

Academic Policies & Procedures

ACADEMIC DISHONESTY

I. INTRODUCTION

The University Senate Academic Judiciary Committee is responsible for the establishment of general guidelines for dealing with academic dishonesty. The Academic Judiciary Committee or the Committee on Academic Standing of the school in which the student is enrolled has the responsibility for handling individual cases of academic dishonesty. The School of Health Technology and Management has its own Academic Standing Committee (hereafter known as the ASC).

Academic dishonesty includes any act which is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition which is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

II. EXAMPLES OF ACADEMIC DISHONESTY

Typical examples of academic dishonesty include but are not limited to:

A. Classroom Dishonesty

1. Cheating on course or proficiency examinations by the use of books, notes, or other aids when these are not permitted, or by copying from another student.
2. Submission of similar papers or projects in more than one course without permission of the instructor(s).
3. Collusion: Two or more students helping each other on an examination or assignment, unless specifically permitted by the instructor.
4. Use of substitutes: Sitting in for another student at an examination, or permitting someone else to sit in for oneself.
5. Plagiarism: The submission of another's work as one's own original work without proper acknowledgment of the source.
6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.

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8. Use of unauthorized materials for an exam or project (e.g., use of calculators on an exam where they have been prohibited, beepers, or other electronic devices).
9. Circulation and/or use of unauthorized “old exams”.
10. Unauthorized possession of an exam, even if inadvertent or un-premeditated.
11. Theft, concealment, destruction, or inappropriate modification of classroom or other instructional material (e.g. posted exams, library materials, laboratory supplies, computer programs and outputs).
12. Preventing relevant material from being subjected to academic evaluation.

B. Clinical Dishonesty

The principles of academic dishonesty shall also apply to those courses taken during the clinical phases of a program of instruction. In clinical programs academic dishonesty shall be defined further to include, but not be limited to:

1. Falsification of client or institutional records.
2. Concealing information or activities that affect the safety and well-being of clients.
3. Inappropriate violation of client confidentiality as specified by HIPAA regulations.
4. Engaging in activities that are contrary to professional codes of ethics or standards of practice as defined by the program, school, professional associations or state/federal laws or regulations.
5. Misrepresenting one's role as a student to an institution, client, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
6. Failure to seek supervision for clinical activities or neglecting to obtain required clearance for such clinical activities.
7. Performance of procedures without supervision, for which the student has not been prepared.
8. Failure to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

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III. POLICY

Intellectual honesty is a cornerstone of all academic and scholarly work. Stony Brook University, including the School of Health Technology and Management, views any form of academic dishonesty as a serious matter and responds appropriately when allegations of academic dishonesty are presented.

IV. GENERAL PRINCIPLES

- A. The Chair of the ASC shall oversee the academic dishonesty incident process in order to ensure that appropriate policy and procedure is adhered to and to monitor equality of penalties across SHTM programs.
- B. Under the principle of academic freedom, each faculty member reserves the authority, and with it the responsibility, to clearly define the bounds of acceptable conduct and to carry on his/her duties in a fashion conducive to academic honesty. The faculty member retains the right to take immediate and appropriate actions to prevent and/or deal with any act of unacceptable conduct on the part of a student. Students may bring forth charges of academic dishonesty as well. The faculty member and/or student shall formally refer the matter to the Program Chair/Director to resolve acts of academic dishonesty within the program from which the student originates.
- C. Students who are accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam; in this way students who appeal the accusation will have a completed exam on which their final grade will be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam it is at the discretion of the instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession), the student should be prohibited from taking that exam; if the instructor suspects that other students may have been exposed to the exam, the instructor may void that exam, at her/his discretion, and re-test. The course instructor may recommend a penalty prior to a formal finding of academic dishonesty; the student may either admit to academic dishonesty and accept the penalty, or appeal the finding or the penalty to the ASC. (See VI. A.)
- D. Students who are accused of academic dishonesty while on clinical rotation should be allowed to continue during the appeal process, unless the department or clinical institution believes that this would not be in the client's best interest.
- E. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty if it is determined that it is more likely than not that the student

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engaged in academic dishonesty. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example:

1. In cases of suspected plagiarism, a dramatic change in writing style may contribute toward a finding of guilty; identification of source material strengthens the accusation.
2. Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed using the crib sheet.
3. Students may be found guilty of academic dishonesty if they are seen attempting to view other student's work during an examination.
4. Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam paper of where collusion may have taken place.
5. Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other work even though there were no witnesses to communication between the accused students.

V. PENALTIES FOR ACADEMIC DISHONESTY

The course instructor, in concert with the Program Chair/Director or designee, may render a penalty for any act of academic dishonesty. If the accused student appeals the finding or penalty, the case is referred to the ASC for hearing. The ASC may either support the proposed penalty, or render its own penalty. The Dean and the Program Chair/Director may concur with an ASC recommendation to institute a modified penalty. The penalty for any substantiated act of academic dishonesty may be expulsion from the University or the SHTM.

- A. In Course Work: Penalty may be dismissal from the University or SHTM and/or may be a reduced course grade. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a P or NC.
- B. In Clinical Work: An allegation of academic dishonesty in clinical work reviewed and accepted by the committee in accordance with the academic standing policies may lead to the immediate suspension of the student. Students found guilty of such an allegation may be dismissed from the University or SHTM.
- C. Other Situations: Cases of academic dishonesty not related to a course should be reported to the ASC.

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- D. Multiple Offenses: If a student is found to have committed two or more acts of academic dishonesty, the ASC in consultation with the Dean or his/her designee shall consider a further penalty, in addition to those already established for the separate offenses. Further penalty must be implemented in the semester in which the multiple offenses were discovered or within two months of the discovery, whichever is longer. Generally the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent educational record.

VI. PROCEDURE

A. Initiation of Complaint

All academic dishonesty complaints are submitted to the Program Chair/Director of the program from which the accused student originates. The Program Chair/Director shall review the complaint and may request a written statement from the accuser(s) regarding the incident. If the Program Chair/Director, after consultation with the Chair of the ASC, determines that the accused student had a prior finding of SHTM academic dishonesty then the matter will be referred to ASC, and the Program Chair/Director shall notify the accused student that the matter has been referred to ASC. If there has not been a prior finding of SHTM academic dishonesty, the Program Chair/Director will notify the accused of the complaint and advise that he/she may: (a) resolve the matter within the program (and not contest the complaint/accept responsibility for the misconduct); or (b) contest the complaint in which case the complaint will be referred to the ASC. The Program Chair/Director may also refer the case directly to the ASC for adjudication in lieu of resolution within the program.

The accused student has five (5) days from notification of the complaint, to decide how he/she wishes to proceed. During this five (5) day period, and at anytime during the process, the accused student has access to the Assistant Dean for Academic and Student Affairs, with whom the student may review and discuss the policies and procedures. Also during this period or at any time during the process, the accuser and/or Program Chair/Director may seek advisement concerning policies and procedures from the Associate Dean of the School of Health Technology & Management.

1. If the accused chooses to resolve the matter within the Program, the Program Chair/Director shall meet with the student to discuss the proposed penalty and assess a penalty. If the penalty assessed by the Program Chair/Director is uncontested by the accused student, the matter is considered resolved.
2. If the penalty rendered by the Program Chair/Director pursuant to # 1 above is contested, then the matter shall be referred directly to the ASC.

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Upon completion of steps #1 or # 2 above, the Program Chair/Director, shall submit a signed Academic Dishonesty Incident Report (ADIR: see Appendix A) with supporting documentation, to the Chair of the ASC and a copy to the Assistant Dean for Academic and Student Affairs within five (5) business days of completion of Step # 1 or # 2, as appropriate.

The Chair of the ASC shall maintain ADIRs. The ADIR can only be used in a *finding* of academic dishonesty, and then only in the *penalty* (closed session) phase of the hearing.

B. ASC Hearing Board Procedure

If the accused student denies the charges or does not accept the penalty the case is brought forward to the ASC hearing board for review according to following procedure:

1. The accused student is informed in writing by the ASC Chair of the hearing date.
2. The student may bring witnesses and/or an advisor to the hearing. The student must inform the Chair of the ASC in writing no later than five (5) business days before the hearing, of the identity of the witnesses and/or advisor. The student has the right to request all documentation related to the case.
3. The Chair of the ASC will create a hearing board. The hearing board is to be comprised of individuals from the ASC and SHTM students. A hearing board shall consist of a minimum of five (5) voting members and a hearing officer. Generally the Chair of the ASC serves as the hearing officer, except under unusual circumstances (e.g., illness, conflict of interest). In such case, the Chair of the ASC will notify the elected alternate hearing officer. In all hearings there will be at least one (1) student and four (4) faculty present as voting members plus the hearing officer. Neither the course instructor nor any faculty member of the program from which the charge originated shall be impaneled on the hearing board. When a quorum is not available, hearing boards may be staffed by past members of the committee. In instances where it is impossible to reach a quorum with current or past committee members, *ad hoc* appointees will be determined by the Dean.
4. The ASC Chair will ask the accuser to prepare a statement describing the student's behavior that triggered the charge of academic dishonesty and to produce all pertinent documentation and list witnesses, if any.
5. The student will be asked to prepare a written statement on his/her behalf and submit all supporting documentation supporting the appeal. This shall be submitted to the hearing officer five (5) days prior to the scheduled hearing.

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6. The hearing officer will set a time for the hearing at the earliest possible date to allow all concerned parties adequate time for preparation. Unless there are unusual circumstances, the hearing will be scheduled no sooner than five (5) business days, and no later than ten (10) business days after ACS's notification from the Program Chair/Director.
7. The board shall attempt to reach a decision on the basis of the evidence before it, regardless of the presence or absence of the persons concerned, their witnesses, or their advisors. In cases where reasonable notice of absence has been given (at least 24 hours), the hearing will be postponed to be rescheduled as soon as possible.
8. The hearing officer will open the hearing by presenting the accuser's written statement. The role of the hearing officer shall be to oversee the hearing process, ensure that the policies and procedures of the SHTM governing the process are followed, and ensure that the hearing moves in an orderly manner. As a member of the ASC, the hearing officer may ask questions of principles and witnesses. The hearing officer will participate in the proceedings but cast no vote except to break a tie vote.
9. When two or more students are accused of collusion in an academic dishonesty accusation, each shall have the opportunity to meet with the board independently of the other(s) and the others' advisers and witnesses.
10. A student's advisor may counsel the student during the hearing but does not have privilege of the floor.
11. The accuser and the accused student may call witnesses to the appeal hearing.
12. After reviewing all of the evidence and interviewing any witnesses, the hearing board will meet and come to a decision. All decisions of the board shall be by majority of the voting members present; voting shall be by secret ballot. In case of a tie, the hearing officer will cast the deciding vote. The cast vote tally will not be divulged.
13. The ASC Chair will inform the Dean of the hearing board's recommendation to uphold or deny the student's appeal.
14. The Dean of the School of Health Technology and Management may or may not accept the recommendation of the hearing board and shall inform the student of the final decision in writing within ten (10) business days of the hearing. The Dean shall notify the student, the instructor, and the Program Chair/Director of the decision. The Dean shall also notify the student that any further appeal must be directly made to the Senior Vice President, Health Sciences within ten (10) business days of receipt of the

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Dean's decision, and this appeal must be based on new evidence and/or errors in procedure or conduct.

C. Appeal of Dean's Decision

1. Upon receipt of an appeal the Senior Vice President, Health Sciences may choose to meet with the accused student or may choose to decide the appeal based upon the statements/record made by the ASC. The Senior Vice President, Health Sciences shall issue a decision within ten (10) business days of his/her receipt of the appeal or the date of the Senior Vice President's meeting with the student, whichever is later. The decision of the Senior Vice President shall be final.

D. Confidentiality

The Assistant Dean for Academic and Student Affairs shall maintain Academic Dishonesty Incident Reports (ADIRs) in a separate file from the student's record. The ADIRs shall be accessible to only the Dean. The chair of the ASC shall also maintain ADIRs in a file accessible only to the chair. The ADIR cannot be used against the student in any subsequent allegation of academic dishonesty. The ADIR can only be used in a finding of academic dishonesty, and then only in the penalty (closed session) phase of the hearing.