

# Harpur College Admission of Academic Dishonesty for Minor (Category I) Offenses for Electronic Submission

*\*\* Please consult the information on page 2 before filling out the form \*\**

## Part 1 (to be completed by the *faculty member*)

This admission of academic dishonesty concerns the following course:

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

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

Faculty name/title: \_\_\_\_\_

Student name/B#: \_\_\_\_\_

I have found that the student named here has violated the Binghamton University Student Academic Honesty code by committing the following (more information about each violation can be found in the University Bulletin):

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Plagiarism           | <input type="checkbox"/> Cheating on Examinations   | <input type="checkbox"/> Fabrication and Misrepresentation |
| <input type="checkbox"/> Multiple Submissions | <input type="checkbox"/> Unauthorized Collaboration | <input type="checkbox"/> Other* _____                      |
- \* Please contact the Harpur Honesty Chair before marking "other"*

Please provide a brief description below of both the allegation and the penalty imposed in the class:

I understand that submission of this form waives my right to take any additional action in connection with this incident of academic dishonesty. My typed name below serves as my electronic signature.

Faculty signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

## Part 2 (to be completed by the *student*)

By, inserting my initials in the box below I, \_\_\_\_\_ (state your full name), admit to the following violation of the Binghamton University Student Academic Honesty code, as noted by my instructor, in \_\_\_\_\_ (state the department rubric and course number) during the \_\_\_\_\_ (state the term and year) semester:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Plagiarism          | <input type="checkbox"/> Cheating on Examinations   | <input type="checkbox"/> Fabrication and Misrepresentation |
| <input type="checkbox"/> Multiple Submission | <input type="checkbox"/> Unauthorized Collaboration | <input type="checkbox"/> Other* _____ <i>* See above</i>   |

I have reviewed the Harpur College Academic Honesty Procedures and understand that I have a right to an Academic Honesty Hearing, that my typed name below serves as my electronic signature and 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. In the event of a second accusation, I understand that this new act of dishonesty will automatically be reported to the appropriate school committee for a hearing, in which case I may face penalties including probation, suspension, or expulsion. I understand that, if the case described above involves multiple students and goes to a hearing, I may be asked to appear as a witness. Finally, I understand that for a period of 30 days after the date entered below, but in no case after receiving my diploma, I can void this document and ask for an academic honesty hearing.

Student Signature (typed): \_\_\_\_\_ Date: \_\_\_\_\_

- To be completed by the **Provost's Office**:
- This is the 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.

## Harpur College Admission of Academic Dishonesty for Minor (Category I) Offenses for Electronic Submission

*\*\* Please consult this page before filling out the form on page 1 \*\**

This form allows faculty members to respond to minor offenses. Use of this form requires the student to acknowledge that they have violated the University honesty code, and agree to the course penalty listed on the form. By signing the form by typing their name, 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 students 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. Forgery, bribery, and sabotage are automatically considered Category II violations.

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

- Plagiarism
  - Cheating on examinations, including quizzes
  - Fabrication and misrepresentation
  - Multiple submission of work
  - Unauthorized collaboration (unless it includes Category II offenses)
- Forgery, bribery, and sabotage are automatically Category II offense, and should be forwarded to the Chair of the Harpur College Academic Honesty Committee*

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 faculty member, by typing their names, the Admission of Dishonesty for Minor Offenses form is emailed to [honesty@binghamton.edu](mailto:honesty@binghamton.edu) and is maintained in a confidential file. A copy is also forwarded to the Provost's Office, to be included in a University-wide academic honesty database. These records are checked by the Chair when faculty members inquire about suspected academic honesty violations. Admissions 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 for faculty:

1. Before speaking with the student, check with the Honesty Chair or Administrator ([honesty@binghamton.edu](mailto:honesty@binghamton.edu)) to discuss the incident and see whether the student has a record of academic dishonesty at the University.
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 will be applied.
3. Explain to the student:
  - a. The signed form is kept on file by the University. It is not reported to others outside the University and, assuming no further violations occur, the form is destroyed at graduation or six years after the offense – whichever comes first.
  - b. If the student withdraws from the course to avoid a grade penalty, the instructor may pursue the violation through an Academic Honesty Hearing.
  - c. If the student commits another academic honesty offense, the subsequent violation is automatically treated as a Category II offense. Previous violations will be considered by the Honesty Committee when determining a penalty.
  - d. The student may revoke her or his signature on this form within 30 days of signing and face a Committee hearing.
  - 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 scanned copies of any supporting documentation** (e.g. paper, Turnitin report, exam, etc.) to Kaitlin Maynard in the Harpur Dean's Office ([kmaynard@binghamton.edu](mailto:kmaynard@binghamton.edu)). Materials will then be forwarded to the Chair of the Academic Honesty Committee.