
<td>Course Sequencing</td>
<td>5</td>
</tr>
<tr>
<td>Registration, Credit Loads, and Academic Status</td>
<td>6</td>
</tr>
<tr>
<td>Continuous Registration and Leaves of Absence</td>
<td>7</td>
</tr>
<tr>
<td>Grading Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Advising/Mentoring</td>
<td>9</td>
</tr>
<tr>
<td>Program of Study Meeting</td>
<td>10</td>
</tr>
<tr>
<td>Comprehensive Examination</td>
<td>10</td>
</tr>
<tr>
<td>Admission to Candidacy</td>
<td>11</td>
</tr>
<tr>
<td>Graduate Application to Degree</td>
<td>11</td>
</tr>
<tr>
<td>Dissertation</td>
<td>11</td>
</tr>
<tr>
<td>PhD Milestones Guide</td>
<td>16</td>
</tr>
<tr>
<td>Resources and Services for Doctoral Students</td>
<td>17</td>
</tr>
<tr>
<td>CCPA Academic Ethics and Integrity Policies and Procedures</td>
<td>17</td>
</tr>
<tr>
<td>Signature Page</td>
<td>33</td>
</tr>
</tbody>
</table>
Introduction

The PhD program in Community and Public Affairs (CPA) prepares students for public scholarship focused on addressing critical community and social issues (e.g., educational inequality, racism, gender-based violence) near and far. Our curriculum draws from varied disciplines (e.g. anthropology, demography, criminology, geography, sociology, and psychology) to research the dynamic interplay among individuals, the organizations serving them, as well as the communities and societies in which they are embedded. Students entering our program typically have several years of practice experience in a variety of fields (e.g., education, counseling, human services, public health, public administration, social work, and student affairs administration) as well as a commitment to health and wellbeing, social justice, human rights, public service, social welfare, and/or community transformation.

The ecological systems framework of human development organizes our program, guiding students to conceptualize their research topics across multiple levels of analysis (individual, organizational, community, and societal), emphasizing the importance of interdisciplinary and engaged approaches for studying community and social issues (e.g., healthcare policy for aging populations, substance abuse prevention, development of sustainable communities). Ecological systems research that utilizes a variety of emerging methods (e.g., social network analysis, critical ethnography, and youth-led participatory action research), and which bridges theory and research to address community and social issues, is also a unique focus within our program. In all of our courses, we emphasize the importance of academics as public scholars working in collaboration with people, organizations, and communities as we seek understanding and solutions.

Students are encouraged to collaborate with faculty to develop research studies that promote or improve health and wellbeing, social justice, human rights, public service, social welfare, and/or community transformation. Working alongside faculty in schools, organizations, and communities, as well as on college campuses, students in our program are researching issues such as disproportionalities in student discipline, local housing and community development, and evidence-based brief alcohol interventions with college students who drink heavily. Graduates of our program are trained for careers as public scholars in a variety of settings including academia, research institutions, and policy organizations.

This handbook is designed to help familiarize students with the doctoral program. Students are also advised to carefully review the Binghamton University Graduate School Handbook at http://www.binghamton.edu/grad-school/resources/policies-procedures/manual/ as well as the academic policies and procedures of the College of Community and Public Affairs https://www.binghamton.edu/ccpa/services/policies.html.

Admissions Requirements

Applicants for the doctoral program should have a master's degree in counseling, human development, psychology, public administration, social work, sociology, political science, student affairs, education, or another related social science discipline or profession.

Students are admitted to the program once per year. Applications received by December 1 will be given full consideration for admission and funding the following fall. Applications received after this date will be given equal consideration, but support can only be given to the extent funds are available.
Completed applications for admission to the doctoral program must follow the guidelines outlined by The Graduate School at Binghamton University.

The Doctoral Program Committee in the College of Community and Public Affairs will evaluate applications. Competitive funding packages including tuition, annual stipend (dispersed over the academic year), and comprehensive health insurance are available for highly qualified candidates who intend to study full-time. Individuals who would like to pursue the interdisciplinary doctorate in Community and Public Affairs on a part-time basis may also apply, although courses are typically only offered during the day. All applicants are strongly encouraged to reach out to 2 faculty in the College (please note tenure-line faculty across all Departments in the College can serve as advisors) who have similar research interests and who could serve as potential advisors prior to submitting an application.

Applications must include:

- official transcripts of all undergraduate and graduate level coursework,
- curriculum vitae or resume,
- well substantiated written statement of approximately 2-3 (single-spaced) pages that describes: (a) the applicant's training, professional background, as well as interest in public scholarship on issues impacting people, organizations, and/or communities; (b) research interests and associated relationships(s) to health and wellbeing, social justice, human rights, public service, social welfare, and/or community transformation; (c) career goals (academic, research, or policy-related) associated with pursuing a research degree; and (d) two or three faculty members in the College of Community and Public Affairs who could be potential advisors and why,
- three (3) letters of recommendation from individuals familiar with the applicant's academic background and record that address potential for advanced graduate study,
- a writing sample (from academic or professional work), and
- TOEFL scores are required if the applicant is from a non-English speaking country — minimum: 100 (internet-based TOEFL) or 600 (paper-based TOEFL). Scores must be submitted from a test taken in the last 18 months. Exemptions are granted to applicants who have earned (or will earn, before enrolling) a U.S. bachelor's, master's, or doctoral degree from a college or university accredited by a regional accrediting association in the United States, or the international equivalent degree from a university of recognized standing in a country in which all instruction is provided in English. Therefore, applicants with degrees from the U.S., Australia, Canada (except Quebec), New Zealand, Singapore, and the United Kingdom (England, Scotland, Ireland, Wales) are exempt from taking the TOEFL.

Selected applicants will be invited to interview with faculty in January or February. Applicants are typically notified, in writing, of final admissions decisions in March.

**Graduate Assistantships, Fellowships, and Financial Aid**

Award of assistantship positions is merit-based and competitive. Assistantships provide recipients with a tuition scholarship as well as an academic year (10-month) stipend. Graduate Assistants are expected to work 20 hours/week during the term of their appointment (semester or academic year). Half-time assistantships typically require 10 hours of work per week.
Binghamton University is also committed to supporting all students. One means is through the Clifford D. Clark Diversity Fellowship for Graduate Students, named for a former president of the university (1975-1990), and funded by the State University of New York and an endowment fund. Clifford D. Clark Diversity Fellowships are merit-based and designed to recruit and support students who have been admitted to graduate study and contribute to the diversity of the student body. The funding package includes academic year stipends, full tuition scholarships, guaranteed award periods, research and travel opportunities, and other benefits.

All domestic graduate students are encouraged to complete the Free Application for Financial Aid (FAFSA) form. The annual deadline for completing the FAFSA is April 1. All tuition scholarship support is used to establish financial aid loan and Federal Work Study eligibility. Students who have applied for financial aid assistance should be aware that a tuition award and/or a fellowship award does affect the amount of loan eligibility. For more information about student financial aid eligibility or other financial aid related questions, contact the Office of Financial Aid Services at (607) 777-2428 or email finaid@binghamton.edu. Several federal Work-Study positions are also available on campus for graduate students who qualify on the basis of financial need. This program is open only to U.S. citizens and permanent residents of the United States.

Scholarships may also be available to qualified students and often require completion of the FAFSA for screening. Please contact the PhD Program Director for more information about university, college, and program scholarships and associated eligibility criteria.

**The PhD Program Director and Doctoral Program Committee**

The PhD Program Director is responsible for the day-to-day operation of the program including recruitment, admission, and oversight of student advisement. The Director is also responsible for advising incoming students during their first semester of study. The PhD Program Office maintains records on each doctoral student’s progress through the program as well as associated forms for major milestones.

The PhD Program Director also Chairs the Doctoral Program Committee. The Committee is composed of one, full-time faculty member from each Department in the College (e.g., Human Development, Public Administration, Social Work, and Student Affairs Administration). In addition to faculty representation, the doctoral program staff also serve on the committee. At times, students will be asked to join the committee to share their perspectives on emerging academic issues. The Doctoral Program Committee sets policies and procedures related to admission, recruitment, and student advising. Final decisions regarding doctoral students in the program rests with the PhD Program Director and the Doctoral Program Committee.

**Transfer Credit and Course Substitution Requests**

Normally, no doctoral courses completed in another program or at another institution will be accepted. Additionally, substitutions for core course are unusual and will only be allowed in extreme circumstances and must be approved (before the course is taken) by The Doctoral Program Committee. Students who wish to substitute a core course must consult with the faculty instructor for the course they are proposing to transfer or substitute to make sure they will be able to meet the learning objectives.
for that course. A written request for substitutions for core courses, including the academic justification and the summary of the conversation with the faculty instructor, must be forwarded to the PhD Program Director who will present the request to the Doctoral Program Committee. If approved, the course substitution should be clearly documented on the Program of Study and documentation of the approval from the Doctoral Program Committee attached. For transfer credits, each student must submit an official “Application for Transfer Credit” request through his or her faculty advisor to the PhD Program Director for approval. If approved, the Director will forward the application as a request for the Graduate School’s approval.

**Degree Requirements**

The requirements for the PhD in Community and Public Affairs include core courses (11 credit hours), research courses (17 credit hours), and elective courses (9 credit hours) for a total of 37 post-master’s credits. The table that follows summarizes these requirements by major category and recommends how electives could be distributed throughout the doctoral program. Students are encouraged to work closely with their Primary Advisor to select electives that will support their research programs and career trajectories. In addition to maintaining an overall GPA of 3.0, students are required to repeat courses when they have earned a grade of a C+ or lower:

**Complete a Program of Study** by the end of their first year in the program.

**Co-teach a course** under the supervision of a Binghamton University faculty member. This experience should give the student significant involvement in teaching with opportunities to include the development and/or revision of a syllabus, facilitation of up to 50% of class sessions with the observation of the faculty of record, and split grading of major course assignments along with the faculty supervisor. Students will participate in Proseminar II: The Scholarship of Teaching and Learning during the semester they co-teach (offered every spring).

**Pass comprehensive examination** when all coursework is completed and before the dissertation proposal. Students must successfully pass the comprehensive examination in order to advance to candidacy and proceed to the dissertation proposal.

**Complete a traditional or three-paper dissertation** that establishes students as independent scholars in their area of expertise. In addition to the traditional format, alternatively, the dissertation may include chapters that are a series of publishable papers. Complete dissertations typically range from 100-200 pages.

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<tr>
<th>Required Core Courses (these or equivalents are required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCPA 611 Community and Public Affairs Seminar I: Ecological Systems Theory and Research</td>
</tr>
<tr>
<td>CCPA 610 Community and Public Affairs Seminar II: Positionality, Social Justice, and the Politics of Knowledge Production</td>
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<tr>
<td>CCPA 612 Community and Public Affairs Seminar III: Power and Policy for Social Change</td>
</tr>
<tr>
<td>CCPA 650 Proseminar I: The Scholarship of Discovery, Integration, and Application</td>
</tr>
<tr>
<td>CCPA 651 Proseminar II: The Scholarship of Teaching and Learning</td>
</tr>
<tr>
<td>Sample Research Courses</td>
</tr>
<tr>
<td>CCPA 600 Research Design (required)</td>
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<tr>
<td>CCPA 602 Qualitative Analysis (required; introductory)</td>
</tr>
</tbody>
</table>
CCPA 603  Quantitative Methods (required; introductory)
NURS 603  Advanced Statistics: Multivariate
GEOG 555  Seminar in GIS Research
EDUC 681  Mixed Methods
CCPA 680A  Scientific Writing
CCPA 680B  Public Scholarship: Engaged Research and Writing
CCPA 680C  Social Network Analysis
CCPA 689  Dissertation Seminars I & II

Sample Electives (recommend a minimum of 1 elective from list or graduate bulletin)
ANTH 571C  Cultures of Capitalism
ANTH 572K  International Health
EDUC 510X  Issues in Education
HIST 536C  Race and Slavery in America
HIST 540D  History of Sexuality Modern US
HIST 545A  Race, Place, and Nation Latin America
HIST 592  Historiography
HIST 560C  Cultures of Catastrophe
HIST 560M  Gender and Empire
NURS 623  Theoretical Frameworks re: Health Promotion
NURS 640  Rural People and Community in Met Society
PHIL 630B  Evolution and Human Affairs
PHIL 650A  Contemporary Critical Theory
PLSC 633B  American Public Policy
PLSC 641  Seminar in Comparative Politics
SOC 603  Structural Inequalities
SOC 604  Theoretical Studies
SOC 622  Social Dynamics of Punishment
SOC 690D  Feminism and Commonwealth

Course Sequencing

The following is the recommended course sequence for full-time students.

Year One

Fall (10-11 credits)
- CCPA 600: Research Design (3 credits)
- CCPA 611: Community and Public Affairs Seminar I: Ecological Systems Theory and Research (3 credits)
- CCPA 650: Proseminar I: The Scholarship of Discovery, Integration, and Application (1 credit)
- Elective (3-4 credits; must be 500 level or above)

Spring (10-11 credits)
- CCPA 603: Quantitative Analysis (3 credits)
- CCPA 610: Community and Public Affairs Seminar II: Positionality, Social Justice, and the Politics of Knowledge Production (3 credits)
- Elective (3-4 credits; must be 500 level or above)
- Complete Program of Study Meeting with Doctoral Committee

Year Two

Fall (9 credits)
- CCPA 602: Qualitative Analysis (3 credits)
- CCPA 612: Community and Public Affairs Seminar III: Power and Policy for Social Change (3 credits)
- Advanced research course: (3 credits)

Spring (10-11 credits)
- CCPA 651: Proseminar II: The Scholarship of Teaching and Learning (1 credit)
- CCPA 691: Research Experience II (3 credits)
- Advanced research course: (3 credits)
- Elective (3-4 credits; must be 500 level or above)

Summer
- Comprehensive Examination

Year 3

Fall (1 credit)
- CCPA 699: Dissertation Seminar (1 credit; in-class portion required for funded students)
  *Dissertation Proposal*

Spring (1 credit)
- CCPA 699: Dissertation Seminar (1 credit; in-class portion required for funded students)

Year 3/Year 4
- Dissertation Defense

Registration, Credit Loads, and Academic Status

In order to be considered registered, graduate students must confirm enrollment and pay all tuition and fees as billed. Even if all tuition and fees are covered by University sources, graduate students must confirm enrollment by the stated deadline. Once a student registers for and confirms a course, the student becomes liable for the tuition and fees associated with that course. If the course is later dropped after the official drop period, the student remains liable for payment of all or part of the costs.

Students sometimes ask a professor for permission to attend a course without officially registering for the course; students should be aware that registering for such a course with a grading option of "Audit" will result in full fee assessment (tuition and fees), regardless of whether or not a faculty member has granted informal permission to sit in on a class.

Graduate students are encouraged to pre-register whenever possible. Funded students are required to
**pre-register.** Pre-registration helps the University plan for course and classroom needs and, thus, helps to assure that course demand is met. Graduate students should be completely registered by the first day of classes. **Penalty fees are assessed to all students for late registration, late add/drop and late payment of bill.**

Students are responsible for their own registration and to ensure that they are registered for the proper number of credits and type of courses. Although CCPA staff may assist with student registration, it is ultimately the student’s responsibility to check his/her registration and correct it as needed. Registration can be checked via BU Brain. The Graduate School will not approve late add/drop course petitions based on the claim that someone else registered for the student. Late add/drop petitions submitted relative to a particular semester, with a third or less of that semester remaining will only be considered for exceptional circumstances beyond the student’s control.

**Full-Time Registration Requirements**

- A Level 3 student has completed the requirements for the master’s degree and has begun doctoral coursework. Newly-admitted doctoral students who have not yet provided the Graduate School with a final (official) transcript showing conferral of a master’s degree will be coded as a Level 1 student until proof of the master’s degree is provided.
- A Level 4 student is a doctoral student who has been advanced officially to candidacy (ABD).

**Levels 3 and 4** students must be registered for **9 credits** to be considered full time. For more information about this policy, please consult [http://www.binghamton.edu/grad-school/manual/enrollment.html#registration](http://www.binghamton.edu/grad-school/manual/enrollment.html#registration).

**Continuous Registration and Leaves of Absences**

All students who have been admitted into the program must maintain continuous registration each major (fall and spring) semester for a minimum of 1 credit hour. Once enrolled, students are expected to make continuous progress toward the degree or certificate. Students who are "course complete" or ABD should register for 699. Graduate students are not required to maintain matriculation during the summer unless they intend to complete their final degree requirements during this period. But students graduating in the summer must be registered for at least 1 credit in one (=any) summer session.

Students who wish to absent themselves from studies for a semester or two should register for one credit of continuous registration (700). The continuous registration 700 should not be used on a routine basis. Once enrolled, students are expected to make continuous progress - semester by semester - toward the degree or certificate. Absence from a class does not constitute official withdrawal. Also, students going off campus for research related to degree requirements should remain registered.

A leave of absence is granted only in exceptional circumstances, such as prolonged illness or other unusual personal hardship, and requires detailed justification. Students on leave are excused from the registration requirement during the period of the leave. Leaves are normally granted for six months. If necessary, an extension of another 6 months, for a total of up to one year, may be approved. If possible, requests for leaves of absence should be submitted one month prior to the semester for which the leave is requested. Students, in consultation with their advisor, should forward leave of absence requests to The Doctoral Committee for review.
Leaves of absence are not granted for a semester already begun. Instead, students should use the withdraw procedures. (note: on a case-by-case basis, typically for medical reasons, a leave of absence may be granted once the semester has started. In these cases, once the leave is approved, the student will be administratively withdrawn from all current coursework.)

Leaves of absence are not granted to students who wish to absent themselves to undertake thesis or dissertation research elsewhere; such students should maintain continuous registration at Binghamton. Students going off campus to fulfill an internship related to degree requirements should also remain registered.

Students who have begun a semester and then find that they cannot finish that semester should officially withdraw from their courses. Registration for one credit of "continuous registration" (700) will be required if the student withdraws from all courses. For withdrawal after the course-withdraw deadline, students must cite extraordinary circumstances beyond their control. Poor judgment and academic incompetence do not qualify as extraordinary circumstances. Withdrawing from courses such that the semester credit hours fall below a full-time course load may affect eligibility of students for university funding and other financial aid for that semester; in which case, students may be required to return funds.

Students who do not register and who have not been granted a leave of absence must reapply to The Graduate School and pay additional fees. Students who do not maintain registration are severed and may not return; they must reapply, paying a new application fee. Readmission is not automatic. Students who are readmitted are required to register and pay for one credit for each semester they have not registered, plus one credit for the semester they re-enter, up to a maximum of four credits.

**Grading Procedures**

The grading system of The Graduate School applies to all graduate-level courses offered in the Community and Public Affairs doctoral program. Grades are based on a letter scale: A through C- and F. Grades of S (satisfactory) and U (unsatisfactory) may be used in a limited number of courses for which no greater precision in grading is required. The grades of S and U are not assigned numerical value and thus are not averaged in with other grades in computing grade-point averages. A grade of S denotes a minimum level of academic performance equivalent to at least a B.

For the purpose of computing semester or cumulative averages, each letter grade is assigned a quality point value as follows:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- F = 0.0
- I = Incomplete
NC = No Credit

These grade values are combined with course credit hours to produce a grade-point average. To calculate the GPA, multiply the total number of grade points times the total number of credits and divide the total points by the total credits.

Students are permitted to repeat for credit any graduate course in which they have earned a grade of B- or lower. This option is contingent on approval by the PhD Program Director and on review by The Graduate School. Courses may be repeated only once. When a course is repeated, the second grade is substituted for the first in the computation of the student's grade-point average at the point of degree finalization. For the purpose of financial aid, however, the repeated course remains on the transcript and is considered part of the academic workload.

Advising and Mentoring

All students are assigned to Director of the PhD program for temporary advising. A more informed decision on an advisor is made after students have had the chance to spend time with the temporary advisor, had opportunities to connect with faculty, and become integrated into the program. The role of the temporary advisor is to help mentor the student into the pedagogy of PhD studies, provide initial guidance on course sequencing and scheduling, identify potential advisors and committee members for students, and support students in navigating challenges encountered in the doctoral program. Students are expected to formalize their choice of primary advisor, secondary advisor, and interdisciplinary consultant by the end of their second semester (or by the third semester of study for part-time students) through the program of study meeting. All three committee members must be tenure-line faculty.

Primary advisors focus on guiding students’ research, involving students in the larger research community (e.g., co-authoring papers, manuscript reviews, introducing them to colleagues, nominating them for awards), finding financial support, and supporting their efforts to find a position after graduation (e.g., strong recommendations, contacts). The primary advisor will also: (1) maintain the academic standards of the doctoral program and The Graduate School and assure that all procedures are carried out fairly, (2) ensure that comprehensive examinations and dissertation defenses are conducted in a timely fashion, (3) arrange and conduct all meetings, and (4) confirm that requirements set forth by the committee are implemented in the final version of the dissertation.

The secondary advisor will assist with professional socialization providing additional opportunities for students to learn about the complexities of research, higher education, public scholarship, and related career trajectories. Students are encouraged to utilize secondary advisors for additional guidance in completing major program milestones, professional mentorship, and support. At least one of the advisors, primary or secondary, should be a faculty member in CCPA.

The interdisciplinary consultant will bring an enriching disciplinary perspective to the student’s program. Interdisciplinary consultants will help students to consider previously unfamiliar theories and methods that may contribute to the sophistication of their developing research programs. This person must represent a discipline unique from that of the primary and secondary advisor and usually is housed in another College/School at Binghamton University.
Students are also reminded that they can change advisors if research interests change and/or working styles are not compatible. In such cases, students should consult with their primary/secondary advisors and the Director of the PhD Program to make advising changes.

**Program of Study Meeting**

The program of study meeting will take place by the end of the second semester of study. The program of study meeting will establish the student’s committee which must include: (1) a primary advisor; (2) a secondary advisor; and (3) an interdisciplinary consultant. At least one of the primary or secondary advisors will be a member of the CCPA faculty and all three members must be tenure-line faculty. The meeting will be an opportunity for committees to meet with students to discuss their progress in the program and a program of study. For this meeting, students will complete a formal program of study (please see website for fillable form). Students will schedule a one-hour program of study meeting with their committee to review these documents and discuss their progress in the program. Additionally, the meeting will provide the opportunity to problem solve any issues that have emerged during coursework, particularly related to performance in individual classes and the implications of such for future success in the program. The formal program of study will be filed with the student’s records and can be amended with the written approval of committee members.

**Additional Learning Experiences**

Students will participate regularly in doctoral seminars in which faculty, visiting scholars, and doctoral students give presentations. Attendance and presentations at professional meetings are expected and required for funded students.

**Comprehensive Examination**

The purpose of the comprehensive examination is to assess students’ mastery of program objectives and development of expertise within their concentration. The comprehensive examination will take place only after students complete all of their coursework (with the exception of enrollment in required Dissertation Seminars). Administration of comprehensive exams may occur during any semester depending on the student’s progression through the programs and the availability of committee members.

Committee members will develop three questions that address theory and research as well as the application of both to real world practice. These questions will be grounded in the core learning from the program as well as the students’ area of concentration. Students will have two weeks (14 calendar days) to complete their take home examination. Responses to each question should be a minimum of 15-20 pages, double-spaced, and include references using Microsoft Word. The comprehensive exam questions will be administered by email and the responses should be submitted to the Primary Advisor. The Primary Advisor will distribute an electronic copy of the written response to members of the student’s committee via email.

Committee members will evaluate the written comprehensive examination within two weeks (14 calendar days) and return their written feedback to the Primary Advisor. Students will also schedule a 2-hour meeting with their committee members to review feedback and respond to additional questions.
Committee members will evaluate the students’ responses as high pass, pass, or fail. The committee must unanimously evaluate the responses as pass and/or high pass for the student to advance to candidacy. The comprehensive examination may be repeated (using new questions) once, and will be scheduled no sooner than 4 weeks and no longer than 12 weeks from the previous examination date. Students must retake the comprehensive examination (one or multiple questions determined by the committee) and be unanimously evaluated as passing by the committee members before proceeding with the dissertation proposal. Failure of the comprehensive examination will result in immediate dismissal from the program. Students have five years to complete the doctorate after passing the comprehensive examination.

Admission to Candidacy

After the student has passed the comprehensive examinations and met all research skills and coursework requirements, she or he is eligible for ABD (All But Dissertation) status. At this time the graduate program must submit the "Recommendation for Admission to Candidacy for Doctoral Degree" form to The Graduate School. Two semesters normally elapse between admission to candidacy and the granting of the degree. Doctoral candidates must complete all requirements for the degree, including the dissertation, within five years after admission to doctoral candidacy.

Five-Year Limit for Admission to Candidacy. A student in a doctoral program must be admitted to candidacy within five years of admission to The Graduate School if entering directly into a doctoral program or within five years after award of a master's degree at Binghamton University. The following clarifications to this policy should be noted:

- If a student is granted a leave of absence, the period of the leave is not counted against the time limit to be admitted to candidacy.
- If a student earns a master's degree at Binghamton University and then does not continue immediately for the doctoral degree, the five-year limit begins when the student is readmitted to the University for doctoral studies.

A student may petition for an extension of the time limit by submitting a request to the PhD Program Director. The Director, if he/she endorses the request, then forwards it to The Graduate School for final action by the Vice Provost and Dean of The Graduate School.

Graduate Application For Degree

Doctoral degree students must file a Graduate Application For Degree (GAFD) form at the beginning of the semester in which they plan to complete all degree requirements and graduate. This serves as notification to both The Graduate School and the department of a student's intent to graduate. The GAFD can be accessed from The Graduate School website under "New and Current Students--Academics--Degree Completion." A student can also go directly to the University's Commencement website to file the GAFD. The GAFD is valid for one semester only. If a student files a GAFD but fails to graduate, she or he must submit a new application for degree survey in the following semester or the next semester of intended completion.

Dissertation

When the student and Primary Advisor have agreed upon the focus for the dissertation research, committee membership will be reviewed and, if necessary, revised so that the most appropriate
advisors and committee members will be available to support the student through the stages of designing and conducting the research, analyzing the data, and writing the dissertation. The dissertation committee must have a minimum of three members and will also include an outside examiner.

Dissertation Formats

Students in the CPA program will have the option of completing the dissertation in its traditional format or an alternative three-paper format.

The traditional format includes a minimum of five chapters: Chapter 1 introduces the dissertation study, conceptual framework, and problem statement; Chapter 2 is a review of the literature; Chapter 3 describes the research methods; Chapter 4 presents the results of findings of the study (may include additional chapters if a qualitative dissertation); and Chapter 5 discusses the results (or findings) in the context of the conceptual framework and literature reviewed.

The three-paper format includes sharply focused and thematically linked manuscripts targeted to journals identified by students in consultation with their committee members. Representing the student’s original scholarship and sole authorship, the first should be a systematic review of the literature, the second and third papers should be empirical. Alternatively, all three papers can be empirical with their own brief review of the literature. Although the papers should be publishable, they do not need to be accepted for publication prior to the dissertation defense. All three papers must be sole authored. The three-paper dissertation also requires an introductory and closing chapter. Below are additional guidelines for the 3-paper dissertation:

1. Students should decide as early as possible, in concert with their dissertation chair, whether to pursue the 3-paper dissertation format. They may switch, however, from one format to the other at any time provided that their dissertation committee approves the switch.
2. The three-paper dissertation is comprised of a minimum of three, sole-authored articles of publishable quality. The articles should form a cohesive body of work that supports a theme or themes that are expressed clearly in the introduction of the dissertation (Chapter 1). The rationale for three distinct articles should be clear and approved by the dissertation committee, and not merely represent minor tweaks of a work that would be more appropriately reported in just one or two articles.
3. At least two of the articles should be based on data that are analyzed by the student. If the third article is conceptual in nature, or based on a synthesis of the literature, it must be clearly connected to the theme(s) of the dissertation.
4. Portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study’s focal topic. Citing one’s own work can reduce redundancy. Self-plagiarism - reusing one’s own previously written work or data in a ‘new’ written product without letting the reader know that this material has appeared elsewhere - is prohibited. The student’s dissertation committee will determine whether any overlap among the three papers is excessive.
5. The dissertation must include an abstract that synthesizes the articles, as well as an introduction (Chapter 1) and a conclusion (Chapter 5, assuming 3 papers are presented).
6. The introduction should function as the cord that weaves the various manuscripts together and describes, for the reader, their ‘collective meaning’ and ‘combined contribution’ to the field. It should include:
a. A definition or statement of the problem
b. The importance of the problem, i.e., why it is worth researching, why it matters.
c. The theoretical foundation(s) supporting the problem/issue.
d. An overview of the important literature (overview, because each article will have its
   own unique literature review).
e. The research questions.
f. The methodology to be used to answer those questions.

7. The conclusion chapter (typically Chapter 5) will briefly summarize the dissertation’s major
   findings, limitations, discussion, and recommendations. The student will also present and
discuss linkages (i.e., similarities and differences) between the separate manuscripts that are
included in the dissertation, striving as much as possible to present the document as
representative of a coherent body of work. The conclusion chapter ‘ties’ everything together
and helps the reader see how the various manuscripts, taken together, make a contribution to
the knowledge base regarding the problem. The conclusion chapter should present/discuss
research imperatives, or knowledge gaps, not visible when each manuscript is considered
individually and should articulate an agenda for future research on the issues addressed in the
dissertation.

8. The dissertation proposal must include:
   a. The introductory chapter.
   b. An outline of proposed articles in progress.
   c. A list of proposed journals.
   d. A timeline for completion of the work.

9. The defense of the dissertation proposal is expected to parallel the proposal defense for a
   traditional dissertation. The three-paper dissertation alters the format, but not the content,
   expected in the dissertation research.

10. The final copy of the dissertation should be formatted and bound consistent with BU
dissertation guidelines for a 3-paper dissertation.

11. As with any other dissertation, students must submit their manuscripts at least 2-3 weeks prior
to the defense for a preliminary review.

12. Only new articles not already accepted or submitted may be included. Articles should only be
    submitted for publication after the dissertation defense and are expected to remain sole-
    authored.

13. Please consult with the Director of the PhD program if additional questions arise.

Completed dissertations typically range from 100-200 pages in length.

Proposal Meeting

When the student and Primary Advisor have agreed upon a potential dissertation topic, the student
must have a proposal meeting to obtain committee approval before the research is carried out,
regardless of whether completing the traditional or three-paper format. The proposal meeting should
be scheduled by students only after passing comprehensive examinations and receiving approval to do so
from Primary Advisors (this typically occurs within 3-6 months after passing comprehensive exams).
Students are responsible for initiating these arrangements through the program staff of the doctoral
program several weeks ahead of time. The student is responsible for completing all Human Subjects
forms (if required) for the research proposal and for arranging and scheduling the proposal meeting
(two hours) so that all members of the committee can be present. The proposal will make up a
significant portion of the dissertation. Typically, it will include drafts of multiple chapters of the work.
The student-prepared written proposal should be given to the committee members a minimum of two weeks before the meeting.

For the traditional dissertation format, students should prepare: (a) a cover page; (b) a table of contents; (c) Chapter 1; (d) Chapter 2; (e) Chapter 3; (f) references; and (g) appendices. Students proposing a three-paper dissertation should refer to #8 in the Three-Paper Dissertation guidelines above for what should be prepared.

Preparation for the dissertation proposal should include a 15-20 minute presentation of the aims and scope of the proposed project for the committee. After the presentation, the committee will ask specific questions of students about the project and make recommendations for strengthening the proposed research. At the conclusion of the proposal meeting, it is customary for the Primary Advisor to request that everyone except the examining committee leave the room, so that the members may reach a decision about how to move forward. The committee must unanimously approve the dissertation proposal. After the meeting, the Primary Advisor and the student will meet to discuss required revisions. Students are expected to make revisions to their dissertation proposals and send to committee members within 30 days.

**Dissertation Defense**

When the student has completed writing the dissertation and has made revisions to the satisfaction of the Primary Advisor, the final oral defense of the dissertation can be scheduled. The student should expect to submit several drafts of the dissertation to the Primary Advisor. The Primary Advisor is expected to ensure that the dissertation is in near final form before allowing the meeting to be scheduled. Committee members and the PhD Program Director must unanimously approve the dissertation before the defense can be scheduled. With unanimous approval, a request to add an outside examiner will be initiated by the PhD Program Director. The request should be submitted no later than one month before the defense.

After the student's program has been notified of the appointment of an outside examiner, the PhD Program Director, in conjunction with the Primary Advisor, may proceed to schedule the final oral examination. The examination will be 2 hours in length and will begin with a 10-15 minute presentation of the research by the candidate. Because of the time required to give adequate consideration to the student's research, the student should submit the dissertation to the committee well in advance of the final oral defense. Normally, two weeks is recommended; the student should consult the committee. No member of an examination committee can be expected to participate in a dissertation defense if that member has not had at least two weeks to read and consider the dissertation.

The final oral examination is open to any person wishing to attend and will be advertised to the broader campus community. The final defense is a public examination and the Primary Advisor is responsible for ensuring that the examination is open and impartial, including that it provides reasonable opportunities for outside observers to participate. Members of the committee must be given sufficient time to question the candidate about the dissertation. At the conclusion of the examination, it is customary for the Primary Advisor to request that everyone except the committee leave the room, so that the members may reach a decision. This procedure should not be invoked at any other time during the examination and should not preclude any questions from either committee members or outside observers.
At the final examination, the student will be required to respond to questions (examiners and audience) concerning the dissertation and to defend the validity of the dissertation.

To pass, the student must receive the unanimous approval of the dissertation examining committee approved by the Graduate School. All members of the examining committee who accept the dissertation in partial fulfillment of requirements for the doctorate shall so attest by their signatures on the "Recommendation for Award of Doctoral Degree" form. If the outside examiner does not signify approval in this manner, he or she should give the reason for dissent by submitting a separate memorandum to the Dean of the Graduate School within three business days of the examination.

If at the final examination the examiners generally approve of the dissertation but require significant changes and are not yet prepared to sign the "Recommendation for Award of Doctoral Degree" form, the Primary Advisor will coordinate with other members of the committee to compile all required changes and will inform the student of the scope and substance of those changes. The examining committee will establish how the changes will be reviewed and approved.

Following the oral exam and approval of the dissertation, the PhD Program Director submits to the Graduate School the signed "Recommendation for Award of Doctoral Degree" form, indicating that the student has now fulfilled all academic requirements for the doctoral degree and has successfully defended the dissertation. Members of the dissertation examining committee sign the "Recommendation for Award of Doctoral Degree" form.

The Dean of the Graduate School may void any dissertation defense that is not carried out in accordance with the policies and procedures of the Graduate School. In addition, upon recommendation of the Dean's appointed outside examiner, the Dean may declare a dissertation defense null and void.

Remote Participation in Dissertation Defenses via Videoconferencing and Other Devices

Normally, all dissertation defenses take place on campus and require the full attendance of the dissertation committee including the Outside Examiner. However, at the discretion of the College, and with the unanimous consent of all members of the dissertation committee and the student, committee members or the outside examiner may participate in the defense via real-time videoconferencing. In special cases (undue hardship), the student may also request to have the oral presentation of their dissertation via video-conferencing. Similarly, if in exceptional circumstances one member of the dissertation committee cannot be present (either physically or virtually), he or she may submit questions and comments in writing. Such arrangements must be approved in advance by the PhD Program Director and must have the unanimous consent of all other members of the dissertation committee and the student. In all instances, the primary advisor and the outside examiner must be physically or virtually present to observe the process.

Any of the above situations must be endorsed by the PhD Program Director and/or Chair of the Dissertation Committee and will require pre-approval of the Graduate School. All videoconferencing and other virtual media arrangements must meet the Graduate School's expectations.
Final Copy of Dissertation

Dissertations must be submitted to the Graduate School electronically. Students are responsible for submitting their final dissertation and the Graduate School for specific guidelines.

PhD Milestone Summary

The table below summarizes the major milestones for both full-time and part-time doctoral students. Please note that the suggested milestones do not include summers in semester counts. Because individual circumstances may vary, students are strongly encouraged to consult with their primary advisor about the suggested pacing of the program. Please remember that students must be admitted to candidacy (i.e., successfully pass their comprehensive examination) within five years of admission to The Graduate School and doctoral candidates must complete all requirements for the degree, including the dissertation, within five years after admission to doctoral candidacy. A student may petition for an extension of the time limit by submitting a request to the PhD Program Director. The Director, if he/she endorses the request, then forwards it to The Graduate School for final action by the Vice Provost and Dean of The Graduate School.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Complete by the end of (full-time students):</th>
<th>Complete by the end of (part-time students):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan of Study Meeting</td>
<td>Semester 2</td>
<td>Semester 3</td>
</tr>
<tr>
<td>Complete Coursework</td>
<td>Semester 4</td>
<td>Semester 8</td>
</tr>
<tr>
<td>Comprehensive examination</td>
<td>Summer after Semester 4</td>
<td>Summer after Semester 8</td>
</tr>
<tr>
<td>Dissertation Proposal</td>
<td>Semester 5</td>
<td>Semester 9</td>
</tr>
<tr>
<td>Dissertation Defense</td>
<td>Semester 8</td>
<td>Semester 12</td>
</tr>
</tbody>
</table>

Resources and Services for Doctoral Students

A variety of campus resources are available to assist graduate students. A comprehensive guide to facilities and services appears in the Graduate Student Handbook, published and distributed by the Graduate Student Organization (GSO), 2441 Library North, 777-4247 or 777-4248. (This handbook is different from the Graduate School Manual, published by The Graduate School). For needs or problems of almost any kind, graduate students should be able to consult their PhD Program Director, who should be prepared to assist the students directly or to refer them to other resources on campus.

The Off Campus College (OCC)’s Self-Help Manual is another important resource for students. Students can pick up one of these manuals at the OCC office in the University Union Building.

The Graduate School office can help students find answers to almost any question or problem; feel free to refer students to the staff in the Couper Administration Building, Rm. 134, 777-2151.

Insurance. For TAs and GAs who are members of the bargaining unit represented by the Graduate Student Employees Union (GSEU), a health insurance plan with an annual maximum amount of $350,000 per year is provided to cover illness and injury. The State provides a contribution of 90 percent for individual coverage and 75 percent for dependent coverage. Assistants who are on at least half an assistantship and employed on a stipend of more than $4,293 per year are eligible for the benefit. To
receive this benefit, eligible TAs and GAs must enroll using a form available in the Employee Benefits Office of Human Resources (AD 244). For all other graduate students, a 12-month accident and sickness insurance policy is available through the University. Coverage for dependents is available for an additional fee. Students may purchase the insurance at any time on a pro-rata basis and, if they wish, may continue the coverage even if they withdraw from school. Students who have no other health insurance and who are not covered by a family member's policy are urged to purchase insurance through the University. International students are required to carry University health insurance; view current rates on the ISSS website. Waiver of this requirement may be obtained only after evidence of comparable insurance coverage has been approved by the coordinator of International Student and Scholar Services (Room G-1 [ground floor] of the Nelson A. Rockefeller Center in Hinman College, 1-607-777-2510).

Travel and Research Funding. Created by the GSO, the Alumni Association, and the Binghamton University Foundation, in association with the Graduate School, the Graduate Student Conference Travel and Research Fund (GSCTRF) supports individual and group travel to conferences that provide recognition to the program, the department, or the school, as well as to the individual participant. Major emphasis is on funding travel and related expenses for conferences in which Binghamton graduate students are invited participants. Funds are also provided for research requests approved by the GSCTRF Awards Committee. While funds cannot be used for the typing or copying of doctoral dissertations, graduate students are encouraged to apply for grants to enhance their academic resources. Contact the Graduate Student Organization for details. Additionally, the doctoral program has limited funds (up to $500 per student) to support students traveling to conferences to present research. Funds are available on a first come, first serve basis.

BU Graduate School Foundation Travel Grant. The Travel Grant is awarded to graduate students in need of travel support for conferences in their field or for dissertation research.

Emergency Loan. The Binghamton Foundation maintains a short-term emergency loan fund that allows graduate students to borrow up to $500 for a maximum of six weeks. (A small processing fee is charged.) For details or to borrow funds, contact the Binghamton Foundation on the 2nd floor of the Couper Administration Building (777-4021).

COLLEGE OF COMMUNITY AND PUBLIC AFFAIRS
ETHICS AND INTEGRITY POLICIES AND PROCEDURES

I. Preamble

As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Such standards are the core of any community-based or public-affairs profession. As we prepare students for professional practice, we must, in effect, attest to their moral character. We consider it our collective responsibility to articulate our basic values and to engage in activities to ensure that our students, faculty, staff and administrators demonstrate ethics and integrity.

Clearly defined expectations, professionalism, mutual respect, and integrity among faculty, staff, administrators, and students are essential norms which contribute to an effective professional learning environment.
The CCPA Academic Ethics and Integrity Committee (hereafter referred to as the Academic E&I Committee or simply the Committee) shall have primary responsibility for implementing the policies and procedures described below. This document is intended to guide decision making and practice, and to articulate standards which can be used to gauge whether people have engaged in unethical conduct. We acknowledge that no statement of ethical standards can anticipate all situations that have ethical implications. The policies and codes establish values, principles and standards. People must use their judgment in applying these values to specific situations.

The core ethical principles which govern the decisions of the Academic E&I Committee include:

1. **Individual Rights, Responsibilities and Accountability.** We are responsible, as individuals and as professionals, to our students, colleagues, institution, community, and society.
2. **Mutual Respect.** We recognize and honor the rights and dignity of all individuals and groups.
3. **Honesty.** We are guided in all activities for high regard for the truth.
4. **Integrity.** We behave in a trustworthy manner to promote ethical practice and maintain the confidence placed in us by the public.
5. **Professional Competence and Conduct.** We demonstrate and develop professional knowledge and skills in ourselves, our constituents, and our institution.

**II. The CCPA Academic Ethics and Integrity (E&I) Committee**

**A. Composition of Entire Committee.**

1. The entire Academic E&I Committee shall consist of one full-time tenured faculty representative from each academic department and program within the College, and one student from each academic department and program within the College. The faculty representatives shall be selected by their respective departments. The student representatives shall be selected by their respective student associations.
2. Each August an Academic E&I Committee shall be appointed by the process described above to serve for that academic year. In cases of Department-approved absence, which shall include, but not be limited to sabbatical or graduation, the department may select a replacement member for the remainder of the vacant term.
3. The chair of the Academic E&I Committee must be one of the faculty representatives on the committee. In the first year, the chair shall be selected by lot. Thereafter, the chair shall rotate by department in alphabetical order effective on the first day of class in the fall semester.
4. Generally, the Academic E&I Committee will not meet during the summer but will do so if necessary. If Committee action affects a student’s ability to graduate and waiting until the fall would constitute an undue burden, the student may submit a written request to the CCPA Dean’s Office asking the Committee to conduct business during the summer. If some or all members of the committee are unable to convene, replacements for individual members of the committee or the entire committee will be designated by the Dean on an ad hoc basis for the purpose of a specific case.

**B. Quorum for Hearings for Specific Cases.**
1. The total size of the Academic E&I Committee shall increase as the number of officially recognized departments and academic programs in the CCPA expands. The committee shall consist of faculty members and one student representative from the relevant academic program, that is, the department or program in which the course was offered or grievance submitted. For purposes of conducting hearings, a quorum shall consist of a majority of committee members (50% + 1 of the members). The faculty representative for the department in which the case is grieved must be in attendance for a quorum to be present. The chair also must be in attendance for a quorum to be present.

C. Conflict of Interest.

1. Any member of the Committee who brings a charge (under the academic grievance or academic dishonesty provisions of this policy) is automatically disqualified for that hearing and shall recuse him/herself. Each member of the Committee has a responsibility to recuse him/herself if there is an actual conflict of interest regarding the case or either party. Should the Chair recuse him/herself the Dean will appoint a chair for the purposes of that hearing.

2. A party in a dispute can petition the Committee to have a member of the Committee recuse him/herself for cause. The disputant must specify the nature of the recusal request. The Committee member may then recuse him/herself or offer a rebuttal to the request. If a Committee member does not recuse him/herself, the Committee will vote, by secret ballot, on whether to honor the recusal request. Assertions of prejudice must be substantive and cannot simply be on the basis of a Committee member being in the same academic department or program as a party in the case.

3. In the case where a Committee member is disqualified, the department shall select a replacement for the purposes of that hearing. In situations not anticipated and addressed by this policy, the Academic E&I Committee shall make every effort to proceed in a manner that is equitable to all parties involved. If the chair of the committee is disqualified, the Dean will appoint a chair for the purposes of that hearing.

D. Duties.

1. The Committee has primary responsibility to ensure conformity with the CCPA Academic Ethics and Integrity policies and procedures as well as relevant University-wide policies and procedures. The duties of the Academic E&I Committee can be generally considered to fall into two categories – academic grievances and academic honesty. Specifically, the Academic E&I Committee has responsibility to:

   a. Hear and deliberate cases regarding academic grievances; and
   b. Hear and deliberate cases regarding academic dishonesty.

Professional programs require students to exhibit professional conduct within the field; violations of professional conduct are handled at the departmental level with appeal to the Dean, per Section III. Professional conduct violations are not reviewed by the Academic E & I Committee.
2. The policies, procedures and committee responsibilities in each of these areas are described below.

3. Departments and programs in the CCPA may adopt and implement policies and procedures governing professional conduct (III. below); departments offering graduate programs in the CCPA may adopt and implement policies and procedures governing academic grievance (IV. below), and academic honesty (V. below) that are consistent with University and College policies. Departments or programs without formal departmental policies are governed by CCPA Academic Ethics and Integrity Policies and Procedures.

III. Professional Codes of Conduct/Ethics/Professionalism

A. Departments and programs in CCPA may adopt and implement their own policies, procedures, and codes of conduct consistent with professional norms and accreditation standards of their respective disciplines. These policies must be consistent with University and College policies and may contain more stringent professional standards governing conduct in the community/field placements/internships, etc. If a department adopts its own policies, copies must be submitted to the Dean’s Office and made available to students in a handbook or online. Departmental standards in graduate programs may articulate academic as well as non-academic grounds for removal of a student from the program as long as this is part of a policy that applies a clearly stated progressive discipline model and uses a process with final review/appeal to the Dean of CCPA. If discipline-specific accreditation standards require policies or procedures other than those articulated in these policies and procedures, the program will conform to the policies and procedures mandated by the accrediting body. If a student appeals an action taken by a department or program on a code of conduct violation, the appeal will be submitted to the Dean of CCPA following these guidelines:

   a. A student may file a written appeal of no more than 2 pages in length of the decision with the Dean of the CCPA within five (5) calendar days of receipt of the outcome of the departmental or program code of conduct procedure.
   
   b. Grounds for appeal may include, but are not limited to, procedural error, new and pertinent information provided the information was not known nor could it be known to either party when the decision was made, or review of sanction.

   c. An appeal review is conducted on the basis of the written hearing record, unless there is substantial new and pertinent information; in that case, the new information considered to be pertinent to the outcome of the case is at the discretion of the Dean.

   d. The Dean will notify the student within ten (10) calendar days of receipt of the request, whether the appeal is denied or accepted. If the appeal is accepted, the Dean will also notify the student regarding the course of events to follow, whether there will be modification of the original disposition, an appeal hearing, or a new hearing.

IV. Academic Grievances

A. Definition and Scope of Academic Grievances.

   1. A grievance may be filed when a student alleges that another party’s actions or inactions have caused and/or resulted in academic harm, and he or she seeks redress for the alleged
harm. All parties involved in a grievance are held to the strictest standards of confidentiality throughout the process and after its conclusion.

Note: Throughout this section, the term petitioner or grievant refers to the student who alleges academic harm and files a grievance. The term respondent refers to the faculty member(s), staff, or student(s) accused of causing academic harm to the petitioner.

2. The Scope of Academic Grievances may include:

   a. The process by which a grade was determined;
   b. Unfair treatment regarding program or course requirements, other academic contact, or funding;
   c. Other academic matters in the program or with individual members of the department that may affect the grievant’s academic standing.

3. Items not subject to this grievance procedure:

   a. Personal conduct outside the academic process including, but not limited to, personal disputes between or among members of the department or college;
   b. Unpleasant or uncivil behavior within the academic components of the department, inside and outside of the classroom, unless the behavior results in some form of academic harm; or
   c. Professional code of conduct issues addressed in Section III.

B. Procedures for Academic Grievances.

1. Informal Procedures for Academic Grievances

   a. Each department and program in the CCPA is required to establish and implement procedures for informal resolution of academic grievances in keeping with the CCPA minimum requirements outlined below. In the absence of a specific departmental or program process for informal resolution of academic grievances, the following shall apply:
   b. Whenever a student believes that a grievable offense has occurred, he/she must seek resolution informally with the other(s) involved in the dispute beginning no later than 30 days after the incident occurred or grades are posted. Both parties are expected to make a “good faith” effort to resolve the dispute informally. In general, a good faith effort involves the parties meeting to try to resolve the issue or requesting facilitation/mediation through the department chair or program director. Should one or the other party or parties to the dispute not make such good faith effort as determined by the appropriate Academic E&I Committee, the lack of good faith effort may be considered as aggravating or mitigating in any subsequent formal process.
   c. The informal process ends when both parties reach a mutually acceptable solution to the dispute, or when either or both parties determine they cannot reach an acceptable resolution. In no case shall the informal process extend beyond the end of the academic semester following the semester in which the alleged offense occurred.
   d. Resolutions to informal process must be filed in writing with the department chair or program director.
When any part or the entire grievance leading to failure of informal process involves allegations of academic dishonesty or violation of professional code of conduct they shall be dealt with under the procedures outlined in the CCPA Academic Honesty policies or Professional Code of Conduct policies (see Section V and III respectively). Any non-academic grievance should be directed to the appropriate University office.

2. Formal Procedure for Academic Grievances

   a. In the event of failure of informal resolution, the formal process of grievance management begins. Each department or program in CCPA that offers professional graduate degrees may adopt and implement policies and procedures for formal resolution of academic grievances; in these cases, after the departmental process is completed the decision may be appealed as described in IV. B. 8. In the absence of a specific departmental or program process for formal resolution of academic grievances and in the case of all undergraduate students, the following shall apply:

   b. The petitioner must initiate the formal College procedure within five (5) calendar days of the end of the informal departmental procedure by filing a written statement of charges with the CCPA Dean's Office.

   c. The statement of charges, no more than 2 pages in length, shall be typewritten and shall clearly state the name of the petitioner, the name of the person(s) who allegedly caused the harm, a 1-2 paragraph explanation of the basis for the grievance, and supporting documentation. Supporting materials (copies of syllabi, assignments, e-mail correspondence, etc.) relevant to the charges must be attached to the statement of charges and must substantiate the alleged charges to go forward to Committee review.

   d. Within five (5) calendar days of receipt of the written statement of charges, the CCPA Dean's Office shall confirm with the department chair the failure of departmental informal.

   c. Also within five (5) calendar days of receipt of the written statement of charges and confirmation of failure of informal departmental procedures, the CCPA Dean’s Office shall notify (in writing or via e-mail) the Chair of the Academic E&I Committee that a grievance has been filed and shall provide the Chair with a copy of the statement of charges and supporting documentation.

3. The Role of the Chair of the Academic E&I Committee in Scheduling a Hearing

   a. Within five (5) calendar days of notification that a grievance has been filed, the Chair of the Academic E&I Committee will notify all committee members, and the grievant and respondent in writing by certified mail that a formal grievance has been filed and will provide the parties with a copy of the charges and supporting materials.

   b. The respondent will have five (5) calendar days after receiving the notice of grievance to file a written response, no more than 3 pages in length, to the charges with the Committee Chair through submission to the CCPA Dean’s Office and to submit materials supporting his/her position.

   c. The Committee may meet prior to any formal hearing to clarify issues, review documents and determine whether the issue falls within the scope of academic grievances as
defined in the CCPA policy. Where the issue is deemed to be not within the jurisdiction of the Committee, it shall be dismissed without prejudice.

d. Subsequent to that meeting and the determination of Committee jurisdiction, should that be decided in the affirmative, the Committee shall schedule a hearing according to the following procedures:
   (1) A hearing shall be scheduled within twenty (20) calendar days of the Committee Chair’s receipt of the statement of charges.
   (2) The hearing shall be at a time and location reasonably convenient to all parties. The Dean’s Office secretary shall coordinate the scheduling of the meeting.
   (3) Notice of the hearing shall be provided via email to all parties and to the department chair or program director, and acceptances or demur by email shall be required of all parties no fewer than seven (7) calendar days before the date of the hearing.

c. Identification of advisors and witnesses for both parties must be made, in writing to the Chair of the Committee through submission to the CCPA Dean’s Office, no fewer than seven (7) calendar days before the scheduled hearing.

f. If the action in question occurred fewer than thirty (30) calendar days before the end of the relevant semester and with the approval of both parties the hearing shall be scheduled during the first thirty (30) days of the following semester, but may be scheduled over the summer if the outcome of the hearing could impede the student’s standing or progress toward graduation.

g. No fewer than five (5) calendar days before the scheduled hearing, the CCPA Dean’s Office shall make available to the Committee and the parties to the dispute copies of the complaint, the response, list of committee members, advisors and witnesses, and any other documents relevant to the case.

h. If either the grievant or respondent does not appear at the hearing, then the hearing is conducted with the party absent. The Committee may make a directed judgment favoring the attending party and the case will be considered closed, or the Committee may hear from the party in attendance and make a decision based on the merits of the case before them. If both parties fail to appear at the hearing, the case shall be dismissed with no possibility of appeal.

i. The Committee shall have the discretion to allow for rescheduling in cases of emergency, as determined by the Committee.

4. The Academic Grievance Hearing

a. The hearing shall be closed and all matters discussed kept confidential by all parties. Ex partee discussions shall be limited to discussions about policies and procedures, and shall not identify any of the parties to the case.

b. Only the parties involved and their hearing advisors have the right to attend the hearing before the committee. If legal counsel is obtained, the Committee Chair must be notified immediately. A party may bring an advisor, but that person may not participate directly in the hearing. If a party brings an advisor who is a lawyer or has a legal background, without having notified the Committee Chair, the hearing is suspended and the chair will consult with the University counsel as to how to proceed. A party may bring witnesses, but they may not attend or participate directly in the hearing. Witnesses will be asked to be available at the time of the hearing and will be called in at the request of the committee. If an advisor or witness does not appear at the hearing, then the hearing is
conducted with the person absent. All persons attending the hearing are governed by confidentiality requirements.

c. Each grievant and respondent shall be given a limited time to present any additional material at the hearing, with the Committee Chair allocating the length of time, save that both parties shall receive the same length of time individually. The Committee may elect, at its sole discretion, to have collective presentations made by each side of the dispute, should more than one participant be on any one side.

d. All parties to the grievance shall be present at the hearing to listen to the presentations made, view the documents presented by, and ask questions of other parties.

c. Members of the Committee shall have the right to question both the documents and the presentations at the hearing, both during and after any presentations, in an order and manner determined solely by the Committee.

f. Upon completion of the hearing, determined at the sole discretion of the Committee, the parties to the dispute will retire and the Committee shall determine an appropriate time for its decision, save that in no case may it be later than five (5) calendar days after the conclusion of the hearing. A written record of the hearing must be kept by the Committee for use by the Associate Dean or Dean in cases of appeal. Proceedings are not permitted to be audio or video recorded.

g. In any case, if an informal, mutually agreed upon resolution between all parties is concluded, the formal process shall cease immediately, save that the Committee must be informed of the resolution.

5. The Decision of the Academic E&I Committee

a. All committee decisions shall be arrived at by simple majority vote.

b. The majority decision shall be in writing, signed by all members of the Committee, and shall provide the basis for the decision.

c. Should any Committee member disagree with the decision or with its reasoning, he or she will have the right to file a minority report or concurring report which shall be attached to the decision and distributed as part of that decision.

d. The decision shall be distributed to all parties of the case and to the department chair or program director, within five (5) calendar days of that decision via certified mail. In no case shall any party to the dispute be informed of the decision by any other means.

c. Any penalties decided by the Committee shall be referred to the appropriate department, College, or University body.

6. Academic E&I Committee Actions Regarding Academic Grievances

a. The Committee may decide to reprimand or in extreme cases refer the entire matter to the appropriate University body.

b. The Committee may decide the department chair, program director or the CCPA Dean must act to correct fault found and presented in the decision.

7. Appeal of Academic E&I Committee Decisions

a. Students enrolled in graduate programs with a formal departmental or program academic grievance policy may appeal the decision of the departmental or program committee to the Dean of CCPA as described in IV. B. 8.
b. In cases of undergraduate students and graduate students in programs without formal academic grievance procedures, the decision of the Academic E&I Committee may be appealed by either party to the Associate Dean of the CCPA. The appeal must be submitted in writing within five (5) calendar days of receipt of the Academic E&I Committee decision. The written appeal will ordinarily be based on allegations of abrogation of due process. The appeal also may be based upon a claim of new and pertinent information provided the information was not known nor could it be known to either party at the time of the hearing and was therefore not available to the Committee at the time of its deliberations.

c. If the Associate Dean is a party against whom the grievance is brought, either as a teaching faculty member or as Associate Dean, a direct appeal to the Graduate School may be pursued.

d. The Associate Dean shall review the written records, including the decision of the Academic E&I Committee.

e. The Associate Dean will convey a decision via certified mail to all parties within ten (10) calendar days of receipt of appeal. It shall be the responsibility of the Associate Dean of the CCPA to inform all parties, at the same time as the decision is conveyed, of the possibility of a final appeal to the Dean within ten (10) calendar days of the issuance of the Associate Dean’s decision.

8. Final Appeal

a. Either party to the case may file an appeal of ruling with the Dean within five (5) working days of receipt of the hearing outcome from the departmental or program committee in graduate programs with formal procedures or the Associate Dean in the case of undergraduates and programs without formal procedures.

b. If a written appeal is made to the Dean, the Associate Dean/department/program will provide the Dean with all documents, including the Committee’s report, the Associate Dean/department/program decision, and the written claim of abrogation of due process and/or new information. The Dean will, within twenty (20) calendar days, make a final decision on the matter. There will be no further recourse after the Dean’s decision.

c. If the Dean is a party against whom the grievance is brought, either as a teaching faculty member or as Dean, a direct appeal to the Graduate School may be pursued.

d. In cases involving graduate students where the Associate Dean or Dean of the CCPA recuses themselves from the appeal process, the decision may be appealed to the Assistant Dean of the Graduate School pursuant to the Graduate School’s grievance procedures which are specified in the Student Handbook https://www.binghamton.edu/grad-school/resources/policies-procedures/manual/grievance-procedures.html. In either case, the decision of the Dean (either the Dean of the CCPA or the Dean of the Graduate School) shall be final.

9. Records of Grievances

a. All documentation relating to the grievance shall be kept in a separate and confidential file in the Dean’s office for at least six (6) years. The Dean will have access to this file.

V. Academic Honesty
A. Definitions and Scope of Academic Dishonesty.

1. Honesty and integrity should be the bedrock of academic and professional life. The CCPA takes violations of the Academic Honesty Code very seriously. The Academic Honesty Code for Binghamton University can be reviewed online in the University Bulletin under "Academic Policies and Procedures for All Students. Instances of academic dishonesty may include, but are not limited to: plagiarism, cheating on examinations, multiple submissions, unauthorized collaboration, fabrication and misrepresentation, forgery, sabotage, or bribery.

Violations of the Code vary in severity, so the appropriate penalties vary. Some violations (Category I) may be handled by the instructor and student(s) involved. However, violations requiring more severe penalties (Category II) are appropriately dealt with by the departmental, program or CCPA Academic Ethics and Integrity Committee.

B. Prevention of Academic Dishonesty.

1. The faculty understands the pressures of school and urges students to seek consultation if they feel they are unable to complete assignments properly in a timely fashion. In cases involving minor violations of the academic honesty code which the faculty member has reason to believe were unintentional, the faculty member has some discretion to pursue a range of options at mediating an academic honesty case before it is channeled formally. All faculty teaching in the College of Community and Public Affairs are expected to engage in efforts to prevent, educate about, and identify instances of plagiarism or academic honesty. Faculty are encouraged to use Turnitin.

C. Responding to Suspected Violations of the Academic Honesty Code.

1. In deciding how to respond to a particular violation of the Code, faculty are expected to keep in mind that they have a responsibility to their students, colleagues, the institution and the profession to treat these matters seriously and to follow University and College policies and procedures. Academic honesty is a college-wide responsibility and, as a general rule, violations of the Code should not be treated as isolated incidents. When a faculty member has a complaint of academic honesty to report, the following procedures are to be followed.

D. Initiation of Informal Action.

1. Contacting the Student: When academic dishonesty is suspected, a faculty member may confront the student with his/her suspicions, as soon as possible after the dishonesty is discovered. Although confronting the student is generally the first step, it is not required before bringing a case to the Committee. Examples of situations in which it may not be appropriate to confront the student include: when the student has already left on break prior to the discovery of the dishonesty, when the student already has been warned for a prior incident of academic dishonesty, or when the student already has a record with the Provost’s Office.

2. Informal Sanctions: If, after confronting the student or investigating the matter, the instructor remains convinced by the preponderance of evidence that a violation has occurred, the instructor should then contact the Dean’s Office to see if there is a record of a
previous violation by the student. If there is no previous violation and the infraction is minor and deemed by the faculty member to be unintentional, the faculty member may decide that formal action through the Committee is not warranted and he/she may choose to assign a failing grade for the assignment. In rare cases, these informal sanctions may be appropriate, however, it is the policy of the CCPA that some formal action is necessary in most cases to preserve the integrity of the academic institution. Documenting even minor violations of the Code through the Category I procedures described below allows the student to continue his/her studies without severe penalty, yet ensures that an accurate record is maintained in case the student commits a subsequent offense.

E. Formal Action Regarding Academic Honesty.

1. Each department and program in CCPA that offers professional graduate degrees may adopt and implement policies and procedures for formal resolution of academic honesty violations following University and College policies and procedures as described below for Category I and Category II violations. In the absence of a specific departmental or program process for formal resolution of academic honesty violations and in the case of all undergraduates, the following shall apply:
2. The initiator of an academic honesty complaint should consult the Binghamton University Student Academic Honesty Code to determine whether the student has committed a Category I or Category II violation. Upon receipt of a charge of a category II violation or where a student declines to sign an admission of category I violation form, the Chair of the appropriate E&I committee shall convene the committee within 10 (10) calendar days.
3. Students who feel they have been unjustly accused of academic dishonesty by a faculty member or a student, or who feel that they have been unjustly penalized for alleged academic dishonesty by a faculty member, may request that the case be heard by the departmental, program or CCPA Committee as specified above. The Committee shall determine whether there is sufficient merit to warrant an Academic Honesty hearing.

F. Category I Violations.

1. The Admission of Dishonesty form, which can only be used in the case of a Category I violation, is like a plea bargain arrangement, whereby the student admits guilt in return for the promise that the case will not be brought before the Committee. Once signed by the student and faculty member, the Admission of Dishonesty form is given to the Chair of the appropriate Academic Ethics and Integrity Committee, to be maintained in a confidential file in the Provost’s Office.
2. Generally, the Admission of Dishonesty form should be used only with first time offenders. It may be appropriate for a freshman or returning graduate student in his/her first semester, but not for a senior or graduate student nearing degree completion. Similarly, it may be appropriate for small amounts of plagiarized material (or when a student cites his/her sources but does not identify information as a direct quote), but not when large quantities or central ideas are presented without giving credit to the authors.
3. Faculty who are considering using the Academic Dishonesty form should check with the Chair of the appropriate Academic Ethics and Integrity Committee, who will confer with the Assistant Dean to determine if the student has a prior record of academic dishonesty. Because an Admission of Dishonesty is kept on file for six years following a student's departure from the university or until a student graduates, this process helps to inform
other faculty members and the Committee if another incident occurs involving the same student. A student with an admission form already on file will be charged with a Category II offense and will be brought before the appropriate Committee at a hearing.

4. If the student declines to sign the Admission of Dishonesty form, the appropriate Academic E&I Committee will hold a hearing pursuant to the departmental, program or CCPA procedures described below for Category II violations.

G. **Category II Violations.**

Note: This process also applies for Category I violations where the student declines to sign an Admission of Dishonesty form.

1. If the instructor discovers a Category II violation, the instructor should first communicate with the student regarding the nature of the charge and the evidence on which the instructor has relied in reaching a conclusion that a violation has occurred. If, after communicating with the student, the instructor remains convinced that a violation has occurred, he or she should submit a detailed written charge with supporting evidence to the appropriate Academic Ethics and Integrity Committee. In cases that go to the CCPA Academic E&I Committee, the charge and supporting materials should be submitted to the Dean’s Office. The instructor should also contact the Chair of the appropriate Academic Ethics and Integrity Committee who will check with the Assistant Dean to determine if there is a record of a previous violation by the student. **Per University policy, when an academic dishonesty case is brought before the committee, the instructor should assign an Incomplete grade for the student’s work, pending the outcome of the hearing. If, after the hearing, the committee concludes that the charges were unproven, the faculty member should re-evaluate the student’s work in light of that finding.**

2. **Notification of the Parties**

   a. The Committee Chair or his/her designee shall notify all parties of the charges under consideration not less than ten (10) calendar days prior to the scheduled hearing. This notification shall be in writing and shall become a part of the record. The notice should be delivered by certified mail.

   b. The Dean’s Office Secretary shall schedule a hearing at a time and location reasonably convenient to all parties.

   c. This notification of hearing shall inform all parties of the following, with sufficient particularity and in sufficient time to ensure opportunity to prepare for the hearing. All parties will be informed of the following:

      1. The specific charges brought against him/her (allegation, time, place, and brief circumstances of occurrence and parties involved).

      2. The time and place to appear before the Committee for a hearing.

      3. His/her right to review documents before a hearing is available or during the hearing.

      4. Only the parties involved and their advisors have the right to attend the hearing before the committee. If legal counsel is obtained, the Committee Chair must be notified immediately. A party may bring an advisor, but that person may not participate directly in the hearing. If a party brings an advisor who is a lawyer or has a legal background without prior notification of the Committee Chair, the hearing is suspended and the chair will consult with the university counsel as to how to
proceed. A party may bring witnesses, but they may not attend or participate directly in the hearing. Witnesses will be asked to be available at the time of the hearing and will be called in at the request of the committee. If an advisor or witness does not appear at the hearing, then the hearing is conducted with the person absent. All persons attending the hearing are governed by confidentiality requirements.

(5) His/her right to be present at any portion of the meeting when evidence is heard with respect to the case.

(6) His/her right, after the Committee has met and made its recommendation to the Associate Dean to appeal the decision.

(7) The student’s right to plead guilty, in a signed statement, and accept the appropriate penalty.

(8) The student’s right to waive the hearing, in a signed statement to the Committee Chair, and to accept the decision of the Committee.

(9) The procedures and policy of the Academic Ethics & Integrity Committee as outlined in the present document.

3. The Academic Honesty Hearing

a. The hearing shall be closed and all matters discussed kept confidential by all parties. Ex parte discussions shall be limited to discussions about policies and procedures, and shall not identify any of the parties to the case.

b. Only the parties involved and their advisors have the right to attend the hearing before the committee. If legal counsel is obtained, the Committee Chair must be notified immediately. A party may bring an advisor, but that person may not participate directly in the hearing. If a party brings an advisor who is a lawyer or has a legal background without prior notification of the Committee Chair, the hearing is suspended and the chair will consult with the university counsel as to how to proceed. A party may bring witnesses, but they may not attend or participate directly in the hearing. Witnesses will be asked to be available at the time of the hearing and will be called in at the request of the committee. If an advisor or witness does not appear at the hearing, then the hearing is conducted with the person absent. All persons attending the hearing are governed by confidentiality requirements.

c. As soon as the student appears before the Committee, the chairperson shall review the student’s rights and privileges and acquaint him/her with the purpose of the meeting, namely, to assess the evidence in light of the full context in which the alleged honesty violation occurred, in order to render a fair and equitable recommendation.

d. Each party shall be given a limited time to present any additional material at the hearing, with the Committee Chair allocating the length of time, save that all parties shall receive the same length of time individually. The Committee may elect, at its sole discretion, to have collective presentations made by each side of the dispute, should more than one participant be on any one side.

e. All parties to the grievance shall be present at the hearing to listen to the presentations made, view the documents presented by, and ask questions of other parties.

f. Members of the Committee shall have the right to question both the documents and the presentations at the hearing, both during and after any presentations, in an order and manner determined solely by the Committee.
g. Upon completion of the hearing, determined at the sole discretion of the Committee, the parties to the dispute will retire and the Committee shall determine an appropriate time for its decision, save that in no case may it be later than five (5) calendar days after the conclusion of the hearing. A written record of the hearing must be kept by the Committee for use by the Associate Dean or Dean in cases of appeal. Proceedings are not permitted to be audio or video recorded.

h. In any case, if an informal, mutually agreed upon resolution between all parties is concluded, the formal process shall cease immediately, save that the Committee must be informed of the resolution.

4. The Decision of the Committee

a. Upon completion of the hearing, determined at the sole discretion of the Committee, the parties to the dispute will retire, and the Committee shall assess the evidence and formulate its recommendation to the Associate Dean. During this part of the hearing, no one other than Committee members shall be present and no new evidence may be introduced.

b. The decision will be based on an open vote by all members hearing the charge. The recommendation shall be based on a vote of the majority of the members. Those members of the Committee who do not concur with the majority decision have the right to append a minority report to the recommendations.

c. The Committee may recommend to the Associate Dean any of the following:
   (1) No action be taken against the student or students involved.
   (2) A letter of reprimand will be sent to the student, a copy of which will be kept in the Committee’s confidential file.
   (3) The student be placed on disciplinary probation and in the event he/she is found guilty of any other acts of academic dishonesty, a more stringent penalty could result. The record of this would be kept in the Committee’s confidential files and used only in the event other charges are brought against the student.
   (4) Suspension, with denial of registration at Binghamton University for a specified period of time. A record of this shall be kept in the Committee’s confidential file.
   (5) Expulsion, with no opportunity to return to the CCPA. A record of this shall be kept permanently in the Committee’s confidential file.

d. The Committee shall forward its written recommendation to the Associate Dean of the CCPA within five (5) calendar days of the conclusion of the hearings.

5. The CCPA Associate Dean’s Review

a. The Associate Dean carefully reviews the Committee’s written record and recommendations and makes a determination. He/she will notify all parties and the Committee members in writing of the disposition and rationale for each case within ten (10) working days after receiving the Committee’s written recommendation. The student is apprised of the appeal process. If the Associate Dean is a party in the case, the Dean will appoint another individual to decide the case.

6. Appeal Procedure
a. A student, faculty or staff member may file an appeal of ruling with the Dean within five (5) working days of receipt of hearing outcome from the departmental or program committee in graduate programs with formal procedures or the Associate Dean in the case of undergraduates and programs without formal procedures.

b. Grounds for appeal will ordinarily be based on allegations of abrogation of due process. The appeal also may be based upon a claim of new and pertinent information provided the information was not known nor could it be known to either party at the time of the hearing and was therefore not available to the Committee at the time of its deliberations. An appeal review may be conducted on the basis of the hearing record, unless there is substantial new and pertinent information; in that case, conduct is at the discretion of the Dean.

c. The Dean will notify the person submitting the appeal within ten (10) working days of receipt of the request, whether the appeal is denied or accepted. If the appeal is accepted, the Dean will also notify the person regarding the course of events to follow, whether there will be modification of the original disposition, an appeal hearing, or a new hearing.

7. Reevaluation of Grade

a. Following completion of all appeals and a determination of whether the charges of academic dishonesty are substantiated, the instructor shall reevaluate the grade(s) of the student(s) accordingly.

H. Records of Academic Dishonesty.

1. Departmental, program and the CCPA Academic Ethics and Integrity Committee shall keep a confidential file in the Dean’s office to maintain records of case proceedings. Records of hearing cases are retained for six years following the semester or term in which the hearing is held. If a hearing case decision is appealed, the six years begin after the semester or term in which the appeal decision is made. No notation of any disciplinary action of this Committee shall be placed on the student’s transcript unless mandated by University policy. Information concerning disciplinary records shall be released to a third party only if a written release signed by the student is produced.

2. All reports of findings of guilt (either by admission or by adjudication) will be submitted by the Chair of the appropriate Academic E&I Committee through the Assistant Dean to the Provost’s Office for archival purposes. Whenever feasible, supporting documentation should be submitted electronically via email.

VI. Failure to Meet Deadlines

A. Timelines specific in the procedures for Professional Conduct, Academic Grievances and Academic Honesty cases are designed to ensure that these matters do not get drawn out indefinitely, and to provide the parties to a case with the opportunity to respond while their memories are fresh and materials are still available.

B. In general, failure of any party to meet a specified deadline may result in default and dismissal of the case or a judgment of the merits of the case by the Committee on the basis of information presented.
C. The Committee has the authority/discretion to extend deadlines with documentation of good cause shown.

VII. Distribution of the Policy

A. An electronic copy of this document will be available to all students, faculty, staff and administrators on the CCPA website at: 
   http://ccpa.binghamton.edu/Ethics_and_Integrity_Policies_and_Procedures.pdf

B. Full-time and adjunct faculty teaching for the CCPA departments shall include the following statement in their syllabi: “As a professional school within Binghamton University, the College of Community and Public Affairs (CCPA) is committed to upholding the highest professional standards of ethics and integrity. Students are expected to comply with the Academic Honesty Code for Binghamton University available online in the University Bulletin under "Academic Policies and Procedures for All Students.). Violations of the Code will be taken seriously. Students should refer to the CCPA Academic Ethics and Integrity policy on the CCPA website at: 

VIII. Severability

If any provision of these policies and procedures is held to be illegal, unenforceable, or inconsistent with University rules, that provision shall be automatically severed and removed from these policies, and the remainder of the policies and procedures shall remain in force.

AMENDMENTS

Proposals to amend the Ethics and Integrity Policies and Procedures must be presented to the voting members in writing at least two weeks before discussion at a College meeting. Votes shall be by written ballot and submitted to the Dean within 48 hours of the meeting. Decisions shall be based on the choice of the majority of those voting. Members who abstain shall be treated (for purposes of decision making) as not voting.

Revised 2/17/16
I have received and read the Doctoral Student Handbook (effective Fall 2016)

Signed: ____________________________________________________________

Printed Name: ______________________________________________________

Date: __________________________

*Please return this, signed and dated, to LeAnne Kocak, room 235, University Downtown Center