

Harpur College Procedures for Academic Honesty Administrative Hearings

Introduction

A first minor violation of the Student Academic Honesty Code can be handled by the faculty member by requesting that the student sign an Admission of Dishonesty Form agreeing that the student violated the Student Academic Honesty Code. In some cases, a student may not be eligible to sign an Admission of Dishonesty Form for an academic honesty offense, either because they have admitted dishonesty in a previous instance or because of the severity of the charge. In other cases, a faculty member might choose not to extend the opportunity for a student to sign an Admission of Dishonesty.

Academic honesty charges may be submitted by instructors, staff or fellow students to the Academic Honesty Committee. The Chair convenes a hearing upon receipt of signed written charges and supporting evidence submitted by the instructor or staff member for the following violations: fabrication and misrepresentation, forgery, sabotage, bribery and other offenses and in some cases, plagiarism and cheating. Cases may also be brought to the committee by students who believe they have been unjustly accused of academic dishonesty, or by students who believe they have witnessed instances of academic dishonesty and who wish to bring this to the attention of the Board. A hearing will be scheduled if a student refuses to sign the Admission of Dishonesty form or in the case of a second violation of the Student Academic Honesty Code. Some cases are handled with an administrative hearing; others are handled with a hearing before a Hearing Board. The Academic Honesty Committee of the Harpur College Council oversees both processes.

A first offense may proceed through the administrative hearing process if the charge is plagiarism, cheating, multiple submissions or unauthorized collaboration. The Chair will determine cases that involve a combination of these offenses. This process is applicable if either of the following is true:

- a) the evidence is largely physical evidence (e.g., a student's paper with the accompanying sources alleged to have been plagiarized; emails; a forged document; a student's exam and the exam answer key)
- OR
- b) the student admits to the violation

Fabrication and misrepresentation, forgery, sabotage, bribery, and other offenses must go through the Hearing Board.

The Associate Dean appointed by the Dean to be in charge of Academic Honesty makes the final ruling on all cases.

Administrative Hearings

An administrative hearing is conducted by a Harpur College faculty or staff member who has been appointed by the Dean.

Prior to the hearing, the Hearing Administrator may gather information from the faculty member bringing the charge and any others related to the case, to determine if the charges have merit and/or if they may be handled through the administrative hearing process. The Hearing Administrator will notify the student of the charge(s) in writing in advance of the hearing.

Administrative hearings are closed. Students may at their choosing have one Binghamton University student, faculty or staff member attend the hearing in an advisory capacity. However, no one attending in an advisory capacity may address the Hearing Administrator.

At the administrative hearing, the Hearing Administrator meets with the student(s) charged in the incident. The student(s) have the right to have the instructor or person presenting the charge attend the hearing. The student must notify the Hearing Administrator in writing at least three business days prior to the hearing if they wish for the instructor to be present. The Hearing Administrator may choose to have the instructor or person presenting the charge attend the hearing; the instructor or person presenting the charge also has the right to be present at the hearing.

During the hearing, the Hearing Administrator will allow sufficient time for the student to make a statement and to respond to the allegations. The Hearing Administrator may question the student regarding specifics. If the person bringing the charge is present, that person may also make a statement, and respond to questions regarding the case. The student has the right to question the person bringing the charge and to rebut statements.

If the student charged does not attend the administrative hearing, the Hearing Administrator will consider the information available and make a determination regarding the student's responsibility and sanctions, if any.

The Hearing Administrator will not provide the student with the recommendation at the hearing. The Hearing Administrator will forward notes from the meeting and the evidence to the Associate Dean, including a determination as to whether the student charged violated the Student Academic Honesty Code, and a penalty recommended in cases when a violation has been determined to have occurred.

Recommendations

The Hearing Administrator may recommend the following findings and penalties to the Associate Dean:

1. There is not sufficient evidence to determine that the student has violated the Student Academic Honesty Code; no penalty is assigned.
2. A student has violated the Student Academic Honesty Code and is placed on honesty probation. The Hearing Administrator may recommend that a note be placed on the transcript regarding

the honesty violation. The Hearing Administrator will recommend when the transcript notation should start and its duration, not to exceed two years. After that period, the student must notify the university for removal of the transcript notation. Students will receive instructions in the letter with the final disposition of the case.

3. A student has violated the Student Academic Honesty Code and may be suspended and denied course registration for a specified period of time depending on the seriousness of the violation. Graduating students who are suspended will have their degree conferral delayed for a specified period. Students will be permitted to finish any courses they are registered for at the time they receive their decision letter. Suspensions are noted on the student's transcript as soon as the decision is made. Students are suspended through the end of the main (fall or spring) semesters, and may not register for classes during any intervening period, such as Winter or Summer Session. The Hearing Administrator will recommend a length of time for the transcript notation, not to exceed two years. After that period, the student must notify the university for removal of the transcript notation.
4. A student has violated the Student Academic Honesty Code and may be expelled and have no opportunity to return to Binghamton. Students will be permitted to finish any courses they are registered for at the time they receive their decision letter. Expulsions are noted on the student's transcript as soon as the decision is made. The student must contact the university for removal of the transcript notation two years after the date of the decision letter.
5. Additional actions may be imposed, based on the circumstances in the case and the severity of the infraction.

Disposition of the Case

Upon receipt and review of the case materials and the Hearing Administrator's recommendation, the Associate Dean notifies the student whether or not a violation has occurred and, if a violation occurred, the Associate Dean assigns a penalty. The Associate Dean's decision must be sent to the student within six weeks of the hearing. Students may appeal this decision and any penalty by appealing in writing to the Dean of the College within 14 calendar days of the decision. Appeals are submitted to the Associate Dean, who forwards them with the case file to the Dean.

The Associate Dean sends a letter of the disposition of the case to the student, the person who brought the charge, and the Chair of the Honesty Committee. Students are notified that a record of honesty violations is kept on file, and that further violations of the Student Academic Honesty Code may result in a more severe punishment. Students are also informed that this information will be released to other institutions should the student submit a written authorization for release of disciplinary information to law schools, medical schools, state bar committees, other professional licensing entities, etc. If the penalty includes a note on the transcript, the student will be provided with the earliest date by which the student may request to have the transcript note removed. Records are kept in a confidential file for six years after a student leaves the University whether as a graduate or not. Expulsion records are kept indefinitely.

Approved by the Harpur College Academic Honesty Committee October 13, 2020.