

**Harpur College of Arts and Sciences**  
**Instructions for the Admission of Dishonesty for Minor (Category I) Offenses**

The Admission of Dishonesty Form for Minor (Category I) Offenses allows faculty members to respond to cases of dishonesty that are minor offenses. Use of this form requires students to acknowledge that they violated the University honesty code, and to agree to the course penalty listed on the form. By signing the form, the faculty member agrees not to pursue any University penalty beyond the course penalty.

The Admission of Dishonesty Form for Category I offenses may be offered to a student only once. If a student has previously signed an Admission of Dishonesty, instructors should follow the procedures for a Category II or repeat offense. A faculty member may elect not to offer this form, but instead to take a case to an academic honesty hearing board.

The University's honesty code specifies that the following may be considered Category I offenses:

- Multiple submission of work
- Unauthorized collaboration (unless it includes Category II offenses)
- Plagiarism
- Cheating on examinations, including quizzes
- Fabrication and misrepresentation

*Plagiarism, cheating on examinations, and fabrication and misrepresentation may be considered major (Category II) infractions, depending on intent and severity.*

Once signed by the student and the faculty member, the Admission of Dishonesty for Minor Offenses form is sent to the Chair of the Committee to be maintained in a confidential file. A copy is forwarded by the Chair to the Provost's Office, to be included in the university-wide academic honesty database. These records are checked by the Chair when faculty members inquire about suspected academic honesty violations. Admission of Dishonesty forms are retained until the student's graduation, or for six years following the semester or term of the violation if the student leaves the University without graduating.

A Category I admission of dishonesty is **never revealed to outside agencies**, such as law schools, medical schools, or licensing bodies.

**Instructions to the faculty member:**

- 1) Check with the Harpur College Academic Honesty Chair to discuss the incident and see whether the student has a record of academic dishonesty at the University; do this before speaking with the student.
- 2) If the student has no previous dishonesty record, the faculty member may offer this form to the student. The faculty member must complete the form before the student signs, specifying what incident took place and what penalty the instructor will apply.
- 3) The instructor should explain to the student the following:
  - a) Signing the form is an admission of dishonesty kept on file by the University. It is not reported to others outside the University, and if the student commits no other academic dishonesty, the form is destroyed upon graduation or six years after the offense, whichever comes first.
  - b) If the student withdraws from the course to avoid a grade penalty listed on the dishonesty form, the instructor may pursue this violation through an Academic Honesty Hearing.
  - c) If the student commits another academic honesty offense, that subsequent violation is automatically treated as a Category II offense, and is referred to the academic honesty hearing board. If the student is found to have committed dishonesty in the second case, the hearing board and the Associate Dean will consider the earlier offense when determining a penalty.
  - d) The student may revoke his or her signature on this form within 30 days after signing and choose to go before an academic honesty hearing board.
  - e) The student will receive a copy of the signed form and a letter of reprimand from the Associate Dean.
- 4) Return this form and copies of any supporting documentation of the incident (e.g., Turnitin report, copied exams or assignments) to Diane Horvath in the Harpur Dean's Office, who will forward the materials to the Chair of the Academic Honesty Committee.

**Harpur College of Arts and Sciences**  
**Admission of Academic Dishonesty for Minor (Category I) Offenses**

**Part I (to be completed by the faculty member)**

This admission of academic dishonesty concerns the following course:

Course number: \_\_\_\_\_ Course name: \_\_\_\_\_

Term/Year: \_\_\_\_\_ Violation date: \_\_\_\_\_

I, \_\_\_\_\_ (TYPE or PRINT faculty name and title), have found that  
\_\_\_\_\_ (TYPE or PRINT student name and B Number) has  
violated Binghamton University's Student Academic Honesty Code in the following way:  
(Describe the category of dishonesty, e.g., cheating on a quiz or exam; plagiarism; unauthorized collaboration.  
Also describe the weight of the assignment, quiz, exam or other course component).

I have given the following penalty in connection with the academic work affected by this violation:

I understand that submission of this form waives my right to take any additional action in connection with this incident of academic dishonesty.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II (to be completed by the student)**

I, \_\_\_\_\_ (TYPE or PRINT name and B Number), admit to  
\_\_\_\_\_ (describe the category of dishonesty, e.g., cheating on a quiz or  
exam; plagiarism; unauthorized collaboration) in \_\_\_\_\_ (department name and course  
number) during \_\_\_\_\_ (academic term/semester). I have reviewed the Harpur College Academic  
Honesty Procedures and understand that I have a right to an Academic Honesty Hearing, that my signature below  
signifies my waiver of this right, and that this document will remain confidential unless I am accused of another  
breach of the Academic Honesty Code. I understand that by signing this form, I accept the course penalty; if I  
withdraw from the course, this instructor may pursue this violation through an Academic Honesty Hearing. If I  
have previously signed an admission of academic dishonesty, this new act of dishonesty will automatically be re-  
ported to the appropriate school committee for a hearing, in which case I may face penalties including probation,  
suspension, or expulsion. Finally, I understand that for a period of 30 days after the date of my signature, but in  
no case after receiving my diploma, I can void this document and ask for an academic honesty hearing.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by the Provost's Office:**

\_\_\_\_\_ This is a first case of Academic Dishonesty reported for this student.

\_\_\_\_\_ This is not a first case of Academic Dishonesty reported for this student; the case will be forwarded to the Chair of the Harpur College  
Academic Honesty Committee.