PROCEDURE FOR HANDLING VIOLATIONS OF ACADEMIC HONESTY BY GRADUATE STUDENTS AT HOFSTRA UNIVERSITY

(See Faculty Policy Series #11 for Undergraduates and #11A for the School of Law)

I. Statement of Principles

A University is a community of faculty, administrators and students dedicated to the pursuit of learning and to the creation of new knowledge. Every individual in this community has an obligation to uphold its intellectual standards, which alone make education worthwhile. It is the responsibility of the faculty not only to share its knowledge, but also to communicate understanding of, and respect for, the process by which knowledge is produced. The goal of most graduate study is individual synthesis and analysis, and the independent evaluation by students of others' work. Thus, students play an active role in their own education, and each student bears responsibility for his or her work. Anyone who refuses this responsibility both misses the point of a graduate education and proves unworthy of it.

A student who commits any act of academic dishonesty, including knowingly helping another student to commit such an act, is rejecting the responsibility that is inherent in the pursuit of learning and may forfeit the right to remain a member of the academic community, particularly if he or she is unwilling or unable to recognize the seriousness of the offense and fails to demonstrate such recognition by abstaining from further violation of academic propriety.

One learns and contributes to the body of knowledge by reviewing work already done and by using it as the basis for generating new ideas, discovering new data, and drawing new conclusions. Though the process of learning is undeniably collaborative, one's achievement in that process is assessed on the basis of one's individual contribution. Academic honesty requires carefully distinguishing one's own work from that of others. Each individual must fully acknowledge when, where, and how his or her work refers to or depends on that of others. This means carefully tracing the boundary between others' efforts and one's own, clearly noting where others' work leaves off and one's own begins.

The academic community assumes that work of any kind--whether a research paper, a critical essay, a homework assignment, a test or quiz, a computer program, or a creative assignment in any medium--is done, entirely and without assistance, by the individual whose name it bears. (If joint projects are assigned, then the work is expected to be wholly the work of those whose names it bears.) If the work contains facts, ideas, opinions, discoveries, words, or other elements found in sources, these must be fully and appropriately acknowledged, following a prescribed format for doing so. In general terms, the conventional format consists of a bibliography (a list of sources) coupled with

footnotes or parenthetical citations that serve to identify the precise derivation of each idea, fact, paraphrase, or quotation that comes from another's work.

II. Guidelines

It is particularly important for students to understand that it is not enough to identify the source of quoted material; it is also necessary to indicate when one is paraphrasing (restating in other words) material found in a source. Thus, the use of other's ideas as well as their words needs to be acknowledged.

The standard guides in these matters are the *Publications Manual of the American Psychological Association* for the social sciences, *Style and Format: The CBE Manual for Authors, Editors, and Publishers* for the natural sciences, *MLA Handbook for Writers of Research Papers* and *Chicago Manual of Style* for the humanities. Individual programs may designate more discipline-specific style manuals.

III. Violations

Any violation of these principles constitutes academic dishonesty. Indeed, it is important for students to avoid even the appearance of dishonesty. In simplest terms, academic dishonesty refers to using unauthorized assistance or making false representations in work submitted for academic credit or knowingly helping others to use unauthorized assistance or make false representations in such work. It includes, but is not limited to the following offenses.

A. Violations Regarding Exams:

1. obtaining unauthorized information concerning an exam and/or giving such information to another student;

2. communicating with anyone, other than the exam proctor, while taking an exam;

3. reading or copying another student's examination sheet or book during an exam;

4. possessing unauthorized material or tools (such as calculators or computers) in the examination room during an exam and/or consulting such materials or tools during an exam;

5. without proper authorization, beginning an exam before the prescribed time or continuing to work on the exam after the prescribed time;

6. failing to submit all bluebooks and examination materials at the end of an exam or removing bluebooks or examination materials from the exam room without the proctor's or faculty member's approval;

7. having another person take an exam in one's place;

8. submitting work produced with unauthorized collaboration or assistance;

B. Violations Regarding Plagiarism:

1. copying or substantially copying someone else's words without both citing the author of the quotation and using either quotation marks or an indented block quotation;

2. paraphrasing someone else's words or work without citing the source;

3. using paid "research services";

4. copying from another's term paper or computer disk;

5. submitting work produced with unauthorized collaboration or assistance;

C. Other Violations:

1. submitting the same or a significantly similar work for credit in more than one course without the consent of the faculty members involved;

2. falsifying experimental data;

3. using computer programs or data without proper authorization or acknowledgment;

4. making one's own academic work available to others to present as the recipients' own;

5. submitting work produced with unauthorized collaboration or assistance.

IV. Procedures for Handling Violations

The names of all students involved in academic dishonesty issues shall be held confidential.

A. Any question of academic dishonesty should first be addressed through discussion between the student and the instructor. The faculty member must explain the nature of the alleged offense, inquire into the student's knowledge of its character and seriousness, ascertain the student's motivation, and take into consideration any relevant information the student wishes to provide.

B. When, after discussing the alleged offense with the student or making a good-faith effort to do so, a faculty member determines that a violation of academic honesty has occurred, the instructor shall determine the penalty (if any) within the context of the course and complete the "Report Form on a Graduate Student's Violations of Academic Honesty," sending copies to the Provost, the appropriate academic dean, Dean of Students, and the student within 10 days of determining that an infraction has occurred. That form shall specify the nature of the charges, the rationale for the penalty (if any) that the instructor has imposed, and the student's right to appeal. The instructor shall include a copy of FPS 11G in the mailing to the student. The Provost's Office shall keep a record of all such reports.

B. Penalties shall be assessed according to the following guidelines:

1. Graduate students guilty of gross and unambiguous violations of academic honesty (e.g., cheating on exams or graded projects, quoting a substantial portion of a source verbatim without citation) shall fail the course and be subject to suspension or dismissal by action of the Provost.

2. Students guilty of violations that require a more sophisticated understanding of the use of sources and development of an authorial voice shall be subject to a range of penalties: rewriting the assignment, failure of the assignment or of the course, or suspension/dismissal from the University. Such offenses include: a) reproducing the ideas of another (but not the precise language with which those ideas were previously expressed) without citing the source, b) presenting a paraphrase (with citation) that so closely resembles the language of the original that it fails to put the concepts in the student's own words.

3. A graduate student who commits a second violation of academic honesty shall be subject to suspension or dismissal. The Office of the Provost shall inform the student by letter of his or her status and of the right to appeal.

V. Procedures for Review and Appeal

A. The student has the right to appeal a charge of academic dishonesty, the grade resulting from the charge, or a suspension/dismissal decision. The student can appeal based on the following grounds: a) the evidence does not adequately prove that the student violated academic honesty; b) new evidence has come to light; c) the penalty imposed was not appropriate, reasonable, just, and consistent with the guidelines in this Faculty Policy Series; d) proper procedures were not followed in the case.

B. The Provost's designee shall review all reported violations of academic dishonesty. At her or his discretion, the Provost's designee may:

1. take no action (allowing the faculty member's report and the penalty imposed to stand);

2. impose the penalty of suspension or dismissal when appropriate under the guidelines of this Faculty Policy Series;

3. mediate between the student and the faculty member, (possibly involving the faculty member's dean or associate dean in that mediation);

4. encourage the student to appeal; or

5. (even if the student chooses not to appeal) convene an Ad Hoc Board of Review to examine a reported case of academic dishonesty when he or she finds that the evidence is inadequate or the penalty imposed is inappropriate.

C. Upon receipt of notification of charges and/or penalty the student must inform the Office of the Provost, in writing and within seven (7) University business days, of his or her intention to appeal the charges and/or penalty.

D. If mediation, undertaken by the Provost's designee, does not resolve the concerns of the student appealing or of the Provost's designee, the Provost will then appoint an Ad Hoc Board of Review consisting of the following voting members: a representative of the Office of the Provost, who will serve as chair; a representative of the Dean of the appropriate School or College; and the Dean of Students. The student may opt to have two graduate student representatives to be appointed by the Dean of Students. These graduate student representatives should not be enrolled in the same program or department as the student charged with academic dishonesty.

E. The Ad Hoc Board of Review will be governed by the following bylaws:

1. The presumption of innocence shall apply. The Board shall review the case de novo: The burden of proof of the violation and the justification of the penalty is upon the faculty member making the charge. In the case of suspension or dismissal, the burden of justification may also rest with the Provost's designee. The Board shall determine: a) whether the evidence adequately proves that the student violated academic honesty; b) whether the penalty imposed was appropriate, reasonable, just, and consistent with the guidelines in this Faculty Policy Series; and c) whether proper procedures have been followed in the case.

2. The student must have an explicit statement of the charges and a reasonable amount of time prior to the first formal meeting of the Board.
3. The student may have an adviser of his/her choice from within the University; however, that adviser may not address the Board.

4. Both parties (the student and the faculty member who has brought the charge) must be present when either party is presenting statements or evidence to the Board.

5. Both parties may elect to present evidence or call witnesses on their behalf.

6. Both parties must receive copies of written evidence presented to the Board.

7. Both parties may elect to cross-examine those who appear before the Board.

F. Decisions of the Ad Hoc Board of Review are final and binding and will be presented in writing to the student, with a copy to the Provost.