

Instructions for Faculty Dealing with Student Academic Dishonesty
Academic Year 2023-2024

Below are a set of guidelines for dealing with allegations of academic dishonesty, starting with the discovery of the violation and ending with the appeal process. Of course, there are always exceptions to the rule. Please feel free to contact Wendy Stewart, Chair of the Academic Honesty Committee, at wstewart@binghamton.edu if any questions come up.

1. **Determine whether a given violation is a Category I or Category II violation.** Contact Kaitlin Maynard in the Harpur College Dean's Office at honesty@binghamton.edu to see whether the student has a previous violation on file. If the student does have a previous violation, then the allegation is automatically considered a Category II violation.

If there is no previous violation on record, then it is at the instructor's discretion as to whether the alleged offense constitutes a Category I or II violation. There are two factors which should enter into this decision:

- A. The severity of the violation. Here you might consider the level of premeditation involved in the violation, the extent of the material copied, or the value of the assignment, among other things.
 - B. The nature of the violation. According to the bulletin, some violations are Category I in nature, some are either Category I or II, and some are automatically Category II. See <https://www.binghamton.edu/bulletin/2023-24/policiesprocedures/index.html#p002> for more information.
 - i. Unauthorized Collaboration, *Category I*
 - ii. Multiple Submission of Work, *Category I*
 - iii. Plagiarism, *Category I or Category II*
 - iv. Cheating, *Category I or Category II*
 - v. Fabrication and Misrepresentation, *Category I or Category II*
 - vi. Forgery, *Category II*
 - vii. Sabotage, *Category II*
 - viii. Bribery, *Category II*
2. **Meet with the student to discuss the allegation.** Beyond simply informing the student of your suspicions, there are three other reasons why we request that the instructor-of-record meet with the student prior to submitting the allegation to the Harpur Dean's Office:
 - A. To offer the Admission of Dishonesty Form. In the case of a Category I violation, the student is offered the Admission of Dishonesty Form. The form is kept on file in the Harpur College Dean's Office and on a Provost's Office database until the student's graduation from Binghamton. The form is intended as a warning. We do not share the form with any outside institution or agency. The form is also only discussed with other Binghamton faculty and staff on a need-to-know basis (i.e. in the event of a second violation).

By signing the form, the student is admitting to a specific violation of the academic honesty code (i-viii above) and therefore agreeing to accept whatever penalty you've chosen to impose in the class. Students have a period of 30 days in which to retract their signatures for whatever reason.

Students may be informed that, if they choose not to sign the form, the case will go to a hearing before the Academic Honesty Committee (and thus be considered a Category II violation). If found to have violated the honesty code, the student will face administrative penalties.

- B. To discuss academic dishonesty generally with the student. It is safe to assume that there is no better person to inform a student about the ethics and consequences of cheating than the faculty member. Hopefully such conversations about the importance of original work have a real impact and might therefore serve to deter future violations. Occasionally, this is the only time in the honesty process where a student experiences a “teachable moment.”
 - C. To determine the student’s response to the allegation. In the case of a Category II violation, students face either an Administrative or Committee hearing. Deciding the appropriate course of action is conditioned by whether the student admits to violating the honesty code.
3. **If Category II, submit a letter with supporting documents.** A violation is considered “Category II” if (1) the student refuses to sign the Admission of Dishonest Form, (2) the instructor decides that the severity of the violation merits Category II status, or (3) the student has a previous violation on record. In such cases, a letter containing the following information should be submitted along with any supporting documentation to Kaitlin Maynard.
- A. The student’s name
 - B. The number and title of the course
 - C. A copy of the course syllabus
 - D. The date and semester of the alleged dishonesty
 - E. A brief description detailing the discovery and further investigation of the dishonesty by the instructor of record
 - F. A summary of any conversations with the student in chronological order, beginning with the discovery of the dishonesty and ending with the submission of materials to the chair. Does the student admit to the charges?
 - G. A summary of the observations of TAs or others who may have observed the dishonesty

- H. A summary of written instructions and/or classroom discussions during the course pertaining to academic dishonesty

This letter acts as the official statement from the instructor of record. It will then be made available to either the administrator involved in Administrative Hearings or to the Academic Honesty Committee.

4. **If the term ends, assign the student an Incomplete.** It is often the case that the administrative process for Category II violations extends beyond the close of the semester. Usually, a hearing is scheduled two weeks after receipt of the charge by the Harpur Dean's Office. The Associate Dean then has a period of six weeks to render a final decision in the case, and the student can then appeal. We ask that you assign a grade of incomplete ("I") until such time as the case has been officially closed. If the student is found to have violated the honesty code, then the original in-course penalty can be applied retroactively. A Category I violation may also occur at the end of the semester, thus requiring the faculty to assign a temporary mark of incomplete.
5. **The Hearing Process.** Depending on the nature of offense or the student's reaction to the allegation (3.F.), Category II cases go either to an Administrative Hearing or to an Academic Honesty Committee Hearing. While the student can request to have the faculty member present for an Administrative Hearing, Committee Hearings must have the faculty member present to proceed. Below is a summary of each type of hearing:

- A. Administrative Hearing: This hearing is scheduled for cases where there is less controversy involved (there is clear physical evidence demonstrating a violation of the honesty code and/or the student admits to the violation). Students sit before a single administrator and discuss the nature of the allegation at length. The administrator then makes a recommendation to the Associate Dean.

Academic Honesty Committee Hearing: This hearing is scheduled for cases where there is less physical evidence involved and/or the student denies having committed the violation. The Honesty Committee is made up of a chair, a secretary, four faculty members, and two undergraduate or graduate representatives. Committee procedures are as follows:

- i. The faculty member may add to their initial statement
- ii. The student makes a statement
- iii. The committee directs questions to both parties
- iv. The student and faculty member are excused, and the committee discusses the allegation in closed session
- v. The Committee then makes a recommendation as to the nature of the violation and the appropriate penalty to the Associate Dean.

Within six weeks of the Hearing date, the student receives a letter from the Associate Dean detailing the committee's recommendation and issuing a final decision in the case. Instructors of record are copied on the final decision letter. If found to have violated the

honesty code, students face the following administrative penalties in addition to any in-course penalty imposed by the instructor.

- A. Honesty Probation: This is a reportable offense that remains on record for six years after the offense. The university will report the academic honesty offense if requested in a Dean's Certification Letter from another institution.
 - B. Honesty Probation plus Transcript Notation: In addition to what is noted in A, the student receives a mark on their transcript for 1 or more semesters stating that they were found to have violated the University's academic honesty code.
 - C. Suspension: The student is not allowed to take courses at Binghamton University for a period of 1 or 2 semesters. During this time, the student can take courses at other institutions for credit. Graduating students will have their degree conferral delayed for a specific period. A penalty of suspension includes transcript notation.
 - D. Dismissal: The student is permanently expelled from Binghamton University. A penalty of dismissal includes transcript notation.
6. **Appeal**: Students have 14 days from the Associate Dean's final decision to appeal. Appeals are sent, along with the original case file, to the Dean of Harpur College.

