

PROCEDURE FOR HANDLING VIOLATIONS OF THE HONOR CODE BY UNDERGRADUATE AND GRADUATE STUDENTS AT HOFSTRA UNIVERSITY

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

I. Statement of Principles

Hofstra University places a high value on educating students about academic integrity. At the same time, the University will not tolerate dishonesty, and it will not extend the privileges of the community to the repeat offender.

Hofstra University's Honor Code states: "As a member of the Hofstra community, I pledge to demonstrate integrity and ethical behavior in all aspects of my life, both inside and out of the classroom. I understand that I am accountable for everything I say and write. I will not misrepresent my academic work, nor will I give or receive unauthorized assistance for academic work. I agree to respect the rights of all members of the Hofstra community. I will be guided by the values expressed in the P.R.I.D.E. Values. I accept the responsibility to follow this Honor Code at all times."

Students are actively engaged in their own education, and each student is accountable for their work. Neglecting this responsibility is contrary to the essence of higher education and does not reflect the standards we uphold.

Individuals learn and contribute to the body of knowledge by reviewing work already done and using it as the basis for generating new ideas, discovering new data, and drawing new conclusions. While the process of learning undeniably involves collaboration, the assessment of one's progress in this process is based on their individual contributions. Academic integrity requires carefully distinguishing one's own work from that of others. Each individual must fully acknowledge when, where, and how their 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.

A. Education, Prevention, and Faculty Responsibility:

A University is a community of faculty, administrators and students dedicated to the pursuit of learning and the creation of new knowledge. Every individual in this community has an obligation to uphold its intellectual standards. It is the responsibility of the faculty not only to share their knowledge, but also to communicate understanding of, and respect for, the process by which knowledge is produced. Faculty are obligated to promote awareness of, and to educate all students about what constitutes academic integrity.

Faculty are advised to include a reference to the Honor Code in their syllabi, including their classroom academic integrity rules, and provide students with helpful sources of information about plagiarism and academic integrity. Faculty can also disseminate this information through course outlines and handouts, discussions regarding acceptable classroom behaviors, and explanations of grading policies and the consequences of Honor Code violations. Faculty are also asked to encourage students to take advantage of structured opportunities to learn about academic integrity such as workshops offered by the Writing Center. Faculty should also teach by example, with instructors' teaching materials including appropriate citations. These educational efforts will foster a cooperative climate that cultivates a collaborative atmosphere that prevents violations of the Honor Code.

To assure impartiality in the classroom, instructors should provide students with an explicitly stated grading policy. Such a grading policy may also include an academic integrity policy, outlining specific penalties for certain Honor Code violations. Faculty are encouraged to use their judgment and to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient.

To uphold the University's commitment to addressing instances of repeated violations of the Honor Code, it is the responsibility of instructors to promptly report all violations. This reporting should be done by completing the "Honor Code Violation Report" (refer to Section III C).

B. Students' Responsibility:

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 unauthorized assistance, by the individual(s) whose name(s) it bears. In the case of collaborative projects, the work is expected to be wholly the work of those whose names it bears. If the work contains facts, ideas, opinions, discoveries, words, statistics, illustrations, or other elements in any media form (including electronic) that are beyond the assumption of being common knowledge, these must be fully and appropriately acknowledged, following a prescribed format for doing so. They may be acknowledged through footnotes, endnotes, citations, or whatever other means of accreditation is acceptable according to the format prescribed in that particular field of study.

Students bear the ultimate responsibility for implementing the principles of academic integrity. Students must understand that merely identifying the source of quoted material is insufficient; it is also necessary to indicate when one is paraphrasing-rephrasing material from a source in one's own words. Thus, the use of others' ideas and their words must be acknowledged. Examples of 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 or instructors may designate more discipline-specific style manuals.

A student who engages in an Honor Code violation, 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. This holds particularly true if the student is unwilling or unable to recognize the seriousness of the offense or fails to demonstrate such recognition by abstaining from further Honor Code violations.

II. Violations

Any violation of the principles outlined above constitutes a violation of the Honor Code. 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, before, during or after completion of a course. Students are responsible for following the Honor Code even after a course has ended. Faculty may prepare a specific academic integrity policy, which includes specific penalties for certain violations. The following is a partial list of such violations and is not exhaustive:

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. Helping another person to cheat on an exam;
4. Reading or copying another student's examination sheet, test booklet, or computer screen during an exam;
5. Possessing unauthorized materials or tools (such as books, phones, calculators, electronic hand-held devices, computers) in the examination room during an exam and/or consulting such materials or tools during an exam;
6. Failing to complete an online exam/quiz/assessment within the instructor's authorized setting (e.g., classroom testing environment, online testing environment or lock-down software);
7. Not adhering to the instructor's guidelines for online exam administration including mandated online environment checks;
8. Without proper authorization, beginning an exam in person or online before the prescribed start time or continuing to work on the exam after the prescribed time;
9. Failing to submit all examination materials at the end of an exam or removing examination materials from the examination room without the proctor's or instructor's approval;

10. Having another person take an exam in one's place;
11. Submitting work produced with unauthorized collaboration or assistance.

B. Violations Regarding Plagiarism:

1. Quoting, restating, paraphrasing, or otherwise using someone else's words, work, or ideas without providing appropriate citations and bibliographic information;
2. Using any undisclosed or unauthorized services or materials, received physically or electronically (e.g., through online academic support platforms).
3. Copying from another's term paper or computer files;
4. Submitting work produced with unauthorized collaboration or assistance;
5. Fabricating sources.

C. Other Violations:

1. Submitting the same or a significantly similar work for credit more than once without the consent of the instructors involved;
2. Falsifying or fabricating data;
3. Using computer programs or data without proper authorization or acknowledgment;
4. Making academic work available to others to present as the recipients' own;
5. Making someone else's academic work available to others, including course material such as exams or answers to assignments;
6. Helping another person to cheat on an assignment;
7. Submitting work produced with collaboration or assistance unauthorized by the instructor;
8. Selling or unauthorized sharing of an instructor's materials (e.g., assignments, lab reports, lectures, instructional materials, quizzes, exams, and/or the answers) to Hofstra students or outside parties.

III. Procedures for Handling Violations

Confidentiality shall be maintained unless requested by the student or required by law.

Since the goal of Hofstra University's policy on academic honesty is to educate, rather than to punish, the instructor has an obligation to inform a student as soon as possible that an Honor Code violation may have occurred. The instructor should make a good-faith effort to 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. Whether or not that conversation takes place, the instructor should proceed with filing the Honor Code Violation Report. The student may appeal this charge and/or penalty as outlined in Section IV.

Once an instructor determines that a violation of the Honor Code has occurred, the instructor shall assess the penalty according to the following criteria:

1. **Predetermined Academic Integrity Policy**
If the instructor previously distributed to students a predetermined academic integrity policy that includes specific penalties for certain violations, then the instructor should abide by the provisions of this policy.
2. **Consultation and Assessment**
Before a penalty for an infraction is imposed, the instructor should attempt to assess the appropriateness of the penalty. Faculty are also encouraged to confer with their colleagues in arriving at a conclusion as to what constitutes a reasonable penalty that is neither too harsh nor too lenient.

A. Undergraduate Students

In cases of Honor Code violations by undergraduate students, a range of penalties may be appropriate. In cases in which the grade of F is awarded for the course, the student may not withdraw from the course. In accordance with the GPA Exception Policy, GPA exceptions will not be allowed when a grade in that course was given for academic dishonesty. An undergraduate student who commits an egregious and/or a second violation of the Honor Code shall be subject to suspension or dismissal by action of the Provost.

The Office of the Provost shall electronically inform the student of both their status and their right to appeal.

B. Graduate Students

In cases of Honor Code violations by graduate students, a range of penalties may be appropriate. In cases in which the grade of F is awarded for the course, the student may not withdraw from the course. Any violation of the Honor Code is subject to suspension or dismissal by action of the relevant program or Provost.

The Office of the Provost shall electronically inform the student of both their status and their right to appeal.

C. Timing of Discovery and Reporting of Violations

1. Violations by current Hofstra University students involving courses in which they are currently enrolled shall be handled as described in Section III.
2. Violations by current Hofstra University students discovered after completion of the course remain Honor Code violations and a penalty may be imposed by the Office of the Provost, in consultation with the relevant instructor or Department Chair. The Office of the Provost shall electronically inform the student of both the penalty and their right to appeal.

3. Violations regarding unauthorized use of course materials (e.g., sharing or selling) discovered after a student graduates from Hofstra University are to be handled at the discretion of the instructor and could be considered a copyright infringement. The instructor may choose to contact the individual requesting that the behavior stops and that the material be removed from the unauthorized source.

In instances involving current Hofstra University students (instances #1 and #2), the instructor must complete the Honor Code Violation Report within ten (10) days of the date of the determination of the infraction. The submission of the report automatically notifies the Provost and the Dean of Students or relevant academic dean (graduate students only). Within ten (10) days of receiving the report, the Provost's Office must notify the student and provide them with a copy of the report and instructions on how they may appeal.

The Honor Code Violation Report will be retained in the Provost's Office.

IV. Right of Appeal

- A. The student has the right to appeal within seven (7) business days of receiving the initial notification from the Office of the Provost: (1) the violation report and the penalty; (2) the grade resulting from the penalty; (3) a suspension/dismissal decision. Students must send appeal letters to Provost@hofstra.edu.

The student can appeal based on the following grounds: a) the evidence does not adequately prove that the student violated the Honor Code; b) new evidence has come to light; c) the penalty imposed was not reasonable, or aligned with penalties outlined in the syllabus; d) proper procedures were not followed in the case.

- B. Upon receipt of an appeal letter from the student, the Provost shall, within seven (7) business days, review the appeal and the procedures followed up to that point. The Provost shall see that any procedural violations are remedied and attempt to mediate a resolution of the dispute. If a resolution is not achieved, the Provost will schedule an Ad hoc Board of Appeals for an Honor Code hearing to be held within 21 days of the Provost's receipt of the appeal letter, at the earliest date possible within the academic calendar.
- C. The Ad hoc Board of Appeals will consist of three (3) voting members chosen from the Honor Board, including one (1) student, one (1) academic administrator, and one (1) instructor. In addition, the Ad hoc Board of Appeals will contain four (4) non-voting members including a representative from the Office of the Provost (who chairs the Ad hoc Board of Appeals); Student Enrollment, Engagement, and Success; the Dean's office in the school or college where the alleged violation occurred; and the department (normally the Department Chair) where the alleged violation occurred. Should the alleged violation involve Hofstra-supported technology (e.g., a Learning Management System) or other software, at least one (1) representative from Hofstra's Education Technology staff

and/or Information Technology staff will serve in an advisory capacity at the appeals board meeting (i.e., a non-voting member).

- D. The student representative on the Ad hoc Board of Appeals should be of the same level of study as the student appealing the alleged violation, with an undergraduate representative for undergraduate students and a graduate representative for graduate students.
- E. The Ad hoc Board of Appeals will be governed by the following bylaws:
 - I. 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 instructor making the charge. In the case of suspension or dismissal, the burden of justification may also rest with the Office of the Provost. The Board shall determine a) whether the evidence adequately proves that the student violated the Honor Code; b) whether the penalty imposed was not reasonable, or aligned with penalties outlined in the syllabus; and c) whether proper procedures were followed in the case.
 - II. The student must be provided with an explicit statement of the charges and a reasonable amount of time prior to the first meeting of the Ad hoc Board of Appeals.
 - III. The student may have an advisor of their choice from within the University; however, that advisor may not address the Board. The name of the advisor must be provided to the meeting coordinator at least one (1) day in advance of the first meeting of the Ad hoc Board of Appeals.
 - IV. Both parties (the student and the instructor who has brought the charge) must be present when either party is presenting statements or evidence to the Board.
 - V. Both parties may elect to present evidence or call witnesses on their behalf. The evidence and/or names of witnesses must be provided to the meeting coordinator at least one (1) day in advance of the first meeting of the Ad hoc Board of Appeals.
 - VI. Both parties must receive copies of written evidence at least one (1) day in advance of the first meeting of the Ad hoc Board of Appeals.
 - VII. Both parties may elect to cross-examine those who appear.
 - VIII. Decisions of the Ad hoc Board of Appeals are final and binding and will be presented in writing to the student and the faculty member, instructor, with a copy to the Provost. In the case of a graduate student, the Dean of the relevant school shall also receive a copy.