

## Students Suspected of Academic Dishonesty

Dear Student:

Students who are enrolled at SUNY Erie are expected to adhere to the Student Code of Conduct and to uphold the College's core values of academic honesty and integrity. Violations will not be tolerated and may result in a grade penalty and/or disciplinary action depending on the severity of the violation, and the number of repeated violations during the entire enrollment period.

If you are suspected of academic dishonesty, please follow the below guidance to ensure that you are aware of both the process that your instructor will follow and your Constitutional due process rights as an accused student.

The Dean of Students may be used as a resource in the following instances:

- You are either accused or suspected of academic dishonesty
- The involved instructor is contemplating disciplinary action
- You are unsure of the process for refuting a charge
- You are in need of a staff advocate to assist in explaining the conduct process and/or preparation process to refute an allegation or to participate in a conduct hearing

**Academic dishonesty includes but is not limited to the following:**

- Cheating
- Plagiarism
- Collusion and/or unapproved collaboration

**Examples of actions that are associated with academic dishonesty include the following:**

- Copying from another student's test, quiz, exam, or other work
- Giving and/or receiving answers from another student's test, quiz, exam, or other work
- Using electronic aids or software during a test, quiz, or exam when doing so is prohibited
- Receiving a previous copy of a test, quiz, exam, or other assignment
- Conversing with peers about the content of a test, quiz, or exam
- Copying text from outside materials without properly citing the source
- Submitting a previously submitted paper, project, or other assignment

**Academic Integrity Policy**

Cheating on exams involves using aids, such as notes, books, looking at the answers of others, the use of electronics, etc., which are not authorized. Students should assume that absolutely no aids can be used during an exam unless explicitly authorized by the instructor. For example, unless calculators are explicitly allowed, the assumption should be that they are not allowed.

Plagiarism is the act of using the words and/or ideas of other people and representing them as one's own. This infraction can range from the large-scale copying of paragraphs and pages of text from other sources to the unwitting failure to credit sources of ideas and words. This may include copying, purchasing essays or papers, and/or submitting work that was previously used in another course without express permission to do so.

One potential gray area is the issue of students working together and/or obtaining assistance from others on homework assignments, projects, take-home exams, and/or additional course work. Instructors and students need to be extremely clear in their understanding of the type and degree of collaboration that are permissible and the manner in which contributions should be credited when assignments are submitted. Instructors must also carefully consider how they will grade collaborative work by students, and a clear rubric is recommended to guide and inform group collaborations.

If you are accused of academic misconduct, the following two steps will commence:

### **Step 1**

The instructor who suspects academic misconduct will seek to immediately stop the suspected behavior. For instance, you may be asked to discontinue taking a test or exam. You will receive the handout "Students Suspected of Academic Dishonesty," which explains your rights and the administrative process that the instructor will use to resolve the allegation of academic misconduct. The instructor will begin documenting the suspected behavior by completing the ***Faculty Report Form for Suspected Acts of Academic Dishonesty***.

The instructor will first attempt to resolve the suspected misconduct informally, including asking whether you accept responsibility. If you do not acknowledge the misconduct and accept responsibility the process will move to an administrative meeting/hearing/conference between you, the department chair or head, the dean of academics, and a staff advocate.

You will then be advised of the following process:

### **Step 2**

The instructor who submitted the alleged violation will send you advance written notice for an administrative meeting/hearing/conference citing the specific violation of the Student Code of Conduct and the evidence against you within seven days of the incident. The notification will include the date and time of the meeting, the charges against you, the evidence supporting the charges, and the penalties that may apply. You will be advised to bring a staff advocate with you to all meetings and/or hearings. The staff advocate's role is to help explain the conduct process and to prepare you. At this time, you will have the right to prepare a defense against the charge and present any witnesses and/or other evidence that support your claim.

Upon review of the evidence presented against you and of the evidence you presented, the instructor will provide you with a final decision. The instructor may do any of the following when determining your grade:

- Require you to repeat the same assignment
- Require you to complete a different assignment
- Give you a failing grade for the assignment in question
- Reduce your grade for the assignment in question
- Give you a failing grade for the course
- Mandate your participation in an online course regarding academic dishonesty.

If you do not agree with the result of the academic dishonesty process, you are entitled to a one-time appeal of the decision. Students who desire an appeal should follow the appeal process, which is outlined in the Student Grievance of Academic Decisions Policy.

If you have additional questions or concerns, please contact the Office of the Dean of Students. This document was prepared for students who have been suspected of Academic Dishonesty to provide guidance.