

MAY 31 2012

Senate Resolution Number S-12-08OFFICE OF THE PRESIDENT  
SCSU**Faculty Senate Resolution**

To: SCSU President Mary Papazian

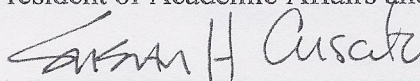
From: Susan Cusato, President of the SCSU Faculty Senate

The attached Resolution of the Faculty Senate regards: Academic Misconduct PolicyThe Resolution is presented to you for your ☒ APPROVAL  
☐ INFORMATION

After considering this resolution, please indicate your action on this form and return it to the President of the Faculty Senate.

In accordance with the CSU-AAUP Contract (Article 5.10), the President of the University will return the Resolution to the President of the Senate within 15 school days of the receipt of the Resolution.

cc: Dr. Marianne Kennedy, Interim Vice President of Academic Affairs and Interim Provost



Susan Cusato, President, Faculty Senate

MAY 31, 2012

Date

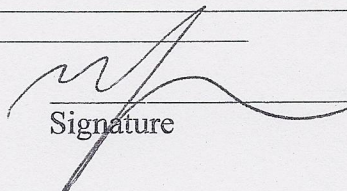
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ENDORSEMENT of Faculty Senate Resolution, S-12-08

To: Susan Cusato, President SCSU Faculty Senate

From: Mary Papazian, President of the University

1. Motion APPROVED x with conditions
2. Motion DISAPPROVED \_\_\_\_\_ (attach statement)
3. Motion NOTED \_\_\_\_\_
4. Comments see attached

8-27-12  
Date  
Signature



## Academic Misconduct Policy

Approved with the following conditions:

1. The policy must be modified to be consistent with the Student Code of Conduct approved by the CSU BOT in 2010.
2. Approval is for a pilot year (AY 2012-13) during which the Senate will continue to work with Academic Affairs and Student Affairs to address the areas of concern that were identified. These are included in the comments to the policy attached.



## Policy on Academic Misconduct

Comment [OoIT1]:

Academic honesty is a fundamental requirement in higher education. Ethical behavior is expected of all members of the University community. This policy defines and describes procedures for addressing allegations of student academic misconduct at Southern Connecticut State University, as defined in the Student Handbook and other University documents. Faculty members and students are responsible for knowing this definition upon which all claims of academic misconduct and defenses thereto shall be based. Graduate students also are responsible for additional expectations pertinent to graduate study, research and writing for publication, as officially defined by the University.

Comment [OoIT2]: Should these be specified?

This policy is based on the principle that the faculty has oversight over academic honesty, including the authority and responsibility to impose appropriate penalties when academic misconduct occurs. In instances where both academic and non-academic misconduct are alleged, only the academic portion shall be handled according to the disciplinary procedures for academic misconduct described here. The Judicial Affairs Office, whose action may precede any academic disciplinary action, shall address separately charges of non-academic misconduct.

### This policy addresses

1. Instructor's Role and Responsibilities
2. Complaint by Person Other Than the Course Instructor
3. Judicial Affairs Office's Role
4. Faculty Hearing Board and Hearing Panels
5. Hearing Procedures
6. Student Rights and Responsibilities
7. Appeal of the Faculty Hearing Board Ruling
8. Annual Reporting
9. Revisions to this Academic Misconduct Policy
10. Time Line for Appeals

### **1. Instructor's Role and Responsibilities.**

- a. Instructors shall inform students in course syllabi of course-specific requirements related to academic misconduct and the penalties that may be imposed for academic dishonesty according to professional judgment. Statements in course syllabi shall refer students to the definition of academic misconduct in the Student Handbook and other University documents.
- b. Incidents of academic misconduct can range in severity from minor violations to major violations. Instructors determine sanctions according to their professional judgment of the severity of misconduct. Academic sanctions should be commensurate with the severity of misconduct and may include one or more of the following:
  - a reduced grade for the assignment in question;
  - the opportunity to revise the assignment in which the act of dishonesty occurred or complete additional course work;
  - a grade of F for the assignment in question;
  - a grade of F for the course;



- referral to the Judicial Affairs Office

c. When an instructor determines or suspects an act of academic misconduct has occurred, within five (5) University calendar days the instructor shall inform the student in writing of the infraction and may attempt to meet with the student to discuss the allegations. Instructors may decide to handle minor violations informally, according to their discretion, especially when there is no sanction imposed beyond requiring the revision of an assignment. For the purpose of discussing allegations and sanctions, the instructor may meet with the student alone or in the presence of the department chair or departmental committee assigned to review instances of academic misconduct. For all violations not deemed minor, instructors shall file an Academic Misconduct Report with the Department Chair and School Dean. The Dean shall forward a copy of the report to the Judicial Affairs Office, in order to monitor repeat offenses, and also send a copy to the affected student. The Academic Misconduct Report must indicate sanctions imposed.

**Comment [OoIT3]:** BOT policy states that instructor must "save any evidence of such misconduct in its original form (Copies of the accused student's work will be provided to the student upon request. In addition, the instructor shall not transmit a final grade to the registrar until such time as the allegation(s) of academic misconduct are finally determined."

**Comment [OoIT4]:** I don't think all depts. Have this, so may need to be qualified

## 2. Complaint by Person Other Than the Course Instructor.

Any member of the University community may file a complaint against a student alleging academic misconduct. Accusations of alleged violations by a person other than the student's instructor must be reported in writing within ten University calendar days of discovery of the alleged violation either to the instructor or to the University Judicial Affairs Office, which shall inform the instructor in writing within five (5) University calendar days by providing a copy of the written complaint. Upon receipt of notification, the instructor shall assess the merit of the allegation. An instructor who decides to pursue a claim of academic dishonesty shall follow the procedure outlined in Section 1.c. of this policy, acting within five (5) University calendar days of receipt of the complaint.

**Comment [OoIT5]:** May not be able to provide actual copy. Perhaps just state "will inform in writing."

## 3. Judicial Affairs Office's Role.

The Judicial Affairs Office shall have specific responsibilities regarding notification, record keeping and hearings relative to academic misconduct.

**Comment [OoIT6]:** There is no informal adjudication in this process. Is that intentional?

- The Judicial Affairs Office shall retain records of all reported cases of academic misconduct, including Academic Misconduct Reports submitted by instructors and written complaints received from others. For any student who has complaints on file, the Judicial Affairs Office may report the number and nature of incidents and the disposition of hearings to an instructor seeking input on how to regard the severity of an incident and to hearing officers during the penalty phase of an academic misconduct hearing.
- The Judicial Affairs Office shall notify instructors of academic misconduct complaints it receives from sources other than the course instructor, as described in Section 2 of this policy.
- Upon receipt of an Academic Misconduct Report, the Judicial Affairs Office will review recommendations by the instructor for disciplinary action and determine whether or not the case merits a hearing. The Judicial Affairs Office also will ascertain whether the accused student has a record of previous instances of academic misconduct. If warranted by the frequency and/or severity of academic misconduct infractions on the student's record, the Judicial Affairs Office may seek recommendation from the Hearing



Panel (see # 4 below) about whether or not to bring charges against the student that could lead to disciplinary probation, suspension or expulsion from the University.

#### 4. Faculty Hearing Board and Hearing Panels.

- a. A Faculty Hearing Board shall have the responsibility of reviewing allegations of academic misconduct when an instructor or the Office of Judicial Affairs requests the imposition of sanctions for academic dishonesty or when an accused student requests an opportunity to defend against such allegations.
- b. The Faculty Hearing Board shall consist of 10 members—two from each academic school and two chosen at-large. The term of service is two years—with half of the Board's members (one from each school and one at-large member) elected annually through a University-wide election.
- c. In the adjudication of allegations of academic misconduct, three members of the Faculty Hearing Board, appointed by the Director of the Judicial Affairs Office on a rotational basis, shall constitute a Hearing Panel and be convened to address a specific academic misconduct complaint. A Hearing Panel shall have representation from three academic schools, and may not include a member from the student's home department nor from the department that houses the course in which the alleged misconduct occurred. The Judicial Affairs Director shall be a non-voting member of the Panel.
- d. A Hearing Panel shall be convened when:
  - a student believes evidence can show that accusations of academic misconduct are not true;
  - a student seeks to appeal sanctions imposed by an instructor for academic dishonesty;
  - the instructor recommends disciplinary sanctions; and/or
  - an accused student's record of prior academic misconduct results in the recommendation by the Office of Judicial Affairs of disciplinary sanctions.
- e. When a student appeal is brought before it, a Hearing Panel shall determine the merits of the academic misconduct claim. When a Hearing Panel substantiates the accusation of academic dishonesty, it may recommend one or more disciplinary sanctions, including, but not limited to, disciplinary probation, suspension, or expulsion from the university. In cases where there is a finding of no academic misconduct, the Faculty Hearing Board Panel shall meet with the instructor to help the instructor establish the appropriate grade.

**Comment [OoIT7]:** Hearing boards generally include not only faculty but also staff and students

**Comment [OoIT8]:** There should be some sort of mandatory training for the board.

#### 5. Hearing Procedures.

When an instructor or the Office of Judicial Affairs requests the imposition of sanctions for academic dishonesty or when an accused student requests an opportunity to defend against such allegations, a Hearing Panel shall be convened. The Panel shall operate according to the following procedures and timeline:

- a. Scheduling of Hearing. Hearings are scheduled during the fall and spring semesters of the academic year, and will be conducted within fourteen (14) University calendar days of receipt by the Director of the Judicial Affairs Office of an instructor's complaint or an accused student's request for a hearing, or within fourteen (14) days after notification by the Office of Judicial Affairs that it is bringing charges against a student.



- b. Notice of Hearing. An accused student shall be notified in writing by the Director of the Judicial Affairs Office that a hearing has been scheduled. The notice shall advise the student of: i) the specific allegation(s) of academic misconduct, ii) possible sanctions, iii) the date, time and place of the hearing, iv) hearing procedures, including who may attend, and v) the student's rights. The student shall be afforded a reasonable period of time to prepare for the hearing, which shall be not less than three (3) University calendar days.
- c. Right to Appear. The accused student and the instructor shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Panel, which shall be closed to the accused student, the instructor, and any other accuser. The Hearing Panel may, at its discretion, admit any person into the hearing room. The Hearing Panel shall have the authority to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
- d. Opportunity to Present Positions. Both the instructor and the accused student shall have the opportunity to present their positions to the Hearing Panel, including the opportunity to present the testimony of witnesses and documents in support of their positions, according to the hearing procedures outlined in the Notice of Hearing communicated by the Director of Judicial Affairs.
- e. Support Person. The accused student shall be allowed to have one person attend the meeting for the purpose of providing moral support. The support person must be someone who is available to attend at the scheduled date and time of the hearing. Delays will not be allowed due to the scheduling conflicts of a support person.
- f. Record of Hearing. The University shall make an audio recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the accused student shall be allowed to review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Panel. Applicable state and federal law shall govern further disclosure of the recording.
- g. Written Notice of Decision. Within ten (10) University calendar days after the hearing, the decision of the Hearing Board shall be sent in writing to the accused student and the instructor, indicating whether the allegation of academic misconduct was "Substantiated" or "Not Substantiated" student has been determined to be "Responsible" or "Not Responsible" for the academic misconduct. The notice also shall set forth any disciplinary sanctions imposed by the Hearing Board. The decision of the Hearing Board, as well as any disciplinary sanction(s) imposed, generally will not be released to parties other than the instructor, Department Chair, Dean and Provost without the prior written consent of the accused student. However, certain information may be released if and to the extent authorized by state or federal law.
- h. If, based on an appeal from an accused student, the Hearing Board determines that the Instructor did not provide sufficient evidence to support the alleged misconduct, the Hearing Board shall direct the Instructor to assign a grade based on the quality of the work as originally submitted.

**Comment [OoIT9]:** Who on the hearing panel?  
Should this be the convener?

**Comment [OoIT10]:** By whom? The director of judicial affairs?

**Comment [OoIT11]:** Changed to be consistent with BOT policy

**Comment [OoIT12]:** Should copies be sent automatically at the conclusion of the hearing?



## 6. Student Rights and Responsibilities.

- a. A student accused of academic dishonesty has the right to appeal an instructor's allegations. An appeal hearing is requested by completing and submitting an "Academic Misconduct Appeal Form" to the Judicial Affairs Office. The appeal shall include substantial evidence supporting the student's innocence.
- b. A student who has been notified that he or she has been accused of academic misconduct shall not be permitted to withdraw from the course in which the misconduct is alleged to have occurred without the approval of the Dean of the Academic School of the course in which the dishonesty occurred.
- c. An accused student may request that one faculty member on the convened Hearing Panel be replaced if the student believes that the faculty member chosen by the Judicial Affairs Office for the three-member panel may be unable to render an objective judgment.
- d. A student found to have been academically dishonest by a Hearing Panel may not appeal the finding, but may appeal sanctions, as described in Section 7.

**Comment [OoIT13]:** Does this really mean "only" one?

**Comment [OoIT14]:** The BOT policy does not make this distinction – p. 12 of BOT document states that "The decision" may be appealed

## 7. Appeal of the Faculty Hearing Board Ruling.

- a. The student may appeal the findings, sanctions of the Hearing Panel to the Dean of the Academic School of the course in which the dishonesty occurred. An appeal shall be in writing and shall be delivered to the appropriate Dean within seven (7) University calendar days after receipt of the Hearing Panel's written decision. The Dean shall review the record of the hearing, including any and all documents presented to the Hearing Panel, along with the student's written appeal.
- b. An appeal may be brought on three grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; and/ or (c) a claim that the disciplinary sanction is not commensurate with the severity of misconduct. The Dean shall have the right to deny an appeal not brought on proper grounds.
- c. The decision of the Dean shall be rendered within seven (7) University calendar days of receipt of an appeal of the Hearing Panel's finding. The decision of the Dean shall be final and there shall be no further right of appeal

**Comment [OoIT15]:** 6d says that finding cannot be appealed; however, if we are consistent with BOT policy, then this remains and 6d needs to be changed.

**Comment [OoIT16]:** Unfortunately, according to BOT policy, the appeal must be heard by Provost/Vice President for Academic Affairs. I will work at the system level to get this changed to "Provost or designee" but meanwhile we need to be consistent with policy.

**Comment [OoIT17]:** BOT policy requires 3 days

**Comment [OoIT18]:** BOT policy says "four" grounds

**Comment [OoIT19]:** How will this be communicated and to whom will this decision be communicated?

## 8. Annual Reporting.

At the end of each year, the Judicial Affairs Office shall notify the Faculty Senate and the Provost of the total number of academic misconduct cases reported for the year, the number of appeals filed, and the number and type of disciplinary sanctions imposed by the Faculty Hearing Board. No individual case decisions or outcomes will be identified in this report, Where necessary, the report will aggregate data over several years in order to maintain confidentiality.

## 9. Revisions to this Academic Honesty Policy.

The Senate, in agreement with the President of the University, shall establish revisions of the Academic Misconduct Policy.



**10. Timeline. Note:** The term "days" in this timeline refers to University calendar days.

1. An individual who witnesses misconduct shall report the incident to the instructor or to the University Judicial Affairs Office...	within 10 days of discovery of alleged misconduct.
2. The University Judicial Affairs Office shall provide the instructor with a copy of the written complaint...	within 5 days of receipt of complaint by an individual other than the instructor.
3. The instructor shall notify the student in writing of the infraction...	<ul style="list-style-type: none"> <li>• within 5 days of an instructor's identification of misconduct, or</li> <li>• within 5 days of receipt of a written complaint from the University Judicial Affairs Office.</li> </ul>
4. A hearing shall take place...	<ul style="list-style-type: none"> <li>• within 14 days of receipt of complaint by the University Judicial Affairs Office, or</li> <li>• within 14 days of an accused student's request for a hearing, or</li> <li>• within 14 days of the Office of Judicial Affairs bringing charges against a student.</li> </ul>
5. Students shall have time to prepare for the hearing...	not to be less than 3 days.
6. The decision of the Hearing Board shall be sent in writing to the accused student and the instructor...	within 10 days after the hearing,
7. The student may file an appeal in writing to the Dean of the Academic School in which the dishonesty occurred...	within 7 days after receipt of the Hearing Panel's written decision.
8. The Dean shall render a final decision to any student appeal of a Hearing Board ruling...	within 7 days of receipt of that appeal.

**Comment [OoIT20]:** Could take up to 61 university calendar days!

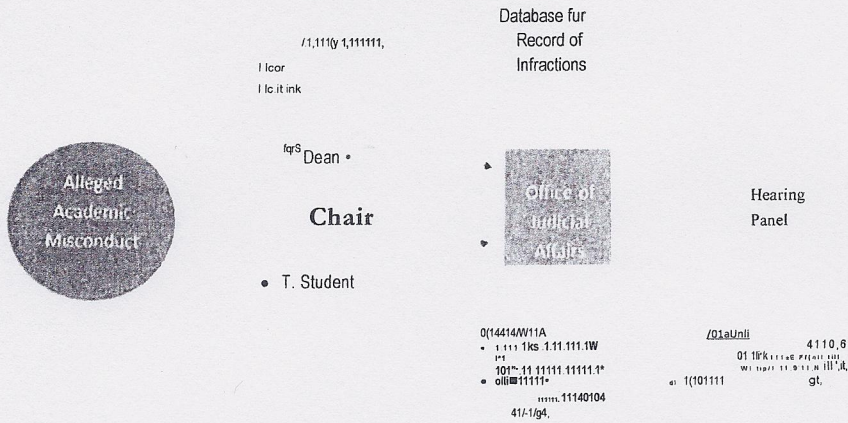
Meanwhile student is sitting in the instructor's class

What happens when time crosses semesters?

**Comment [OoIT21]:** BOT policy stipulates 3 days



## Flow Chart



## Academic Misconduct Report

Academic misconduct, also called academic dishonesty, includes cheating, plagiarism and other academically dishonest acts. Examples of what constitutes academic misconduct are presented in the Faculty Senate document on academic misconduct and appear in the Student Handbook.

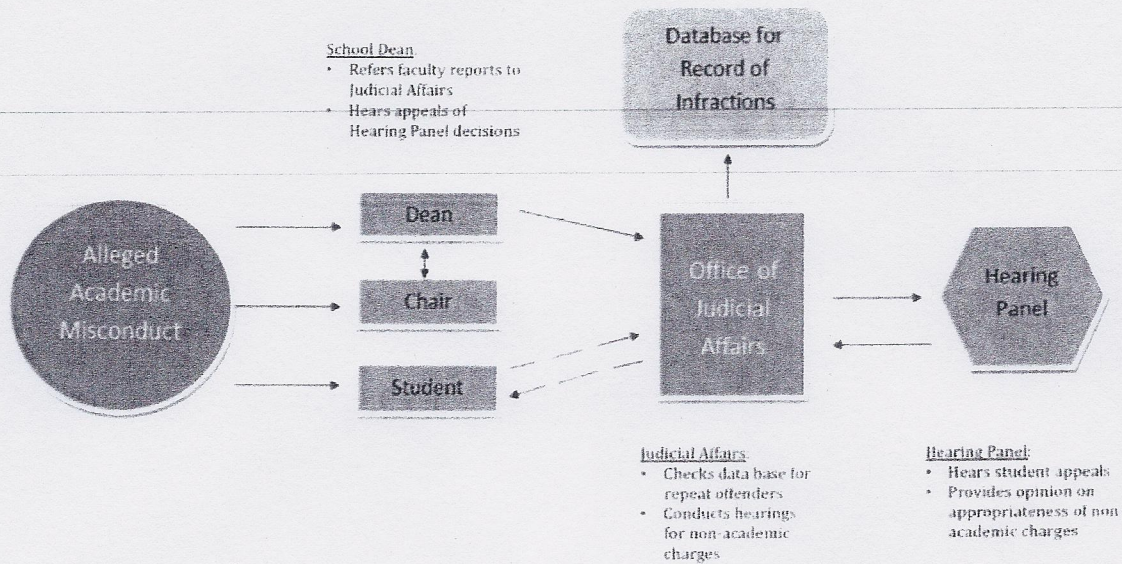
**Comment [OoIT22]:** What senate documents??

## Instructions

1. **When** an instructor identifies an act of academic dishonesty, this form must be completed and submitted to the Dean of the School and the Chair of the Department in which the course resides.
2. A copy of the form must be sent to the affected student.
3. Instructors may request no further action, or that disciplinary charges be brought to the Hearing Board and the University Judicial Officer.



## Flow Chart



### Academic Misconduct Report

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#### Instructions

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2. A copy of the form must be sent to the affected student.
3. Instructors may request no further action, or that disciplinary charges be brought to the Hearing Board and the University Judicial Officer.



Instructor's Name \_\_\_\_\_  
Department \_\_\_\_\_

Comment [OoIT23]: This form needs a heading

Office \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_  
Term \_\_\_\_\_

Student Name \_\_\_\_\_ Student  
ID# \_\_\_\_\_

Describe Alleged Misconduct:

\_\_\_\_\_  
\_\_\_\_\_

Sanction(s) taken By Instructor: \_\_\_\_\_ Reduced Grade for Assignment  
\_\_\_\_\_ Opportunity to Revise Assignment \_\_\_\_\_ Grade of F for Assignment \_\_\_\_\_ Grade of F  
\_\_\_\_\_ for  
the Course \_\_\_\_\_

I Recommend No Further Action

I Recommend Separate Disciplinary Actions be Initiated by the Office of  
Judicial Affairs.

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Chair's Name \_\_\_\_\_

Dean's Name \_\_\_\_\_



**Academic Misconduct Student Request for Hearing Form**

**Comment [OoIT24]:** Is this a request form or an appeal form?

Student Name \_\_\_\_\_

Course \_\_\_\_\_

Term \_\_\_\_\_

Department \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Explain the basis of your appeal. Be specific.

**Comment [OoIT25]:** See above.

It seems there should be two different forms

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Please attach any additional materials that support your case.)

**This completed form must be sent to the Judicial Affairs Office within 5 Days following department's or instructor's sanction(s).**

**Comment [OoIT26]:** Not consistent with timeline earlier

| Approved

Faculty Senate

5/2/2012



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Note: Academic Misconduct can include cheating, plagiarism, and other issues. The descriptions of Misconduct are described in the Student Handbook and in an instructor's syllabus.

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