

# **SOM ACADEMIC HONESTY POLICIES AND PROCEDURES**

At the core of a university education is mutual integrity and trust. Students present their own work for fair evaluation by faculty. Under the [Student Academic Honesty Code](#), academic dishonesty involves the misappropriation of academic or intellectual credit to oneself or to the discredit of others. The consequences of dishonesty at Binghamton are serious, and can include suspension or dismissal from the university.

## **Academic Honor Code**

The School of Management depends upon the honesty and integrity of its faculty, staff, and students to carry out its academic mission. To fulfill this mission every member of the school community is formally charged with adherence to the standards of academic honesty articulated in the Code of Academic Honesty established by the Binghamton University [Student Academic Honesty Code](#), and supplemented by the standards and procedures which follow.

## **Publication and Dissemination of the Code**

All new students are given copies of the university's Student Academic Honesty Code during orientation and will have an opportunity to discuss its importance and its meaning. By virtue of their signatures, students will acknowledge their awareness of the Code and understanding of its content, and their intent to abide by its terms. Each semester when they logon to the BUSI system and/or by their signature on exams, papers, projects, lab work and other assignments they once again indicate that they have read and will follow its tenets. The faculty is charged with enforcement of the Code.

## **Student Actions Which Constitute Violations of the Code of Academic Honesty and the Principles of Academic Integrity**

No set of written guidelines can anticipate all types and degrees of violations of academic honesty. To the extent that the examples below are not exhaustive, duly appointed representatives of the School of Management and/or the University will judge each case according to its merits. In doing so, they will be guided by the principle that academic honesty involves misappropriation of academic or intellectual credit to oneself or to the discredit of others

**Plagiarism:** presenting the work of another person as one's own work (including papers, words, ideas, information, computer code, data, evidence organizing principles, or style of presentation taken from someone else whether taken from the internet, books, periodicals, or other sources). This includes the following:

- Quoting, paraphrasing, or summarizing without full and proper acknowledgement, even a few phrases;
- Failing to acknowledge the source of either a major idea or ordering principles central to one's own paper or project;
- Relying on another person's data, evidence, or critical method without attributing credit to or obtaining the permission of the person(s);
- Submitting another person's work as one's own;
- Using unacknowledged research sources gathered by someone else.

**Cheating on Examinations or Quizzes:** Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include:

- Collaboration of any sort during an examination;
- Unauthorized possession and/or reading of an exam/quiz before it has been given;
- Use of notes, books, tapes, computers, or other aids during an exam/quiz;
- Allowing another person to take an examination in one's place;
- Looking at someone else's exam/quiz during the examination period;
- Passing information about or sharing the answers or questions with someone who has not yet taken the exam/quiz
- Allowing another person to use one's own examination/quiz during the examination/quiz period

**Multiple Submissions:** Submitting substantial portions of the same work for credit more than once, unless there is explicit consent from the instructor(s) to whom the material is being and/or has been submitted.

**Unauthorized Collaboration:** Collaborating on projects, computer programs, or other academic assignments when this collaboration has not been authorized by the instructor.

**Fabrication and Misrepresentation:** Falsifying, fabricating or intentionally misrepresenting material, including data or results from experiments and/or the analyses deriving from these, providing misleading citation of sources; **OR** misrepresenting facts relating to academic performance, including the justification of absences, late assignments, and other similar class-related activities.

**Forgery:** Imitating another person's signature on academic documents (e.g. academic advising or registration forms) or other official documents that have an effect on academic credit (e.g. a medical form submitted in support of taking a make-up exam).

**Sabotage:** Deliberately impairing, destroying, damaging or stealing another's or work or working materials. Examples include:

- destroying, stealing or damaging another's lab experiment, computer program, term paper, exam or project;
- removing uncharged library material with the effect of denying access or use of the books or materials by others;
- defacing or damaging library material with the effect that others cannot use them;
- hoarding or displacing materials within the library with the effect that others have undue difficulty in using them;
- interfering with the operation of a computer system so that it has adverse effect on the academic performance of others.

**Bribery:** Offering any service or article of value to an instructor or teaching assistant with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work, or offering similar inducements to an administrative official in order to obtain preferential treatment or dispensation from academic or administrative regulations.

## **Interpretation of the Code**

All violations of academic honesty as described in this document and subsumed within the Code are serious and are subject to the imposition of sanctions. First time violations which are deemed by the instructor to be minor or unintentional infractions may be handled by the instructor without submitting the charges to the School's Academic Honesty Committee. However, a record of the infraction and a signed admission of guilt by the student will be kept in a secure file within the SOM Dean's Office. Future violations, however minor they may be, will be referred automatically to and handled by the School's Honesty Committee and penalties will be assigned through that committee, although faculty input *may be* sought in determining the penalty which is assigned. Serious violations of the Code, as well as any alleged second offenses, will be sent to the committee for consideration and assignment of penalty. Before treating an infraction as a "minor" first-time offense, the instructor should consult with the Dean's Office (issues relating to violations of academic honesty and the Code will be handled by the Assistant Dean) to be sure that no previous offenses involving the accused student(s) have occurred and are documented in the secure file mentioned above. Depending upon the severity of the offense and past history of the respective offender(s), penalties for violations of the Code may range from grade reduction (or failure) on the individual assignment or in the course (these will be penalties available to the instructor in dealing with first-time or minor offenses), to suspension for one or more semesters or expulsion (these maximum penalties could only be assigned by the Honesty Committee). Letters of reprimand or placement on disciplinary probation may also be part of the Honesty Committee's determination.

Examples of minor violations might include the inclusion of small amount (perhaps a few words or a sentence ) of plagiarized material or perhaps a single subordinate idea in a paper, the act of collaborating on part of a take-home or open book exam, or perhaps the exaggeration of an illness in seeking a delay in the submission deadline for a paper or request for a make-up exam. On the other hand, deliberate and extensive inclusion of ideas and/or language from an unacknowledged source, participation in organized cheating between or among individuals, theft of an exam or providing a copy of an exam to a student who has not yet taken it, would be examples of significant academic dishonesty and be subject to more stringent penalty.

## **Procedures for Dealing with Cases of Alleged Academic Dishonesty: Enforcement of the Code**

If an instructor discovers what he/she considers to be an act of academic dishonesty, the instructor should first confront the involved student(s) and express his/her suspicion that an act of academic dishonesty (violation of the code has occurred) and discuss the

nature of the charge and in general terms the evidence which has led the instructor to suspect that dishonesty has occurred. The student should be given the opportunity to respond to the allegation and to explain any actions which may have created the instructor's suspicion. If after hearing the student's explanation, the faculty member remains convinced that the student has committed an act of dishonesty, and the student does not admit to the charge, the instructor should first check to see if there is a record of previous violations by the student(s) in question.

### **Minor First Offenses**

For infractions which the instructor considers to be minor and/or unpremeditated, the faculty member may handle the situation on his/her own, imposing a penalty or other sanction which he/she feels appropriate to the offense, but only after verifying with the dean's office that this is not a second offense for the involved student(s) ---- whether for the same or a different form of academic dishonesty. If the student does admit to the charge, he/she will be asked to sign a form which will be entered into the aforementioned secure file and which briefly explains the nature of the violation. The student's signature will represent an admission of guilt and acceptance of the penalty being imposed by the faculty member. The instructor also will sign this form.

**If the student does not admit to the charge and/or is not willing to accept the penalty assigned by the instructor, the student may petition the Chairperson of the Academic Honesty Committee for a hearing before the committee**, with the knowledge that the penalty enacted by the committee, if the student is found guilty, may be more severe than that invoked by the instructor.

### **Second and Significant Offenses**

If an instructor discovers what he believes to be major violation of the code of academic honesty, even if it may be a first time offense (examples include: significant amounts of plagiarized material; participation in willful and organized cheating on exams; theft or unauthorized sharing of examination materials; etc.), the instructor should first meet with the involved student(s). If, after the meeting, the instructor remains convinced that a significant violation has occurred, the instructor should submit a detailed written charge with supporting evidence to the chair of the school's Academic Honesty Committee. The committee chair would then notify the student of the charge and the date of the hearing, as well as a copy of relevant committee hearing procedures. The instructor should assign a grade of "Incomplete" pending the outcome of the hearing. If, after the hearing, the committee concludes that the charges were not clearly proven, then the faculty member should re-evaluate the student's work in the light of that committee finding. In assessing a penalty following a finding of the student(s) guilt, the committee would be guided by the nature of the offense and the presence or absence of previous violations by the student.

In all cases in which guilt is established, either through the committee hearing process or through a determination of the instructor which the student does not challenge or deny, the form indicating the nature of the offense, the evidence upon which the determination is based, and the penalty imposed must be filled out and signed by the faculty member (and the student when there has been an admission of guilt). This “Report of Academic Dishonesty Form” should be forwarded to the chair of the academic dishonesty committee and placed into the secure file in order to provide a record in the event of future infractions by the student, or challenge by the student at a later date.

## **Composition of School of Management Academic Honesty Committee**

The School of Management Academic Honesty Committee will be comprised of three faculty members and two students (undergraduate or graduate depending upon the status of the student(s) being charged with dishonesty), with the Assistant Dean serving as committee chair and non-voting member. The faculty members and student members will be appointed by the dean or his designee. In choosing the student members, the dean may consult with the membership of the dean’s Student Advisory Committee. Faculty members and students (and their roommates/friends) directly involved in the respective case cannot serve on a hearing committee handling that case, and must excuse themselves and/or ask the chair to select an alternate hearing committee member.

Undergraduate student representatives will hear cases involving undergraduate students and graduate student members will hear those involving graduate students. The Assistant Dean will be responsible for scheduling/organizing meetings, informing the accused student(s) of the date and time of committee hearings, and enforcement of the decisions of the committee. He/she will also be responsible for the filing of “admission documents” and hearing minutes. The undergraduate or graduate student advisor (as indicated by the level of the accused student(s)) will act as secretary for the hearings, provide information to the student(s) with respect to the hearing process and take minutes of the hearing. Decisions of the committee may be appealed to the Dean of the School of Management for students in the School of Management. His/her decision will be final. For students enrolled in other schools on the Binghamton University campus, appeals will be handled in conformity with the rules and processes in effect in that school.

## **Academic Honesty Committee Procedures**

The committee will hear cases of alleged academic dishonesty which are brought before it by faculty members, as well as student appeals of determinations of guilt and associated penalties invoked directly by faculty members. In the event that that illness or professional conflicts make it impossible for an assigned committee member to

attend the hearing, or if it is determined that a real or potential conflict of interest exists, the chair will select an alternate faculty member or student to participate as a committee member.

The Assistant Dean will chair the committee and be a non-voting member. The chair is responsible for convening (or canceling if necessary) meetings of the committee, assuring attendance by members of the committee and establishing a quorum (at least, two faculty and one student member) arranging for minutes of committee proceedings, informing affected students in writing of cases being brought against them and of the time and place of associated hearings. Faculty members who wish to bring cases before the committee must inform the chair within two weeks of the alleged occurrence of violation of the academic code of honor, and must provide basic information regarding the nature of the charges being brought and the evidence upon which the charge is based. Students who wish to appeal a determination of guilt and the penalty assigned by a faculty member must do so within two weeks of the faculty member's action.

The chair will convene a hearing no later than 10 days after the receipt of the request for hearing. Faculty members and teaching assistants who bring a case before the committee must be present at the hearing, as must the accused student(s). The accused student(s) may bring with him/her/them any written or other form of exculpatory information and may summon any witnesses which he/she/they believes may help in establishing innocence of the alleged act of dishonesty. After the hearing has been completed, the committee will have 48 hours in which to arrive at a verdict and, if a guilty determination is made, appropriate penalty. The student shall be informed in writing of the disposition of the committee in the matter at hand. Within one week of receiving the decision of the committee, students may file a written appeal of that decision of the committee with the dean of the School of Management, **whose determination will be final.** At his or her discretion, the dean may call the committee together, and/or summon the affected students in the process of rendering his/her decision on the student appeal.