

## **ST. BONAVENTURE UNIVERSITY ACADEMIC HONESTY POLICY**

In all cases where academic dishonesty is suspected, these are the procedures to be followed:

A faculty member who has evidence that a student has committed an unacceptable practice shall inform the student of the allegation, present the evidence, and announce the sanction deemed appropriate.

### **A) If the student agrees to the faculty member's charge and accepts the sanction:**

1. The faculty member shall present the student with a written charge specifying the sanction and the student shall sign the document indicating acceptance of the charge and the sanction.
2. The sanction shall be imposed.
3. The faculty member shall notify the Dean of the incident, providing in writing documentation of the charge, the evidence, the sanction and the document signed by the student. (Unless otherwise specified in this document, Dean refers to the Dean of the student's academic major [the Dean of Arts and Sciences for students who are undeclared Arts or Sciences, the Dean of Business for students who are undeclared Business]).
4. The Dean shall send a copy of all documentation to the Registrar, who shall place the documentation in the student's academic file.
5. The Registrar shall review the student's academic records. If there are any prior academic honesty offenses, the Registrar shall notify the Dean who shall notify the Board (hereinafter: the Board) that a hearing must be held.
  - a. The Dean shall forward to the Board Chair all documentation pertaining to the incident.
  - b. The Dean shall notify the faculty member and the student that the Board has been invoked in the case.

### **B) If the student does not agree to the charge or the sanction imposed by the faculty member:**

1. The student should not sign any documents presented to him or her by the faculty member.
2. The faculty member shall present in writing the accusation, the evidence and the recommended sanction to the Dean, with a copy provided to the student.

3. The Dean shall examine the evidence and confer with the student and the faculty member.
4. If the Dean judges the charge to be justified, the Dean will inform the student and the faculty member, and uphold the sanction or impose an alternate sanction. If the student accepts the Dean's judgment and the sanction, it shall be imposed.
  - a. The Dean shall send a copy of the offense and the sanction to the Registrar, who shall place the documentation in the student's academic file.
  - b. The Registrar shall review the student's academic records. If there are any prior offenses, the Registrar will notify the Dean, who will notify the Board that a hearing must be held.
    - i. The Dean shall forward to the Board Chair all documentation pertaining to the incident.
    - ii. The Dean shall notify the faculty member and the student that the Board has been invoked in the case.
5. If the Dean judges that the charges are not justified, the Dean will inform the student and the faculty member.

**C) If the student chooses not to accept the Dean's judgment or the sanction imposed, the matter shall be referred to the Board.**

1. The Dean shall notify the Board that a hearing must be held.
2. The Dean shall forward all documentation (the charge, evidence, and the suggested sanction [see section A above] and documentation of the Dean's deliberations [see section B above] to the Board.

**D) In all cases coming before the Board, these following procedures shall be followed:**

1. Timetable:
  - a. Within 5 *semester days* of receiving a case, the Board Chair shall:
    - i. Notify the faculty member who made the initial accusation of academic dishonesty and the student that the case is now being heard by the Board.
    - ii. The Board Chair will provide a copy of all written documentation to the accused student by certified mail sent to the student's SBU Post Office box or, when no SBU Post Office box is on file, to the permanent address on file in the Records Office.

- b. At the same time, the Board Chair may request that the faculty member provide a more detailed description of the charge and additional supporting evidence in addition to the original written documentation forwarded to the Board by the Dean. The faculty member shall provide this documentation to the Board within 5 semester days of receiving the request.
  - c. The Board Chair will provide the student with a list of University faculty and professional staff members who have agreed to serve as advisors to students in such cases.
  - d. The Board, through its Chair, shall schedule a hearing within four weeks.
    - i. If the alleged academic dishonesty occurs during either a summer session or within four weeks of the end of a semester, the hearing must be held no later than four weeks after the start of the following regular semester.
    - ii. In the case where the alleged academic dishonesty involves a student who is scheduled to graduate at the end of the semester in which the incident occurs, the Board will make every effort to render a decision as close to the end of the semester as possible.
  - e. At least one week prior to the hearing, the Board Chair shall notify the faculty member and the accused student of the time and place of the hearing, and provide them with a list of Board members.
  - f. A *semester day* is defined as a scheduled undergraduate/graduate class or exam day during a regular (fall or spring) semester.
  - g. Should a decision not be reached within five months of the dean's receipt of the report, all charges will be dropped.
2. The student shall attend the hearing. The student is strongly encouraged to be accompanied at the hearing by an advisor (not to be confused with the student's academic advisor). In the absence of an excuse from the Board Chair, a student who fails to appear for a Board hearing forfeits the right to defend oneself.
    - a. The accused student will be notified that he or she may select and contact an advisor for the hearing.
    - b. The Board Chair will provide the student with a list of persons who have agreed to act as advisors in academic dishonesty cases, if such a list is available. Students are not required to select an advisor from the list provided. Any member of the faculty or professional staff may function in such a role. Personal attorneys are not permitted at any meeting or hearing involved in the case.
    - c. Once a person has agreed to act as an advisor in a case, he or she should immediately notify the Board Chair in order to receive a copy of the

written charge, the time and place of the hearing, and a list of the Board members.

- d. An individual agreeing to act as the accused student's advisor is expected to aid the student in collecting evidence and in interviewing witnesses.
  - e. The advisor is also expected to be present at the hearing and to counsel the student in answering and asking questions.
  - f. Advisors are expected to be well versed in the policy and procedures.
3. The faculty member shall attend the hearing, and bears the burden of proving the allegation of academic dishonesty by clear and convincing evidence. Hearsay evidence is inadmissible.
  4. Ordinarily, the Board order and procedure for the hearing will be as follows:
    - a. The faculty member may make a statement, and may be questioned by members of the Board and then by the accused student and/or the student's advisor. The student and/or the student's advisor may make a statement, and may be questioned by members of the Board and then by the faculty member.
    - b. The faculty member and the student may call witnesses, who may be questioned by members of the Board and by the faculty member, the student, and/or the student's advisor. The witnesses will be heard in an order determined by the Board Chair. Each witness will be present at the hearing only when giving testimony. Witnesses will be instructed not to discuss the case outside the hearing.
    - c. The faculty member, the student and the student's advisor may also raise evidentiary and procedural objections.
    - d. The Board Chair, together with a majority of the Board members, shall be the final judge regarding the authoritative interpretation or application of any provision of this policy.
    - e. The Board shall meet immediately following the hearing to reach a decision, and shall ascertain that its decision is based on a careful review of all available evidence and that the evidence reflects the facts of the case. Within 72 hours, the Board Chair shall communicate in writing the decision and the sanction to be imposed to the student, the faculty member, the student's Dean and the Provost.
    - f. A student found guilty of academic dishonesty shall be assigned an appropriate sanction to be determined by the Board.
      - i. Ordinarily in the case of a first offense, the Board shall uphold the original sanction imposed by the faculty member or the Dean; however, the Board has the right to determine an alternate sanction.

- ii. In the case of a second (or further) offense, the Board may impose the sanction determined by the faculty member or the Dean and an additional penalty the Board deems appropriate from one of two penalty categories— Censure, or removal from the university, with conditions specified by the Board.
  - iii. A student's record of Censures shall be expunged upon graduation.
- g. If the Board finds no grounds to support the allegation of dishonesty, the Board will direct the faculty member who brought the charges to assign a grade in the course based on the student's work in the course disregarding the alleged dishonesty. In such a case, if a student wishes to appeal the grade assigned, the Student Grade Appeals policy becomes applicable.
- 5. Electronic or verbatim record of the hearing shall be permitted.
- 6. The record of each hearing shall consist of a detailed written report which shall include a statement of the rationale for the decision and any evidence provided.
- 7. As a rule, academic honesty hearings are closed and the proceedings are confidential. A hearing may be open, however, upon a written request filed with the Board Chair by the accused student.
- 8. The faculty member or the accused student may challenge for cause the participation of any member of the Board. Except in cases where the Chair is being challenged, the Chair's decision shall be final regarding any challenge for cause. A unanimous decision by the remaining Board members is necessary in order to disqualify the Chair for cause.
- 9. The Board's decision regarding the facts of the case and any appropriate sanction and/or penalty shall be final and will become part of the student's academic record until the student leaves the University.
- 10. In cases of multiple charges of academic honesty stemming from the same incident, the Board Chair shall decide whether to combine the cases in one hearing or to schedule separate hearings. The decision of the Board Chair is final.

**E) Documentation of all academic honesty incidents will remain on file in the Registrar's office until the student leaves the University.**

**F) If at any point in the process the student has been cleared of the charges, the Dean shall ensure that all records pertaining to the incident are destroyed.**

## **BOARD COMPOSITION, TERMS OF APPOINTMENT, AND FINDINGS REPORT**

The Faculty Senate will appoint three faculty members and three alternates to the Board. These appointments will be made each year in April and will begin on the first day of the fall semester of the following academic year. One of those faculty members will be elected Chair by the other members. Chairs serve a one year term, renewable once.

The term of Board members will be two years. With Senate approval, members can succeed themselves once.

The President of Student Government will appoint two students and two alternates to the Board with the approval of the Faculty Senate. Generally, the term of appointment will be two years; however, students who graduate or leave the university will be replaced in a timely fashion. These appointments will normally be made each year in April.

At the initial constitution of the Board, the appointment of both faculty members and students will be staggered to foster continuity of Board membership.

The Board Chair is responsible for conducting all hearings that come before the Board insuring that the rules of fair process are observed. Pursuant to these ends the Chair, among other things shall:

1. determine whether a request for an open hearing should be honored;
2. determine the order in which witnesses and other participants (for example, advisors) will be heard;
3. rule on evidentiary and procedural objections and disputed interpretations [as above] of the policy with the support of a majority of the Board;
4. insure that a proper decorum is maintained;
5. rule on requests for change of advisors;
6. solicit faculty and professional staff members willing to serve as advisors, maintain a list of advisors, and provide this list to accused students;
7. write the final decision and submit copies to the required parties;
8. choose one of the Board alternates to serve for that hearing when a Board member is unavailable to serve at a hearing.

The Board will report its findings to the accused student, the faculty member involved, the student's Dean and the Provost.

The Senate chairperson shall receive a summary of findings for each academic year. This summary shall include the number of cases, their dispositions, and shall be made public by the Senate chair.

In all cases information specific to the cases will be confidential and kept by the Board Chair.

NOTE: Upon promulgation of this policy all previous University policies, no matter how longstanding nor where found, that are contrary to the above provisions, are “ipso facto” null and void.

Dated: March 24, 2006

*The appended definition and explanation of what constitutes dishonesty should be published in the Catalogue and on the website following the Academic Honesty Policy, Further this document is not part of the policy itself, but a set of parameters for its implementation. Such document is to be updated and revised accordingly when necessary.*

## **Definitions of Academic Dishonesty**

(Adapted, with permission, from Northwestern University’s web site)

Enrollment at St. Bonaventure University requires adherence to the University’s standards of academic integrity. These standards may be intuitively understood and cannot in any case be listed exhaustively; the following examples represent some basic types of behavior that are unacceptable:

- Cheating: copying another student’s work; using unauthorized notes, study aids, electronic communication or information on an examination; altering a graded work after it has been returned, then submitting the work for re-grading; allowing another person to do one’s work and submitting that work under one’s own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
- Plagiarism: submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source.
- Fabrication: falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
- Obtaining an Unfair Advantage: (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment; (d) retaining, possessing, using or circulating previously

given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work; or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.

- Aiding and Abetting Academic Dishonesty: (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; or (b) providing false information in connection with any inquiry regarding academic integrity.
- Falsification of Records and Official Documents: altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, add/drop or withdrawal form, ID card, or any other official University document.
- Unauthorized Access to computerized academic or administrative records or systems: viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information

Dated: May 2006