

## (PROCEDURE)

<b>Procedure:</b>	Academic Honesty Procedure	<b>Procedure No.:</b>	AA4001.1
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	AA4001
<b>Procedure Owner:</b>	Academic Affairs	<b>Responsible Party:</b>	Academic Affairs
<b>Approved:</b>	April 23, 2009		
<b>Revised:</b>	July 3, 2012		

### Purpose

The purpose of this policy is to

- a. clearly define to all students the College standards regarding cheating, plagiarism, and other dishonest conduct and to protect the academic integrity of the institution and,
- b. ensure that grades earned by a student reflect the skills, knowledge and abilities acquired by the student.

### Terms

*Bribery* – Offering or receiving any service or article with the purpose or effect of receiving a grade or other academic benefit that was not earned on the merits of the academic work <sup>1</sup>.

*Cheating* – Obtaining or giving unfair advantage over another, or receiving or giving unauthorized help before, during, or after an examination, quiz, or other graded assignment. Examples include <sup>1</sup>:

- a. Unauthorized collaboration of any sort during an examination
- b. Reading of an exam before it has been given
- c. Unauthorized use of notes, books, tapes, computers, or other aids during an examination
- d. Allowing another person to take an examination in one's place
- e. Looking at someone else's examination during the examination period
- f. Allowing another person to use one's own examination during the examination period
- g. Passing examination information to students who have not yet taken the exam

*Facilitating Academic Dishonesty* – Intentionally or knowingly helping or attempting to help another violate any provision of this Policy. Examples include but are not limited to <sup>2</sup>:

- a. Allowing another student to view and/or copy answers during an examination
- b. Providing to other students one's own work or that of others with the reasonable expectation that these will be used for the purpose of cheating or plagiarism
- c. Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism
- d. Theft of other students' notes, papers, homework, or textbooks for academic gain
- e. Placing another person's work on the internet without his or her permission for academic gain

*Fabrication and Misrepresentation* – Misrepresenting or fabricating material, including misleading citation of sources as well as falsified or fabricated data or results from experiments or other analyses; misrepresenting facts related to academic performance, including the justification of absences, late assignments, and other activities <sup>1</sup>.

*Forgery* – Imitating another person’s signature on academic documents (for example, an academic advising form or one’s own paper that is signed with respect to the time of submission) or other official documents that have an effect on academic credit (for example, a medical form submitted in support of taking a make-up exam) or the altering of any writing, symbol, or object on a document, work of art, or project with the intent to defraud or deceive another <sup>1</sup>.

*Multiple Submissions* – Submitting substantial portions of the same work for credit more than once, unless there is prior explicit consent of the instructor(s) to whom the material is being or has been submitted <sup>1</sup>.

*Plagiarism* – Presenting the work of another person as one’s own work (including papers, words, ideas, information, computer code, data, evidence, method, organizing principles, music, art, or style of presentation of someone else taken from the internet, books, periodicals, or other sources). Plagiarism includes, but is not limited to <sup>1</sup>:

- a. Quoting, paraphrasing, or summarizing of even a few phrases without acknowledgement of the source or failing to acknowledge the source of an idea
- b. Relying on another person’s data, evidence, or method without credit or permission
- c. Submitting another person’s work as one’s own work
- d. Failure to acknowledge the original source

*Sabotage* – Deliberately impairing, destroying, damaging, or stealing another’s work or working material. Examples include, but are not limited to<sup>1</sup>:

- a. Destroying, stealing, or damaging another’s lab experiment, computer program, paper, exam, or project
- b. Defacing, damaging, hoarding, displacing or unauthorized removal of library resources with the effect that others cannot use them or others have undue difficulty using them
- c. Interfering with the operation of a computer system so it has an adverse effect on the academic performance of others
- d. Altering materials on which others may rely to correctly complete their work

*Unauthorized Collaboration* – Collaborating on projects, papers, computer programs, or other academic assignments when prohibited by the instructor <sup>1</sup>.

## **Policy**

It is the policy of SUNY Broome Community College to educate students about academic honesty standards, encourage adherence to the standards, and enforce the practice of acting with the highest standards of honesty and personal integrity in all aspects of their academic career <sup>3 4</sup>.

## **Student Responsibilities**

Students share the responsibility for maintaining academic honesty. Students are expected to <sup>5</sup>:

- a. Refrain from acts of academic dishonesty
- b. Refuse to aid or abet any form of academic dishonesty
- c. Notify instructors and/or appropriate administrators about observed incidents of academic dishonesty
- d. Encourage other students to adhere to the standards of academic honesty

## **Faculty Responsibilities**

Faculty members have the responsibility to support academic honesty in their classrooms. Faculty members are expected to <sup>6</sup>:

- a. Explain the meaning of academic honesty to their students and refer them to the campus policy
- b. Conduct their classes in a way that makes academic dishonesty difficult
- c. Address students suspected of academic dishonesty and take appropriate disciplinary action in a timely manner

## **Procedure**

1. An instructor has the prerogative of failing a student who has violated the Academic Honesty Policy on an exam, paper, project, report, or other assignment for that exercise only <sup>7</sup>.
2. An instructor has the prerogative of failing a student in the course when the student has violated the Academic Honesty Policy a second time <sup>7</sup>. A grade of "F" assigned to a student for academic dishonesty is final and shall be placed on the transcript. If the student withdraws from the course, a "W" will not replace an "F" assigned for academic dishonesty. Academic disciplinary actions taken by the instructor based on alleged cheating may be appealed as specified in the College's Academic Appeals Procedure.
3. If the disciplinary actions described in steps 1 and 2 are inappropriate, the instructor, with his/her Department Chairperson's approval, can recommend an alternative action to the Dean <sup>7</sup> and the Vice President / Chief Academic Officer (CAO).
4. An instructor who fails a student on an assignment or in a course must file a report of the action <sup>7</sup> with the following:
  - a. The instructor's chairperson
  - b. The instructor's dean
  - c. The student's chairperson
  - d. The student's dean
  - e. The Vice President / Chief Academic Officer

In addition, the instructor must notify the student in writing immediately after taking such action and shall provide the student with a copy of the action report <sup>7</sup>.

5. When an allegation of a violation of the Academic Honesty Policy leads to the failure of a course and has been upheld, the CAO may administratively suspend or dismiss the student from the College <sup>7</sup>.

6. The student and instructor's deans and CAO shall maintain records of Academic Honesty Policy violations.
7. The CAO shall place a permanent notation in the file of any student who has been dismissed from the College for a violation of the Academic Honesty Policy.
8. An instructor shall be prepared to defend the disciplinary action in the event the student feels he/she has been falsely accused of violating the Academic Honesty Policy and appeals the instructor's action by means of the Student Academic Appeals Procedure <sup>7</sup>.
9. Nothing in this policy shall prohibit a Department or Division from applying stricter standards for academic honesty as outlined in their respective policy manuals and approved by the Division Dean.
10. Any disciplinary action taken against a student for an alleged violation of this Academic Honesty Policy may be appealed by the student under the College's *Student Academic Appeals Procedure*.

**References**

- <sup>1</sup> Binghamton University, *2008-2009 University Bulletin*, "Student Academic Honesty Code", <http://bulletin.binghamton.edu/program>.
- <sup>2</sup> University of New Haven, *Academic Integrity Policy and Procedures, Effective 8/27/07*, "Facilitating Academic Dishonesty", p. 6, [http://www.newhaven.edu/unhl/marketing/pdfs/academic\\_integrity\\_policy.pdf](http://www.newhaven.edu/unhl/marketing/pdfs/academic_integrity_policy.pdf).
- <sup>3</sup> University of Georgia, *General Academic Regulations and Information*, "Academic Honesty", <http://bulletin.uga.edu/bulletin/ind/acadhonesty.html>.
- <sup>4</sup> Seneca College, *Academic Honesty*, [http://www.senecac.on.ca/academic-honesty/0809\\_09\\_honesty.html](http://www.senecac.on.ca/academic-honesty/0809_09_honesty.html).
- <sup>5</sup> Golden West College, *Academic Honesty Policy*, "Student Responsibilities", <http://gwc.info.admissions/honesty.html>.
- <sup>6</sup> Golden West College, *Academic Honesty Policy*, "Faculty Responsibilities", <http://gwc.info/admissions/honesty.html>.
- <sup>7</sup> SUNY Broome Community College, *SUNY Broome Policy and Procedure Manual*, "Student Cheating, Reference AA4001.1", [http://web.sunybroome.edu/facultystaff/pmthree.html#Section\\_AA4001.1](http://web.sunybroome.edu/facultystaff/pmthree.html#Section_AA4001.1)

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
<i>Reclassification (3.14)</i>	11/23/2020	DL	<i>Assistant to the President</i>