



**BINGHAMTON UNIVERSITY**  
**MASTER OF SCIENCE**  
**HUMAN RIGHTS**  
**GRADUATE HANDBOOK**

2025-2026

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College of  
Community  
and Public  
Affairs  
Department  
of Human  
Development

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# Welcome to the Masters in Science of Human Rights!

The promise of human rights is to guide public action, hold governments accountable, and empower communities. Binghamton's Master of Science in Human Rights will immerse you in the theory and practice of human rights. As a graduate student in the MS in Human Rights (MSHR) program, you will explore urgent social issues related to topics such as education, health, violence, children, family, poverty, incarceration and immigration, evaluated critically through the lenses of race, gender, class, ethnicity, sexuality, place, community and/or nationality.

Driven by a critical interdisciplinary spirit, the MSHR program offers professional training for applied research and practice. The course work in the program is theoretically and methodologically rigorous. Students learn to analyze the world around them through the lens of human rights and develop skills for working in local, regional, national, and international organizations.

Students will select between two degree tracks: research (traditional) or advocacy (applied). The traditional capstone project which prepares students for positions as researchers and analysts. The applied capstone project will prepare students to be leaders and activists working in nonprofits and social movements. Under both tracks, interested students will be ready to enter Ph.D. programs.

United by a commitment to human rights, our faculty provide a first-class graduate school experience. We are human rights professionals and activists, and students benefit from our scholarship, practical experience, and extensive professional networks. We bring to the program a unique mix of research experience that includes qualitative, quantitative, and mixed methods. Our award-winning faculty provide innovative and culturally relevant pedagogy in a collaborative classroom experience.

Human Development is a department that prides itself on its student-centric pedagogical practices. Feel free to reach out and connect to our faculty during their office hours or by appointment. As a collective, our goal is to prepare students to take action that is intentional in working to bring about political or social change.

Sincerely

Dr. Marguerite Wilson  
Chair  
Department of Human Development

Dr. Suzy Lee  
Program Director  
M.S. Human Rights

# ACADEMIC POLICIES

## ADMISSION

Consideration for admission to the MSHR Program is open to all individuals with a B.A. or B.S. degree from a recognized college or university who meet the admissions requirements of Binghamton University's Graduate School. The Graduate School can be contacted via its webpage: <http://gradschool.binghamton.edu/>

By phone (607) 777-2151

Through email [graduate@binghamton.edu](mailto:graduate@binghamton.edu)

Or at the following mailing address:

Graduate School Binghamton University

PO Box 6000 Binghamton, New York

13902-6000

All students applying to the MSHR program must submit their application materials online through the Graduate School. Application materials include:

- An application form with paid application fee
- Transcripts
- Resume or CV
- Two letters of recommendation
- A personal statement of 2-3 pages describing the student's reasons for pursuing graduate studies, their career aspirations, special interests within the field of Human Rights and explaining any unusual features in their background that may need explanation or may be of interest to the Admissions Committee
- Sample of academic writing relevant to the MSHR program.

International applicants must submit all of the above and must additionally supply:

- International Student Financial Statement (ISFS) form
- Supporting financial documentation (such as bank statements, scholarship or sponsor letters, etc.)
- Proof of English proficiency (such as official TOEFL/IELTS/PTE Academic scores)
  - Human Rights MS minimum TOEFL score: 100 on the iBT
  - Human Rights MS minimum IELTS score: 7.0
  - Human Rights MS minimum PTE Academic score: 68

Please visit <https://www.binghamton.edu/apps/academics/program/gd/human-rights> for more information.

An Admissions Committee reviews application materials. We strongly recommend that prospective students wishing to be considered for a Graduate Assistantship or other departmental funding for the fall semester submit their application by January 1st; however, applications are accepted throughout the year on a rolling space-available basis. Though students applying after that date may still be eligible for an assistantship or other financial support, we will give preference to students who apply by the February 1st deadline. Applications are reviewed holistically, meaning that each part of the application holds an equal weight in the admissions decision. Each applicant is evaluated by the Admissions Committee based upon their undergraduate GPA, letters of recommendation, personal statement, and real-world experience. GRE scores are not required by the Masters of Science in Human Rights.

## **GUARANTEED ADMISSION PROGRAM**

The Guaranteed Admission Program is designed to accommodate the strongest applicants from SUNY undergraduate programs as well as other institutions offering specific training in human rights. The program is open to students who hold a baccalaureate (B.A. or B.S.) degree with a GPA of 3.5 or higher from the following institutions or programs:

- All SUNY undergraduate institutions
- Trinity College Human Rights programs
- SUNY New Paltz Global Engagement program

Students who meet these requirements and apply by the stated deadlines are guaranteed admission into the MSHR program. Individuals who wish to apply to the MSHR program through the Guaranteed Admissions process must email [suzylee@binghamton.edu](mailto:suzylee@binghamton.edu). Applicants will then receive instructions on submitting an application and their transcripts through Binghamton University's Graduate School application portal.

## **YOUR ACADEMIC GUIDE**

The Academic Guide, available online, presents the academic policies of the University and the MSHR Program at the time of matriculation. For students accepted in the Fall 2025 semester, the 2025-2026 Academic Guide applies and is your contract with the University. In the event that the Academic Guide changes, matriculated students have the option to change to the newer guide. To do this, a student should notify the Program Director and the change will be filed. You are responsible for knowing the policies that apply to you and ensuring that any necessary paperwork is properly completed. This expectation applies to financial aid; course registration; student accounts; continuous registration; leaves of absence; incompletes; adds, drops and withdrawals; declaration of candidacy; internship forms; and any other paperwork directly related to your academic progress.

## **A NORMAL ACADEMIC LOAD**

The Binghamton University Graduate School defines students as full time if they enroll in 12 credits per semester in their first year (24 credits). The faculty strongly discourages carrying more than 12 credits per semester or completing the degree in less than 3 semesters. Graduate students who receive funding are required to maintain full-time registration. Full-time status for funded students is defined as 12 credits per semester. A student who registers for only one credit of 700 (Continuous Registration—see below), and who wishes to be considered full-time, must complete a Certification of Full Time Status form. The form must be signed by the student's Principal Advisor as well as the Program Director. This form certifies that a graduate student is spending full time in an academic program of study when registration in a full load of formal coursework is no longer involved and is replaced by time spent in research. It is the student's responsibility to ensure that this form is completed and signed each semester, whether in or out of residence.

## **CONTINUOUS REGISTRATION AND LEAVE OF ABSENCE**

All students who have been admitted to the Master of Science in Human Rights program must maintain continuous registration each semester for a minimum number of credit hours, or must apply for a formal Leave of Absence for up to one year. Graduate students who wish to absent themselves from campus for a semester or two should normally register for 1 credit of Continuous Registration. Graduate students are not required to maintain matriculation during the summer session unless they intend to complete their final degree requirements during this period. If students are out of residence, they must inform the Graduate Office of their address in order to register and pay by mail.

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. Absence from a class does not constitute official withdrawal. Students going off campus to fulfill an internship related to degree requirements should 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 and the inability to foresee such 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 this 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. Students who would like to return to the University without readmission to The Graduate School must also submit a Request For Leave Of Absence Form. Please see the Graduate School Manual for more information.

## **ADDS, DROPS, WITHDRAWALS**

Students may formally add/drop a course from their schedule without penalty if they do so before the add/drop deadline. Information about the add/drop deadline is available on the Binghamton University Academic Calendar page: <https://www.binghamton.edu/academics/academic-calendar.html>. Due to the strict schedule of classes and shortness of the MSHR program, students must not drop courses without consulting the Program Director and their Principal Advisor.

To add, drop or change a course after the add/drop deadlines, students must obtain the approval of the instructor, the Principal Advisor and the Program Director on a Late Drop/Add/Change form (available from the Graduate School office). Completed Late Drop/Add/Change forms must also be approved by the Graduate School and are then filed with the University Registrar's Office. A Late Drop/Add fee is assessed for all late adds/drops, regardless of the cause of the change. Students enrolled in online programs are not allowed to add a course after the online program add/drop deadline. Students are reminded to review their schedules on BU Brain regularly to assure correctness.

Students who wish to drop a course after the end of the withdrawal period must complete the Late Drop/Add form and will receive a grade of W (withdrawn), if approved. It is not possible to have a course removed from the transcript after the drop deadline.

Graduate School policy stipulates that students are responsible for their own registration in order to ensure that they are registered for the proper number of credits and type of courses. Although graduate program 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 cannot approve late course add-change-withdraw petitions based on the claim that someone else registered for the student. Normally late course add/change-withdraw petitions will only be considered for exceptional circumstances beyond the student's control.

## **INCOMPLETES**

Students are expected to complete all assignments on or before their due dates. In the event of an extraordinary illness or family emergency, a faculty member may assign a grade of incomplete.



Non-funded graduate students who are given a mark of “Incomplete” (I) by their instructor are normally allowed six months to finish the work if they register in the subsequent semester. The student must formally request that the instructor assign the “Incomplete” to the student. If an instructor assigns an Incomplete, then according to University policy, the instructor is implicitly indicating availability and a commitment to assist that student with completion of the course beyond the usual timeframe - and doing so within the University's six-month grace period (or sooner if the instructor or program establishes an earlier deadline). The student and instructor should complete a “Contract for Conversion of Incomplete to a Grade”. Unless the student completes the course work and the instructor submits a final letter grade, the grade will revert to the mark of No Credit (NC). Once a NC grade has been assigned under these circumstances, it will not be removed from the transcript. The student must then retake the class in order to receive credit. It is the normal expectation that within the limits set forth above, faculty will take no longer than one month to file a final letter grade for a course. Students must therefore submit work one month before the deadline.

A student carrying an incomplete from the fall semester will not be permitted to preregister or register for the following fall semester; likewise, a student with an incomplete from the spring semester will not be permitted to preregister or register for the following spring semester. Students must rectify any incompletes in their transcript before being eligible to graduate.

## **INDEPENDENT STUDY**

Matriculated students with good academic standing (a GPA over 3.0) may formally request an independent study, by providing a proposed faculty sponsor with a detailed memorandum outlining the objectives of the study program and an Independent Study Course Registration Form. Faculty members are not required to accept independent study requests, and it is the faculty member's prerogative to reject, or amend, a student's proposal. Once a faculty member signs an independent study memorandum and a course registration form, and it is approved by the Program Director, a copy will be filed in the student's record. It will be the contractual agreement between the student and the faculty sponsor. A final copy of the student's completed project will be filed with the student's program records.

## **ACADEMIC PERFORMANCE REQUIREMENTS**

Students must *maintain a grade point average of 3.0* throughout their enrollment in the MSHR program, as per the Graduate School's academic standards.

Students must *maintain continuous registration*, including the semester in which final degree requirements are completed.

## **REGISTRATION**

The MSHR curriculum has a set course sequence that students will follow over the course of three semesters. First semester students will be enrolled in their classes by the MSHR administrator. In subsequent semesters, students will be responsible for their own registration. Electives will be selected by the student under the guidance of the Principal Advisor. The student will fill out the elective petition which will be signed by the Principal Advisor and submitted to the MSHR administrator. The MSHR administrator will then enroll the student in said elective. If changes must happen to the student's schedule because of extraneous circumstances, the student must consult with their Principal Advisor and obtain the approval of the Program Director for their schedule to change. Even though students may not be registering themselves for their coursework, students are still required to confirm their enrollment through BU Brain.

The MSHR is a full-time program. In order to become a part time student, the student must first consult with their Principal Advisor and then speak to the Program Director in order to change their status. This only applies to non-funded students as funded students must fulfill the requirements of their funding.

## **DEGREE COMPLETION DEADLINES/ TIME LIMITS**

For the MSHR degree, full-time students should complete the required number of course credit hours within three semesters. A student must speak with both their Principal Advisor and the Program Director if they need to extend their enrollment.

## **COURSE REPEAT POLICY**

MS in Human Rights students must earn a grade of B or better in all courses in the curriculum. Students are permitted to repeat for credit a graduate course in which they earned a grade of B- or lower. This option is contingent on approval by the graduate program director and then approval by the Graduate School. A course may be repeated only once. Students should refer to the course repeat policy in the Binghamton University Graduate School Manual.

## **ACADEMIC HONESTY**

The faculty assumes that papers, research, and examinations submitted by the student represent the student's own work. The presentation for academic credit of the same work in more than one course is prohibited, unless a joint project receives the express and prior consent of the instructors involved. Please visit

<https://catalog.binghamton.edu/content.php?catoid=2&navoid=66#student-academic-honesty-code> to understand the University's Academic Code of Honesty in greater detail.

- **Plagiarism:** Students often have questions regarding what constitutes plagiarism. **Appendix B** provides a handout from Binghamton University's Writing Center that discusses the appropriate uses of sources in academic writing. Whenever you have any doubt about the appropriateness of a citation, consult with your instructor.

## **APA STYLE GUIDE**

Documents submitted as course requirements for MSHR classes must adhere to the publication manual of the American Psychological Association (APA). As the most frequently used citation style for social 14 science disciplines, a thorough understanding of APA formatting is essential for success in the MSHR program. In addition to faculty recommended manuals, books and style guides that will aid students with their academic writing, several software companies have also designed programs for this purpose. Both CCPA librarians and the UDC Writing Center, located at DC-124 can assist students in learning how to correctly implement the APA citation style.

## **ACADEMIC GRIEVANCES**

**The Human Development and Masters in Human Rights department recognizes a student's right to due process.**

When a student believes that actions by department staff or faculty have caused them undue academic harm, if for example they believe that they were graded unfairly, they have the right to initiate an academic grievance. The grievance procedure offers students the opportunity to present a case showing how they were harmed and to seek a remedy for that harm if it is substantiated.

CCPA procedures state that there are three situations where academic grievances may apply: "1) The process by which a grade was determined; 2) unfair treatment regarding program or course requirements, other academic contact, or funding; and 3) other academic matters in the program or with individual members of the department that may affect their academic standing."

### **Who Should Follow This Process/Policy?**

The process and policy outlined on this page is for all graduate students in the Masters in Human Rights program.

### **How Long Does a Student Have to File an Academic Grievance?**

Whenever a student believes that a grievable offense has occurred, they 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.

If the grievant does not receive a response from the faculty member/administrator within five (5) calendar days, the grievant may contact the Department Chair in writing.

If a resolution is not reached at a department level, the grievant 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.

### **Follow these steps when pursuing an graduate academic grievance:**

#### **STEP 1:**

If a student has a complaint, they should start by preparing a written description of it, and include the syllabus, the assignment, their work product and any feedback they received from the instructor or department related to the complaint.

#### **STEP 2:**

The grievant should meet with the faculty member or administrator involved with the goal of finding a resolution to your concern. It is highly recommended that the grievant take careful notes of what transpires in this initial meeting.

While the interaction in this meeting should be solely between the grievant and the faculty member/administrator, the grievant may choose to bring an additional person to accompany them in the meeting. Whomever the grievant chooses to bring to the meeting, must be agreed upon in advance by both the grievant and the faculty member/administrator. It must be understood that the accompanying student's role is not to actively speak on behalf of the grievant in the meeting. This person's role would be to provide support and to possibly assist in the note-taking.

#### **STEP 3: (optional)**

If no mutually agreeable resolution is reached, the grievant may seek mediation through the Department Chair. The grievant should make an appointment with the Department Chair and bring all pertinent or requested documentation to this meeting. Once the Department Chair has a full understanding of the grievance, an informal meeting will be scheduled with the chair, the grievant, and the instructor or administrator.

If the concerned parties reach an agreement about what, if any, action should be taken, the Masters in Human Rights department will provide a written summary of the agreement to the instructor, student, or administrator.

### **Appeals**

If the concerned parties do not reach an agreement, the grievant may request a formal hearing in accordance with the CCPA academic grievance procedures. As a reminder, if a resolution is not reached at a department level, the grievant 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.

Information regarding the CCPA academic grievance procedure can be found in Appendix A.

[Additional information regarding Graduate School policies and procedures can be found here: >](#)

## **GRADUATION**

MSHR candidates are required to complete 36 hours of coursework with a cumulative GPA of 3.0. The Graduate School requires Master degree students to 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. The GAFD is valid for one semester only. If a student files a GAFD but fails to graduate, they must submit a new Graduate Application for Degree in the following semester or the next semester of intended completion.

For more information, please refer to the Graduate School Handbook.

# STUDENT SERVICES

## FINANCIAL ASSISTANCE

- **Funded Students**

For funded students, all the department rules apply but the Graduate School imposes further, important restrictions: In addition to the above, an incomplete may affect funding eligibility. Please see the Graduate School Manual for more details.

- **Funding Types**

There are various types of funding available through Binghamton University.

### **Clifford D. Clark Diversity Fellowship**

The Clifford D. Clark Graduate Fellowship for Diversity is named for a former president of the University (1975 - 1990) and is funded by the State University of New York and an endowment fund. Clark 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 in the graduate program in which enrollment is sought. The funding package includes an academic year stipend, full tuition scholarship, health insurance, a guaranteed award period (with satisfactory academic progress), research and travel opportunities and other benefits. Candidates for a Clark Fellowship must:

- Be US citizens or have permanent resident status
- Be newly admitted to a graduate program
- Demonstrate how they will contribute to the diversity of the student body in their program

Clifford D. Clark Diversity Fellows are selected and appointed directly by the Graduate School. Other fellowships are handled differently, depending on the individual fellowship. The custodian for all fellowships awarded through the Binghamton Foundation will receive a packet of materials that provides guidance on how to arrange for payment of the stipend. Please visit <https://www.binghamton.edu/grad-school/awards-honors/clark-fellowship.html> for more information.

### **Graduate Assistantships in the Graduate School**

The Graduate School seeks talented students from a variety of disciplines to serve as GAs in the Graduate School office. Qualified students will gain professional experience and enhance their

résumé while earning their degree. These GAs typically work 20 hours per week and receive a stipend. Please visit <https://www.binghamton.edu/grad-school/cost-funding/assistantships.html> for more information.

### **Graduate Tuition Opportunity Program**

The Graduate Tuition Opportunity Program (GTOP) pays partial tuition for qualified minority students. Former EOP or SEEK or HEOP students may qualify for tuition scholarships through this program. For more information or to apply, contact the Graduate School.

CCPA has its own scholarships available to students. Please visit <https://www.binghamton.edu/ccpa/resources/scholarships.html#:~:text=College%20of%20Community%20and%20Public%20Affairs%20Scholarship,mission%20and%20their%20own%20lives> for more information.

External Funding is available as well, for more information please visit <https://www.binghamton.edu/grad-school/cost-aid-funding/financial-support/external-funding.html>

### **FAFSA and Work Study**

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](mailto: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.

Please visit <https://www.binghamton.edu/grad-school/cost-funding/index.html> for additional insight and refer to the Graduate School Manual for more information.

## **STUDENTS WITH DISABILITIES**

Students who have registered with Binghamton University's Services for Students with Disabilities (SSD) should discuss appropriate accommodations with the Director of Graduate Studies, who will work with students and their instructors to negotiate appropriate requirements or conditions.





# THE CURRICULUM

## CURRICULUM OVERVIEW

The graduate Human Rights program offers professional training for interdisciplinary applied research and practice in multi-layered human rights contexts, with a focus on community-level engagement. It gives equal attention to theoretical foundations of the international human rights regime, human rights-oriented research methods, and community-based practice. Students also develop competencies in community organizing, social innovation, and program evaluation. Students develop professional skills for working in human rights organizations at the local, regional, national, and international levels.

## THE MSHR

The Masters of Science in Human Rights degree requires nine courses (36 credit hours) and can be completed in three semesters, though we provide alternative schedules for part-time students. The curriculum consists of 16 credits in core human rights and community action coursework, two 4-credit-hour research methods courses, a 4-credit-hour practicum course, a 4-credit elective and a 4-credit-hour capstone seminar. Students must also fulfill a capstone project requirement.

## COURSE OFFERINGS

- **Core Curriculum Requirements**

Human Rights Theory and Practice I (MSHR 500)

Human Rights Theory and Practice II (MSHR 501)

Theorizing Social Change From a Human Rights Perspective (MSHR 510)

Community Organizing, Community Research and Human Rights (MSHR 512)

- **Research Methods Requirements**

Integrative Community-Based Research (MSHR 504)

Methods of Human Rights Research (MSHR 505)

- **Practical Experience**

Community-Based Experience (MSHR 520): Requires departmental approval of internship site.

- **Capstone Project**

Capstone Project Seminar (MSHR 599): Prerequisites MSHR 500, 501, 504, 505, 520

- **Electives**

Students are required to take a minimum of one elective in a related, specialized field, to be determined in collaboration with their Principal Advisor.

- **Professionalization**

Proseminar (MSHR 590, 1-credit)

## **CAPSTONE PROJECT REQUIREMENT**

Students must complete a capstone project as a requirement of graduation from the program. The capstone project is a major work, similar to a traditional master's thesis, that showcases student learning and expertise in the field of human rights. In developing and executing the project, students will work closely with their Primary Advisor.

There are two different tracks that students may choose from when developing their capstone project, which translates into two different types of final products:

- **Research Track:** Students in this track must complete a research project utilizing established social science research methodologies. The final product must be a research paper, of publishable quality.
- **Applied Track:** This track is intended for students who are interested in developing expertise in human rights practice. Formats may vary, but must make a human rights-related intervention. Previous examples include plays, podcasts, oral history projects, participatory photography projects, and program reviews of community organizations. Students must submit a portfolio, the contents of which will be approved by the Primary Advisor, in order to meet the capstone requirement.

Students are required to submit a proposal for their capstone project, which must receive departmental approval prior to commencement on the project-related work. Where applicable, students must receive clearance for research with human subjects.

## **INTERNSHIPS**

Applied experience in community organizations is a core course requirement (MSHT 520, 4 credit) for students entering the program. The aim is to allow students to develop professional skills and translate theory into action. Applied experience will thus allow students to critically appraise the organizational practice of human rights work to identify strengths and weaknesses of contemporary advocacy models. The internship program will help students develop their professional networks and increase their visibility to potential employers. The MSHR encourages students to apply to additional internships during the summer break and seek out additional professional experiences.

### **Finding an internship:**

Students identify and select human rights-oriented organizations working on local, national, or international issues for an internship. In this process, students will receive guidance and advising from the Human Development Department's Community Liaison. The Department has developed deep ties with community organizations in the Southern Tier region and beyond. The Community Liaison, with the support of faculty, will work closely with students to enable them to identify organizations that match their interest.

Additional funding for internships is available through the Fleishman Center.

# SAMPLE MASTERS OF SCIENCE HUMAN RIGHTS PROGRAM OF STUDY

Full-Time Enrollment

<p style="text-align: center;"><b>First Term Fall 2025:</b></p>	<p style="text-align: center;"><b>Second Term Spring 2026:</b></p>	<p style="text-align: center;"><b>Third Term Fall 2026:</b></p>
<p>MSHR 500: Human Rights Theory and Practice I</p> <p>MSHR 504: Integrative Community Based Research</p> <p>MSHR 510: Theorizing Social Change and Human Rights</p> <p>MSHR 590: Proseminar</p>	<p>MSHR 501: Human Rights Theory and Practice II</p> <p>MSHR 505: Method of Human Rights Research</p> <p>MSHR 520: Community Based Experience</p>	<p>MSHR 512: Community Organizing, Community Research and Human Rights</p> <p>Elective</p> <p>MSHR 599: Capstone Project</p>

Students enrolled in a part-time track should speak to their Primary Advisor and the Program Director to decide their program sequence.

## ADVANCED GRADUATE CERTIFICATE PROGRAM IN HUMAN RIGHTS

A 16-credit Advanced Graduate Certificate in Human Rights is available for individuals interested in introductory training in core aspects of human rights theory and practice. Students are required to satisfactorily complete:

- **One (4 credits) of the following two foundational courses:**
  - Human Rights Theory and Practice I (MSHR 500)
  - Human Rights Theory and Practice II (MSHR 501)
- **One (4 credits) course in human rights theory:**
  - Theorizing Social Change from a Human Rights Perspective (MSHR 510)
- **One (4 credits) course in human rights research methods:**
  - Methods of Human Rights Research (MSHR 505)
- **One Elective (4 credits) course:**
  - Elective courses may be selected from other courses in the MSHR program, as well as graduate courses in related disciplines, including political science, philosophy, anthropology, sociology, nursing, and history. Requires departmental approval.

## ACCELERATED (UNDERGRADUATE/GRADUATE 4+1) DEGREE PROGRAMS

The Department of Human Development offers combined degree programs with undergraduate majors including:

- Human Development (HDEV)
- All undergraduate degree programs offered at Harpur College

Undergraduate students should declare their interest by the end of their junior year by e-mailing the MSHR Program Director, Suzy Lee at [suzylee@binghamton.edu](mailto:suzylee@binghamton.edu). Students must complete

their application in that year. The program is selective and admission is based on students' undergraduate academic performance. It is best to declare interest as soon as possible to allow more time for course sequencing.

To be eligible, applicants should have most of the undergraduate major completed and all or almost all of their general education requirements completed. Applicants must have at least a 3.5 GPA in their undergraduate major or an overall GPA of 3.5 or higher. If students have a 3.5 major GPA, they must have at least a 3.2 GPA overall.

To apply, students need to submit a statement (300-500 words) indicating their career goals and why they desire to be in the MSHR program. Because applicants are already Binghamton University students, it is unnecessary to submit undergraduate transcripts. One letter of recommendation must be submitted from a faculty member who has the expertise to evaluate the student's potential in a graduate research program.

Acceptance into the MSHR Program is conditional; formal acceptance into the program can only take place after students have completed their undergraduate degree and performed satisfactorily in the MSHR program. Satisfactory performance means that students have met the academic performance guidelines described elsewhere in this handbook. During their senior year, accelerated degree students will submit a formal application for admission to the MSHR Program through the Graduate School. At that point, students who have performed satisfactorily in the MSHR Program will receive formal admission.

# GRADUATE ADVISING

The Graduate School specifies that each graduate student must have a Principal Advisor. This faculty member meets periodically with the student to discuss their progress. Once the student is assigned to an adviser, the Principal Advisor to the student becomes the Chairperson of the Guidance Committee.

The following information summarizes the Masters of Science in Human Rights' policy on graduate student advisement. It supplements or amplifies the information on the subject found in the Graduate School Student Manual and the Academic Guide.

In the MSHR program, the Program Director will be the Principal Advisor for the student's first semester. During the first semester, the Program Director will advise the student and help guide them to finding an advisor aligned with their academic area of interest, who will be advising the student for the duration of their remaining time in the program. A new student should make every effort to meet those faculty members who teach and work in the student's chosen area of interest.

The signature of the faculty member on MSHR Principal Advisor form will constitute their formal appointment as the student's Principal Advisor. The signed form will be returned to the Program Director who will register the student's Principal Advisor with the Graduate School Office and file the signed form in the student's folder, which can be found in the Human Development office. The MSHR Principal Advisor Form can be found in the appendix of the MSHR graduate handbook. Although faculty members may withdraw from the advisory position and a student may petition the Program Director for a change in Principal Advisor, no alterations in the position of Principal Advisor may be made without the full knowledge of those concerned and the written notice to the Director. The position of Principal Advisor is to be filled by mutual consent of each faculty member and the student, and may be dissolved by either party provided that a clear communication of this change is made to the other party and the Program Director.

The Principal Advisor, will have prime responsibility for advising the student in all aspects of their course of study. In collaboration with faculty colleagues, the Principal Advisor will continuously supervise and periodically evaluate the student's academic progress.

Students and Principal Advisors should maintain consistent communication with each other in the form of questions and/or other communications. It is strongly suggested that they meet in person at least once a month during the semester.

## ***Responsibilities of the Principal Advisor:***

The Principal Advisor must be available to the student for consultation and discussion of the student's academic research and progress. The Principal Advisor is to provide thorough guidance to the student in the student's area of academic interest. The Principal Advisor is expected to be knowledgeable in said field. The Principal Advisor should regularly meet with the student in

order to evaluate the student's progress. The Principal Advisor should respond in a timely manner to written work or communication submitted by the student. The Principal Advisor will assist the student in being aware of the current graduate program requirements, deadlines and sources of funding, etc. The Principal Advisor will also help the student, when necessary, in gaining access to research materials and facilities. The Advisor has the responsibility of arranging for continuation of supervision for the student if the Advisor will be absent for a long period of time (3 weeks or more). If the Principal Advisor is not available to the student because of an emergency, this responsibility of providing or finding continuation of guidance falls to the Program Director for the MSHR.

### ***Responsibilities of the Graduate Student:***

The student is to meet with the Principal Advisor when requested and report fully and regularly on their progress. Both the student and Principal Advisor should make themselves available for regular meetings at mutually acceptable times. The student is expected to make a commitment and show dedicated efforts to gain the background knowledge and skills needed to successfully complete the MSHR. The student is responsible for maintaining registration throughout the program and for keeping the Principal Advisor and Binghamton University updated with their current contact information. The student should give serious consideration to the advice and constructive feedback received from the Principal Advisor. The student should be respectful of borrowed materials and intellectual ownership, as per Binghamton University's policy on plagiarism. The student should conform to the graduate program requirements and ethics. For more information, please refer to both the Graduate School manual and the BU Academic Guide.

The Graduate School strongly encourages a meeting/appointment of the Advisor by the end of the student's first semester in residence in order to coordinate a program of study for the student. It is suggested that at their initial meetings, both student and Advisor be clear in their boundaries and work expectations for the academic relationship, in order to have a fruitful experience. The Graduate School considers such meetings between the two vital to the success of an individual student's program in particular and to the graduate program in general.

Proper guidance and advisement depend on adequate knowledge of matters that may not necessarily be familiar to students and faculty. Hence both groups are urged to familiarize themselves with the latest editions of The Graduate Student Manual and the Binghamton Academic Guide, as well as the various memoranda and policy statements issued by the Program Director, and other officers of the Human Development Department. For additional information or advice, both faculty and students should consult the Program Director.



# REQUIREMENTS OF GRADUATION

## **AWARDING OF THE MSHR DEGREE**

Students must complete and submit online the “Graduate Application for Degree” (GAFD) at the beginning of the semester in which they plan to complete all requirements and graduate. When a student has satisfied the requirements for a Master’s degree in the program, the Program Director submits to the Vice Provost and Dean of the Graduate School a Recommendation for Awarding of a Master’s Degree.

Degrees are conferred three times each year, in December, May and August. The deadline for completion of all other requirements is the Wednesday before Commencement. Students are responsible for submitting their materials to the Department and Graduate School well before the established deadlines. Refer to the Graduate School website for deadlines.

Instructions for the Commencement exercises are sent at least one month before Commencement to all students who have declared themselves candidates.

# **ORGANIZATION OF THE DEPARTMENT OF HUMAN DEVELOPMENT**

## **The Chair**

The Chair of the Department of Human Development is appointed by and reports to the Dean of the College of Community and Public Affairs. The Chair works with the faculty, staff and students to acquire and allocate resources for the Department and to ensure that academic policies and procedures are followed. The Chair of the Human Development department is a working member of the faculty and is always available to meet with students. The Chair also schedules all MSHR courses in consultation with the Program Director and the Human Development faculty.

## **The Program Director of the Masters of Science in Human Rights**

The Program Director is responsible for three primary support functions for the Masters of Science in Human Rights: prospective student support, admissions review/support and student advising. The Program Director is a working member of the Human Development and MSHR faculty. They are a resource for students if they have questions relating to their course of study. Approval from the Director is required for all independent study and international study activities. The Director oversees individual student matters in accordance with Program, Graduate School, College and University requirements. They are responsible for maintaining up-to-date records on the progress of all Program applicants, non-matriculated and matriculated students. The Program Director monitors the progress and performance of each student throughout the graduate student's program (soliciting course evaluations and teaching performance evaluations and reviewing transcripts). The Program Director conducts the Proseminar and advises students in their first semester, assisting students in finding their Primary Advisor.

## **The Faculty**

Comprised of senior and junior members, the Department of Human Development faculty are committed to professional and academic excellence. Faculty are human rights professionals, scholars, and activists. Many of the faculty work in international contexts. Faculty are rooted in or connected to different parts of Asia, Africa, Europe and the Americas. Given the global character of human rights work, the internationalist perspective of the faculty will be a benefit to MSHR students.

## **The Community Liaison**

The Community Liaison of the Department of Human Development takes primary responsibility for supporting the MSHR Program's community engaged learning component, particularly MSHR 520, Community-Based Experience. The Community Liaison develops, promotes, and maintains community partnerships with local human service organizations, and will work with MSHR students in exploring and securing human rights-oriented practicum placements to fulfill their 120 hour requirement for the degree.

## **Department Administrative Assistant**

The Administrative Assistant to the Department is responsible for administrative support for the Human Development department. The primary role of this position is faculty support and management of departmental operations. The Administrative Assistant is also responsible for maintaining and updating the MSHR student ListServ and other communications for the Masters of Science in Human Rights. Please contact the Department Administrative Assistant through [fleonard@binghamton.edu](mailto:fleonard@binghamton.edu).

## **Advisory Board**

A Human Rights Committee, comprised of faculty from across campus, oversees the curriculum, admissions, assessment, course review and development, and student placement.

An International Advisory Board reflective of local, national and international governmental and non-governmental institutions provides ongoing feedback about the program on an annual basis. We have assembled a group of distinguished individuals to serve on the Board. These experts help with practicum and job placements. The list of individuals includes Saba Gul-Khattak (Open Society Foundation, Pakistan), Margaret Huang (Amnesty International), and Jenik Radon, Esq. (Radon & Ishizumi Law Offices; Columbia University School of International and Public Affairs).

Board members regularly visit the program and offer up-to-date advice on the human rights landscape from an international perspective. These expert practitioners also help us keep the courses up to date.

# **MSHR/HDEV OFFICE INFORMATION**

## **ACCESS TO YOUR OWN FILES**

Graduate students have the right to see their own files. To do so, please ask the Human Development Administrative Assistant. You will examine the file in the office of the Human Development Administrative Assistant (UDC 407).

## **COPY MACHINE**

The department's copy machine is for departmental use only, that is, for making copies directly related to teaching needs. Students may not use the copier for other purposes.

## **MAIL**

Each graduate student in the MSHR is assigned a mailbox in the Peer Advising office on the fourth floor of the UDC. These boxes are for department/university related messages, announcements and mail. Students are not allowed to use the address or phone number of the Human Development Department on personal checks and mail. Students planning to be out of residence during the academic year (end of August until May 15) must provide a forwarding address to the department.

## **TELEPHONES**

Departmental telephones are for official business only. The departmental telephone number should be given out only for matters of urgency.

## **HOUSING**

Students are requested to inform the department of their home address and telephone number. Every September, the graduate secretary distributes a listing of the Graduate Student Directory to all faculty and graduate students. If students do not want their address and phone number listed, it can be specified "unlisted." However, the department requires it for its records.

# **STUDENT LIFE**

## **COMPUTER CENTER**

Binghamton's Computing Services, located in the Computer Center Building, provides computing support to faculty, staff and students. The terminal and microcomputer complexes located in the Engineering Building, Science II, and Science III and the School of Management serve the majority of student users on campus. Terminals are also located in other areas on campus including the Watson School and college libraries. The UDC has its own computers for student use, located in the Library. Graduate Computer pods are located in DC-328. There is also another computer pod located in DC-123 for all student use.

## **THE GRADUATE STUDENT LOUNGE**

MSHR students and other graduate students in the College of Community and Public Affairs have a study lounge available for their use when University Downtown Center is open. The Lounge is located in UDC 358 and your student ID will provide keycard access.

## **FLEISHMAN CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT**

The Fleishman Center for Career and Professional Development works to identify career preparation that is appropriate for graduating Master's students. They have identified extensive internet resources for jobs in public service organizations. They also have a database of Binghamton University alumni who have volunteered to help new graduates get started in their chosen professions. Additionally, this office sponsors excellent workshops with leaders in public service organizations and offers assistance with résumé writing, interviewing techniques and employment strategies.

The Fleishman Center for Career and Professional Development  
University Union (UU-133)

607-777-2400

[careers@binghamton.edu](mailto:careers@binghamton.edu)

## GRADUATE STUDENT ORGANIZATIONS

- **GSO**

The Graduate Student Organization (GSO) is located in Old Rafuse Rooms 114 and 116. Phone: X-4247 for office hours. The GSO represents graduate students and their concerns to the administration. It disburses the graduate student activity fee and provides various other services, including discounted photocopying and coffee, a co-operative child care register and a register of persons offering thesis/dissertation typing. The GSO can offer small grants for various student activities, including research and travel. The GSO supports speakers, conferences, cultural events, and other opportunities for graduate students to increase their knowledge and meet others with similar interests. The GSO is associated with various other Student organizations such as the International Student Council, Graduate African Student Organization, Binghamton University Parent Collective and Harpur Palate. Please go to <https://gsobinghamton.org/> for more information.

- **GSEU**

The Graduate Student Employees' Union. The GSEU is the collective bargaining unit representing graduate students who are employed as research and teaching assistants. Nominations are solicited, and elections are held each year, to elect the President, Vice-President, Secretary/Treasurer and various department committee representatives. For more information about the GSEU please visit <https://www.facebook.com/GSEUBinghamton/> and <https://www.binghamton.edu/human-resources/employee-benefits/gseu.html>

- **THE OFF-CAMPUS COLLEGE**

The MSHR recognizes that the majority of the students enrolled in the program will not be living in University housing. The MSHR recommends that students utilize the OCC resources in order to be informed and protected when living off-campus. The OCC serves as a resource for both students who currently live off-campus, as well as those who are thinking of moving off-campus. Preventive measures such as being familiar with your lease, municipal policies, state laws, zoning, etc., will help students enjoy a trouble-free year off-campus.

OCC offers many services **including free legal clinics, information on transportation, computerized housing lists, lease review, and comprehensive advising on housing issues by**

**staff members.** The OCC office is located in the Nelson A. Rockefeller Center, Room 163. For more information stop in, call 607-777-2768 or visit <https://www.binghamton.edu/occ/> .

## **HEALTH SERVICES**

The Decker Student Health Services Center is open Monday- Friday from 8:00 a.m. until 4:45 p.m. when classes are in session; summer and holiday hours vary. The clinic is staffed by physicians, nurse practitioners, registered professional nurses and health educators. Students with medical problems can see staff nurses on a walk-in basis, with referrals to Health Service physicians as needed. Students must bring valid Student ID and insurance cards to each visit. For more information, please visit <https://www.binghamton.edu/health/>

## **INTERNATIONAL STUDENTS**

Upon arrival, international students should check in with the Office of International Student Advising. Services provided by this office include assisting international students with immigration matters, finances, employment, health insurance, and personal concerns. The office conducts an orientation program for all new international students and coordinates a variety of cross-cultural programs, both on campus and in the community. Please visit <https://www.binghamton.edu/iss/> for more information.

# COVID-19

Given the impact of the COVID-19 pandemic, we are aware that students have experienced unprecedented stress and recognize how impactful these hardships have been. We are committed to your success.

The MSHR program will follow Binghamton University's policies regarding COVID-19, which is available at <https://www.binghamton.edu/health/services/covid/index.html>. The University plan has many dimensions that will help ensure the safety of students, staff, and faculty, and we encourage you to review it in detail. One essential feature of the plan is consistent adherence to safety measures.

The department can work with you to resolve any issues that you may have and to provide guidance as to how these campus requirements might be implemented in your own particular situation.



# APPENDIX A

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

### 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.

### 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.

1. 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.

#### **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. 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.

## **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, in- 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 nonacademic 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 type written 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 48 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. e. 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 their 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. e. 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 49 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 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 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.

e. 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.

e. 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/policiesprocedures/manual/grievanceprocedures.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.

## **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 Academic Guide 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 their 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 their 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 their 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 their 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 reevaluate the student's work in light of that finding.

## **2. Notification of the Parties**

a. The Committee Chair or their 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) Their 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) Their right to be present at any portion of the meeting when evidence is heard with respect to the case.

(6) Their 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. 56

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 (1) 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 anew 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.

### **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.

### **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: <https://www.binghamton.edu/ccpa/resources/ethics.html>

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 Academic Guide 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: <https://www.binghamton.edu/ccpa/resources/ethics.html>.

### **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





# APPENDIX B

## WRITING CENTER USE AND ACKNOWLEDGMENT OF SOURCES

Binghamton University

The Writing Center

PHONE: 607-777-6725

Location: Library North 2411

UDC Writing tutors- UDC 1st floor Group Study rooms

## THE USE AND ACKNOWLEDGMENT OF SOURCES

A primary task of the undergraduate student is to learn how to use sources effectively and acknowledge them appropriately. Like all scholars, you-the beginning scholar-must build upon the work of those who have gone before you, using it to extend your own knowledge and to develop your own thinking; like all scholars, you must acknowledge in your writing any materials which you found in other writings.

### Critical Reading

This is your crucial first step, once you have located your printed sources. You need to read actively, asking questions of the text, identifying its main points, noting the point of view or bias, considering the validity of its logic, testing it against other sources and against your own knowledge, and taking notes that will provide an accurate presentation of your reading as you develop your thinking and write your paper.

### Taking Notes

Observe that "taking notes" is included above as part of the process of critical reading. Simply xeroxing parts of your texts and/or highlighting important passages cannot serve your purpose adequately. Record your reactions to your reading as you read, for they are essential to your study. Besides your own analysis and critique of your sources, your notes will include summaries of important points, some paraphrase, and, occasionally, exact quotation. There are various systems for recording notes. Whatever system you use, you must follow two practices meticulously:

- (1) record clearly and accurately the reference of each note, i.e., the work from which it comes and usually the page number;
- (2) enclose in quotation marks anything you copy from a source, and copy it exactly in every detail, including punctuation. Be certain to do this for Internet as well as printed sources.

### Writing a Draft of Your Paper

As you think about your reading and review your notes, you may be so daunted by the authority and superior prose of the sources you have read that you question your own ability to write an original and worthwhile paper on the subject. But learning to deal with your material in your own language is exactly what mastery of the material entails. At this point you will be glad that you have read critically and kept good, accessible notes, especially of your analysis. If you find it hard to get started, consult your instructor or go to the Writing Center, where tutors will help you explore possible approaches.

### **Documentation of Sources**

In order to make your documentation clear and useful to your reader, you must choose one of the standard forms and follow it consistently. Be guided in your choice of form by your instructor's preference. The MLA Handbook is usually recommended for undergraduate papers in the humanities; the Publication Manual of the American Psychological Association is often used for papers in the social sciences; and A Manual for Writers of Term Papers, Theses and Dissertations, by Kate L. Turabian, is also widely used.

These reference works and others are stocked by the University Bookstore, and the Writing Center has copies for students to use in the Center as well as a handout from the Library explaining how to document electronic sources. An excellent online resource for APA citation is [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html). Please visit the website for more instructional information on how to use APA citation.

### **Plagiarism**

Failure to document sources is plagiarism, a serious violation of ethics and a failure to achieve the very purpose of the assignment. Binghamton University's Rules and Expectations defines plagiarism as "the incorporation into one's written or oral reports of any unacknowledged published, unpublished, or oral material from the work of another." In order to avoid even unintentional plagiarism, you should observe the following principles scrupulously:

- 1) Place anything you copy exactly from another writer -whole sentences, phrases, or even a single distinctive critical term- within quotation marks and identify its source, usually in a note.
- 2) Indicate the source, again usually in a note, of any idea or information that you take from another writer and that is not common knowledge. You should do this even though you restate the idea or information in your own words and don't use quotation marks. When in doubt about whether to credit a source, you should err in the direction of too much rather than too little documentation.
- 3) When paraphrasing (restating material in your own words), take care that you actually do restate. Retaining the sentence structure of the original source, substituting some synonyms, and/or deleting some phrases is not true paraphrasing. The following examples demonstrate the difference between appropriate and inappropriate use of a source:

Original: Englishmen of the educated classes today enjoy the reputation for unusual reserve and exceptional self-control under the most provoking circumstances. In the sixteenth and seventeenth centuries tempers were short and weapons to hand. The behavior of the propertied classes, like that of the poor, was characterized by the ferocity, childishness, and lack of self-control of the Homeric age, and unless we can grasp these basic psychological premises, we cannot hope to understand the true dimensions of the Tudor problem. Lawrence Stone, *The Crises of the Aristocracy: 1558-1641* (London: Oxford University Press, 1967), p. 108.

Version A: Educated Englishmen of today have a reputation for unusual aloofness and self-control, but in the sixteenth and seventeenth centuries men were short-tempered and always had their weapons handy. The propertied classes, like the poor, behaved with the fierceness, childishness, and lack of self-control characteristic of the Homeric age. Unless we understand these psychological principles, we cannot understand the exact nature of the Tudor problem (Stone 108).

The author of Version A uses a parenthetical note to indicate that the ideas in this passage are not original with him or her, but by not using quotation marks, the author suggests the writing is his or her own. If the author had not cited Stone, this would clearly be plagiarism. However, even with the citation, this passage follows Stone's organization of ideas, sentence structure, and vocabulary too closely to be a true paraphrase.

Version B: According to Lawrence Stone, in order to understand the "Tudor problem," we must first realize that wealthy sixteenth and seventeenth century Englishmen were quick to anger and lacking in self-control (108).

This is a more appropriate treatment of the source. The author employs his or her own words to summarize Stone's ideas. The author uses the phrase, "According to Lawrence Stone...", to indicate that what follows was taken from Stone's work and places the one phrase he or she takes directly from Stone, "Tudor problem," within quotation marks. The author places a parenthetical note after the entire sentence in order to indicate the complete source of the information contained in it.

### **A final word:**

Plagiarism is most likely to result when your paper emphasizes the ideas of others rather than your own. Your research papers should never consist of a loosely-connected string of undigested quotations and ideas from other authors. Instead, you must interpret research material, integrate it with your own ideas, and develop your own controlling idea and organizational structure. You should refer to other sources, using them to support and develop your own ideas, rather than rely on them as a substitute for your own thoughts and analyses.