

SKAP170: POLICY AND PROCEDURE GOVERNING UNDERGRADUATE ACADEMIC DISHONESTY (AJC: Academic Judiciary Committee)

Issued by:

Academic Team

Established:

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I. ACADEMIC DISHONESTY

1. Intellectual honesty is a cornerstone of all academic and scholarly work.
2. The Academic Judiciary Committee (AJC) is responsible for the establishment of general guidelines for dealing with academic dishonesty in the SUNY Korea, and for the consideration of individual complaints as outlined below.
 - A. Definition
 - i. Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned or that adversely affects another's grade. The following represents examples of this and does not constitute an exhaustive list:
 - ii. Cheating/ Collusion/ Ringers/ Plagiarizing ...
 - B. Electronic Devices
 - i. Must be turned off during any examination.

II. PROCEDURES IN MAKING AN ACCUSATION OF ACADEMIC DISHONESTY FOR STUDENTS AT SUNY KOREA-STONY BROOK

1. Complaints
 - A. The complaint should be submitted in writing within three weeks of the discovery of the alleged offense.
 - B. Instructors who suspect academic dishonesty must report their suspicions to the AJC; they should not assign a penalty without also informing the committee.
 - C. When the AJC receives a timely complaint, it will send to all people named in the complaint a copy of the report of dishonesty brought to its attention, the proposed penalty, and a copy of this document.
2. Penalties for Academic Dishonesty in Coursework
 - A. A student who is found guilty of a first offense will usually be given a Q grade for the course, signifying that he or she has committed an act of academic dishonesty.
 - B. The Q is computed in the student's GPA as an F.
 - C. When the student completes a non-credit course (the Q course) designed for those who have been found guilty of academic dishonesty, the Q grade is automatically removed and replaced with the penalty grade assigned by the instructor.
 - D. An F for the course is usually considered to be an appropriate grade for an act of academic dishonesty, though a more lenient or more severe penalty may be recommended.
 - E. A course for which a penalty grade has been assigned cannot be dropped or taken Pass/NO Credit.
3. The Q Course
 - A. Students who are found guilty of academic dishonesty must take the Q course no later than the next academic semester in which they are registered.
 - B. The Q course meets for one hour per week for 10 weeks during the semester.
4. Multiple Offenses
 - A. The usual penalty for a second offense is suspension from the university, a permanent notation on the student's academic record, and a permanent Q grade for all courses for which the student has committed acts of academic dishonesty.
 - B. In some instances, the penalty may be expulsion.
 - C. The final decision to suspend or expel rests with the campus president.

III. PROCEDURES IN MAKING AN ACCUSATION OF ACADEMIC DISHONESTY FOR STUDENTS AT SUNY KOREA-FIT

1. Penalties
 - A. Students who are found to have committed academic dishonesty or fail to adhere to established collaboration policies will be subject to penalties for breach of academic integrity.
 - B. If an instructor believes that a student has committed a breach of academic integrity, the instructor will notify the student and the department chair.
 - C. The instructor will discuss the misconduct with the student and with the department chair,

determine a penalty applicable to the particular course(s) involved—a failing grade on the project or exam, or a failing grade in the course—and notify the student, in writing, of the penalty.

- D. The notification letter from the instructor must be sent to the student not later than five business days following the date that the course instructor meets with the student to discuss the misconduct and verbally informs the student that the decision has been made to move forward with a formal charge of academic misconduct.
- E. Upon receipt of the notification letter the student may elect either to accept the determination of the course instructor or to challenge the determination.

IV. APPEALS AND HEARINGS

1. Appeals of Academic Dishonesty Allegations.
 - A. Anyone accused of academic dishonesty may appeal the accusation to the appropriate committee.
 - B. An accusation that is not appealed will be considered a finding of academic dishonesty.
 - C. By appealing the charge, the student asserts that he or she did not violate University policy governing academic dishonesty.
 - D. All appeals must be presented in writing no later than one month after notification.
 - E. On receiving an appeal from any student in SUNY Korea-Stony Brook program, the hearing officer will ensure that an “I” is entered on the student’s record and that a hold is placed on the student’s transcript until the matter is adjudicated.
 - F. Students who challenge an accusation for a course that is in progress should continue attending the class and completing coursework.
 - G. Any student who is granted a hearing and is found guilty will receive penalties as described earlier.
 - H. Note: A student who is found guilty and determined to have presented false evidence or false testimony at the hearing may have a second accusation of dishonesty brought against him or her by the hearing board, which would be associated with multiple, and more serious, penalties.
2. Hearing Boards
 - A. A hearing board will consist of a hearing officer, at least two chairs or professors and an executive director and at least one staff of academic & student affairs. An executive director of academic affairs or a professor will usually serve as hearing officer.
 - B. When there are not enough committee members available to form a quorum, the hearing officer may identify other members of the University community to serve on a hearing board.
 - C. In cases where the hearing officer is affiliated with the department from which an accusation arises, he or she will not serve as a voting member of the hearing board but will be replaced by another faculty or staff member.
3. Evidence
 - A. Students may be found guilty of academic dishonesty on the basis of direct evidence, circumstantial evidence, or a combination of the two.
4. The Hearing

- A. The appellant will be given an opportunity to address the hearing board.
- B. The appellant may bring an advisor and/or witnesses.
- C. Advisors may counsel their advisees during the hearing but do not have the privilege of the floor.
- D. The hearing officer must be notified of the intention to bring advisors or witnesses no later than one working day prior to the hearing.
- E. The accuser should be present at the hearing and may also bring an advisor and/or witnesses.
- F. The hearing officer must be notified of the accuser's intention to bring advisors or witnesses no later than one working day prior to the hearing.
- G. If the accuser is unavailable for the hearing, the charge must be detailed in writing and the accuser represented by a member of his or her department.
- H. The board may call its own witnesses and introduce pertinent information to the hearing.
- I. The accuser and the appellant may ask each other questions, as well as ask questions of each other's witnesses.
- J. The hearing officer may dismiss any participant who exhibits disruptive behavior during the hearing.
- K. The board will attempt to reach a decision on the basis of the evidence regardless of the presence or absence of the persons concerned their witnesses, or their advisors.
- L. In cases where reasonable notice of absence for cause has been given (at least 24 hours), the hearing will be postponed and rescheduled as soon as possible.
 - i. Hearing usually proceed as follows:
 - 1) The person or persons reporting the act of academic dishonesty make a statement summarizing the case. Evidence may be presented at this point to support the charge. This statement cannot be interrupted by questions or challenges.
 - 2) Then, the accused student makes a statement responding to the charge. The student may present evidence at this point supporting his or her innocence. The student's statement cannot be interrupted by questions or challenges.
 - 3) If the hearing concerns multiple students accused of collaborative cheating, all accused students will be present for the instructor's statement. Each will make a separate response statement with the other accused students not present. If a statement by any of the students implicates any of the others, that student will be informed so that he or she can respond.
 - 4) The members of the hearing board may ask questions of any of those present, including witnesses. Witnesses will usually not be present for the initial statements and will be called in to the hearing room only after initial statements are presented and the hearing board's initial questions are answered. Their presence will usually be permitted only during their testimony. Either party may call witnesses.
 - 5) Although there is substantial variance, hearings usually are completed in one to one and a half hours. The outcome of the hearing is usually available 24 hours later. Students and instructors will be notified via email or a phone call.

5. Committee Action

- A. At the conclusion of the hearing, the board will make a decision of "guilty" or "not guilty." All decisions will be made by the majority of the members present (including the hearing officer). The individual votes and tally are not divulged.

- B. In the case of a guilty finding, the board will make specific recommendations regarding the penalty to the instructor and/or the chair of the department, as appropriate.
 - C. When suspension or expulsion is recommended, the board will convey this recommendation to the appropriate Dean/Associate Dean of Academic and Student Affairs or the Vice President of Academic Affairs, who may then recommend suspension or expulsion to the president or who may impose a lesser penalty than that recommended by the hearing board.
6. Appeal of Committee Action
- A. The accused or the accuser may appeal the board's finding to the appropriate Dean/Associate Dean of Academic and Student Affairs or the Vice President of Academic Affairs for SUNY Korea. It is strongly recommended that the appeals to must be based on new evidence and/or errors in procedure or conduct on the part of the hearing board. The vice president of Academic Affairs for SUNY Korea can communicate with the related vice president of Academic Affairs from each home campus, such as Stony Brook or FIT. The vice president of Academic Affairs for SUNY Korea may elect to interview individual(s) that he or she deems appropriate to assist in reaching a decision on whether to uphold or reverse, in whole, or in part, the decision of the hearing board.
 - B. This new appeal should be presented within one week of the original hearing board's decision and the vice president of Academic Affairs for SUNY Korea will communicate his/her decision to the student in a timely fashion.
 - C. The decision of the vice president will be final.

V. COMPLETION OF CASES

1. Once a charge has been initiated, the hearing or review procedures prescribed by these rules will be completed whether or not the complainant or student remains associated with the University.

VI. CONFIDENTIALITY

1. All committee records of findings of academic dishonesty are confidential and are accessible only to the committee and the chairs of academic departments.
2. However, for those who are taking SUNY Korea-Stony Brook program, the Q grade and any relevant notation are accessible to anyone with access to the student's transcript for the period during which they appear on the transcript. Generally, both the Q grade and notation are temporary and students can remove both from their transcript by taking the Q course.

Direct Questions To:

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Revised:

STUDENT APPEAL OF AN ACCUSATION OF ACADEMIC DISHONESTY

1.Student Name:
2.SBU ID#:
3.SBU Email:
4.Cellphone number:
5.Course and section in which you are appealing your accusation:
6. Appeal Statement:

[Note: The statement you give here will be read by the hearing board prior to your hearing and will represent your first communication with them concerning your challenge of the accusation. Remember that the sole purpose of requesting a hearing is for you to challenge an accusation that you committed an act violating university integrity policy. This must be a detailed statement as to why you are appealing this accusation. Please be sure to retain a copy of any additional evidence you submit with your appeal, for your own records.]