

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

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

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

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

- A. The severity of the violation. Here you might consider the level of premeditation involved in the violation, the extent of the material copied, or the value of the assignment, among other things.

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

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

- B. To discuss academic dishonesty generally with the student. It is safe to assume that there is no better person to inform a student about the ethics and consequences of cheating than the faculty member. Hopefully such conversations about the importance of original work have a real impact and might therefore serve to deter future violations. Occasionally, this is the only time in the honesty process

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

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

4. **If the term ends, assign the student an Incomplete.** It is often the case that the administrative process for Category II violations extends beyond the close of the semester. Usually, a hearing is scheduled two weeks after receipt of the charge by the Harpur Dean's Office. The Associate Dean then has a period of six weeks to render a final decision in the case, and the student can then appeal. We ask that you assign a grade of incomplete ("I") until such time as the case has been officially closed. If the student is found to have violated the honesty code, then the original in-

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

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

