

## **Academic Integrity**

All students in the School of Graduate Studies at St. Bonaventure University are expected to adhere to the policies of academic integrity. All work presented as one's own must have been completed by the student. Submission of another's work, plagiarism, falsifying data, and other forms of academic dishonesty are a violation of academic integrity. Such violations are serious matters and will be dealt with accordingly.

### **Plagiarism**

Plagiarism includes:

- a) purchasing, downloading, or copying the work of another person and presenting it as one's own; and/or
- b) using the work of another without giving that person proper credit.

Note: Proper credit is generally considered a citation and reference, but may take other forms as defined by individual instructors.

### **Academic dishonesty**

Academic dishonesty includes:

- a) knowingly giving or providing assistance not authorized by the instructor;
- b) using test questions or answers, work completed by others without permission from the instructor (in the form of sample completed assignments) or providing these materials for use by another student;
- c) using falsified data; and/or
- d) obtaining or using data that were obtained in an unethical manner

### **Procedures**

A faculty member who has evidence that the graduate student engaged in plagiarism or otherwise violated the academic integrity policy shall meet with the student within two (2) business days to review the evidence and discuss the sanction. Sanctions may be, but are not limited to a) failure of the assignment, b) failure of the course, and/or c) dismissal from the program and the university.

#### **A. If the student agrees to the faculty member's charge and accepts the sanction, the following procedures will be followed:**

- 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 program director and academic Dean of the incident within two (2) business days, providing in writing documentation of the charge, the evidence, the sanction and the document signed by the student.
- 4) The Dean shall send a copy of all documentation to the Registrar within two (2) business days, 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 Academic Honesty Board <http://www.sbu.edu/about-sbu/university-information/conduct-at-sbu> (hereinafter: the Board) that a hearing must be held.

a) Within two (2) business days the Dean shall forward to the Board Chair all documentation pertaining to the incident.

b) Within two (2) business days 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 the following procedures will be followed:**

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 that same day, the evidence and the recommended sanction to the program director, the academic Dean and the graduate Dean, with a copy provided to the student.

3) The Deans shall examine the evidence and confer with the student and the faculty member within two (2) business days

4) If the Deans judge the charge to be justified, they will inform the student and the faculty member immediately, and uphold the sanction or impose an alternate sanction. If the student accepts the Deans' judgment and the sanction, it shall be imposed.

a) The Deans shall send a copy of the offense and the sanction to the Registrar within two (2) business days, who shall place the documentation in the student's academic file.

b) The Registrar shall review the student's academic records within two (2) business days. If there are any prior offenses, the Registrar will notify the Deans who will notify the Board that a hearing must be held.

(i) Within two (2) business days the Deans shall forward to the Board Chair all documentation pertaining to the incident.

(ii) Within two (2) business days the Deans shall notify the faculty member and the student that the Board has been invoked in the case.

5) If the Deans judge that the charges are not justified, they will inform the student and the faculty member within two (2) business days.

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

1) The Deans shall immediately notify the Board that a hearing must be held.

2) The Deans shall forward all documentation (the charge, evidence and the suggested sanction [see section A above] and documentation of the Deans' deliberations [see section B above] to the Board.

Two business days is the maximum time allotted for decisions at each step in the process. It is expected that if the incident occurs at the end of a course session, every effort will be made to expedite the process so that the student can plan accordingly for the next semester.

**D. In all cases coming before the Board, the 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 both Bonaventure email and 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 Deans. The faculty member shall provide this documentation to the Board within 5 business 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 two weeks.

e) If the alleged academic dishonesty occurs during either a summer session or within two weeks of the end of a course session, the hearing must be held no later than 3 days after the start of the following session

f) 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) Should a decision not be reached within 5 weeks of the Dean's receipt of the report, all charges will be dropped.

2) The student shall attend the hearing either in person or via the use of technology. The student is strongly encouraged to be accompanied at the hearing by an advocate. 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 advocate for the hearing.

b) The Board Chair will provide the student with a list of persons who have agreed to act as advocates in academic dishonesty cases, if such a list is available. Students are not required to select an advocate from the list provided. Any member of the faculty or professional staff may function in such a role.

c) Once a person has agreed to act as an advocate 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 advocate is expected to aid the student in collecting evidence and in interviewing witnesses.

e) The advocate is also expected to be present at the hearing and to counsel the student in answering and asking questions.

f) Advocates 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 advocate. The student and/or the student's advocate 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 advocate. 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 advocate 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 48 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, the Graduate 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 that 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 at least 3 days prior to the hearing. Requests for the hearing to be open that are received fewer than 3 days prior to the hearing will be rejected.

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 University shall ensure that all records pertaining to the incident are destroyed.**