

Revised

## Procedures for Handling Academic Integrity Violations

At SUNY Canton, the authority is given to the faculty to determine grades for work submitted in their courses and for determining the viability of that work. Faculty reserve the right to seek more information to determine if coursework submitted has, in fact, violated the College's academic integrity policy. The information below outlines the College's process for handling academic integrity violations.

### Academic Integrity Notification and Sanctioning Guidelines

*The following process will serve as a guide for the handling of violations of the Academic Integrity Policy. If you have questions about this process, please reach out to the Provost's Office for consultation.*

#### Notification Process

Faculty/instructor who believes they have evidence of academic dishonesty shall take the following action:

Notify the student of the allegation in writing, using standard email template. Notify the student of the time, date, and place of the meeting to review the allegation, which should occur within 5 days after the student is made aware of the allegation. This meeting can occur in person, through Teams/Zoom/streaming platform, electronically, or on the phone.

#### **Email template for Academic Integrity Violations:**

Dear (Student),

SUNY Canton and classroom policy prohibit students from engaging in dishonest academic behavior (as outlined in the College Catalog pp. 44). It appears that you may have violated this policy. I would like to meet with you on (DATE/TIME) to discuss this matter. This is a required meeting, so if you are not available to meet during this time, please email me with a date and time that works for you. This meeting can occur in person, through Teams/Zoom/streaming platform, electronically, or on the phone. This is the first step in the College's Academic Integrity policy. Failure to meet within the next 5 days will result in the matter being referred to the Provost's Office.

Sincerely,

(Faculty Name)

Should the student or faculty not show to the meeting, the matter should be referred to the Provost's Office. Faculty can do so by completing the [Academic Integrity Reporting Form](#), or the student can email [provostoffice@canton.edu](mailto:provostoffice@canton.edu).

#### Possible Meeting Outcomes:

The options below outline possible meeting outcomes and any further action that should be taken.

##### **1. The student and faculty both attend the meeting and determine the charges should be dropped:**

After discussion, there is agreement that a violation of the College's Academic Integrity Policy did not occur. The matter is considered closed, and no further action is necessary.

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**2. The student and faculty both attend the meeting, and the student accepts responsibility and sanctions:**

The accused student may accept responsibility for the charges pending against them. The faculty determines the appropriate sanction using the chart below and forwards the recommendation to the Provost's Office for final approval. The student agrees to accept the sanction recommended by the faculty and is notified that the sanction could be modified by the Provost's Office. The Provost's Office will notify the student and faculty of the final, approved sanction.

**3. The student and faculty both attend the meeting, but disagree on whether a violation occurred or on the appropriate sanction:**

If the student and the faculty disagree on whether a violation occurred or on the appropriate sanction, the student has a right to request a hearing before the **Academic Integrity Committee**. The faculty:

- Contacts the Provost's Office to request the scheduling of a hearing before the Academic Integrity Committee.
- Provides information about the allegation and supporting evidence to the Provost's Office

**Sanctioning Guidelines**

These sanctioning guidelines are a tool for the faculty to consider and recommend to the Provost's Office for final approval. This chart represents sanctioning across the entirety of a student's academic career at SUNY Canton; should multiple violations occur simultaneously, they will be reviewed and adjudicated in communication with the Provost's Office.

<b>VIOLATION LEVEL</b>	<b>DEFINITION/EXAMPLES</b>	<b>MINIMUM RECOMMENDED SANCTION*</b>
FIRST	First-time violation of AI Policy, which may include plagiarism, cheating, unauthorized collaboration, and/or falsification of materials.	Zero on the assignment in question with the warning that additional sanctions could include lowering of the class grade. Recommended participation in educational course.
SECOND	Second violation of AI Policy, and particular attention will be paid to type of violation (should violation be the same as FIRST VIOLATION, stronger sanctioning may be warranted). AI Committee will review the case to either agree with sanction or determine if a stronger sanction is recommended based on the type of violation.	Zero on assignment and lowering a course grade.
THIRD	Third violation of AI Policy or egregious violation of any level.	Grade of F in the course. Possible Suspension from College.
FOURTH	Fourth violation of AI Policy or egregious violation of any level.	Suspension from the College

*\*The College reserves the right to impose any of the sanctions, regardless of level, up to and including suspension from the college, given the severity of the violation*

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## **Procedures for Handling Academic Integrity Violations**

At SUNY Canton, the authority is given to the faculty to determine grades for work submitted in their courses and for determining the viability of that work. Faculty reserve the right to seek more information to determine if coursework submitted has, in fact, violated the College's academic integrity policy. The information below outlines the College's process for handling academic integrity violations.

1. When a faculty member encounters a violation of the Academic Integrity Policy they are expected to discuss the situation with the student and provide education regarding existing policies, procedures, and academic expectations. When there is evidence of academic dishonesty, a student may be assigned a grade of "F" for the assignment and/or course. These consequences should be included in the class syllabus. The 'MTS' system provides faculty with the option of dismissing a student for ethical reasons. This option will assign a grade of "F" and prevent the student from withdrawing from the course without the permission of the faculty member.
2. If any sanctions are administered for a violation of the Academic Integrity Policy, an Academic Integrity Report Form should be filled out and submitted to the Provost's Office. The form is web-based and can be found on the Provost's page of the SUNY Canton website under Faculty Resources.
3. The Provost's Office will maintain a record of all violations and sanctions. For first offenses, the Provost's Office will email students acknowledging receipt of the Academic Integrity Report and informing them of the repercussions of future violations.
4. If the Provost's Office receives an Academic Integrity Report form and it is found that it is a second or subsequent offense, an Academic Integrity Committee will be convened by the Provost to review the case.
5. A Blackboard shell will be maintained by the Provost's Office for the Academic Integrity Committee to review cases of multiple offenses.
6. Once convened, the committee will discuss if the sanction administered by the faculty member is appropriate or if there should be additional or different sanctions, including, but not limited to, dismissal from the course or suspension from the college. The Academic Integrity Committee will then make a recommendation to the Provost who will then confer with the faculty member of the second offense with regard to the committee's recommendation.
7. The Provost will act on the recommendation as appropriate under the circumstances, and will then inform the student, the faculty member, and any appropriate Deans, advisors, or College Registrar of the outcome, including any added sanctions.

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## **Academic Integrity Procedures**

### **1<sup>st</sup> Offense**

- Faculty member discusses the infraction with the student and provides education regarding existing policies, procedures, and academic expectations.
- Faculty member determines if sanctions are necessary.
- If so, faculty member notifies student of sanctions, completes Academic Integrity Report Form, and forwards it to the Provost's Office.
- The Provost's Office notifies student of the report and the potential consequences of future infractions by email.

### **2<sup>nd</sup> Offense**

- Faculty member discusses the infraction with the student and provides education regarding existing policies, procedures, and academic expectations.
- Faculty member determines if sanctions are necessary.
- If so, faculty member notifies student of sanction, completes Academic Integrity Report, and forwards it to the Provost's Office.
- The Provost's Office will convene the Academic Integrity Committee, which consists of one faculty member from each of the three schools, to hear the case.
- Once convened, the Academic Integrity Committee will review the case and discuss whether or not the sanction imposed by the faculty member is appropriate or if there should be additional or different sanctions, including, but not limited to, dismissal from the course or suspension from the college. The committee's recommendation will be sent to the Provost.
- In the event of additional and/or different sanctions, the Provost will confer with the faculty member of the second offense with regard to the committee's recommendation.
- The Provost will act on the recommendation as appropriate under the circumstances, and will then email the student of the decision; a copy of the email will also go to the faculty member and if appropriate, the Dean, advisor, and the College Registrar.

## **Academic Integrity Appeals Process**

The student may appeal the original charge and/or sanctions made by the faculty member. The student will be required to provide documentation and materials used to support the appeal to the Provost's Office at [provostoffice@canton.edu](mailto:provostoffice@canton.edu). A small committee consisting of a faculty member from each of the schools will be formed. The committee will review the documentation and make a recommendation to the Provost who will confer with the faculty member of the second offense with regard to the committee's recommendation.

The Provost's Office will notify the student and the faculty member of the final decision.