2-18-2008

Academic Dishonesty policy

The College at Brockport, College Senate

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Resolution # 11
2007-2008
COLLEGE SENATE
New Resolution:
Supersedes Res. #: 17 2006-2007

TO: Dr. John R. Halstead, College President

FROM: The College Senate: February 18, 2008

RE: I. Formal Resolution (Act of Determination)
II. Recommendation (Urging the Fitness of)
III. Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Academic Dishonesty Policy — routing #16 07-08 SP

Signed: (P. Gibson Ralph, 2007-2008 College Senate President)
Date: 3/5/08

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO: P. Gibson Ralph, The College Senate President

FROM: John R. Halstead, College President

RE: I. Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted
   b. Implementation Effective Date: Fall 2008
   c. Deferred for discussion with the Faculty Senate on ______/_____/______
   d. Unacceptable for the reasons contained in the attached explanation

II. III. Response to Recommendation or Other/PVI
   1. Received and acknowledged 4/2/08
   2. Comment:

Signed: (Dr. John R. Halstead, President, SUNY College at Brockport)
Date: 4/2/08

DISTRIBUTION
PRESIDENT'S OFFICE COPIES: Provost, Vice Presidents, College Senate, Other: 4/2/08

PROVOST & VICE PRESIDENT (S) COPIES: Assistant Provost, Dean(s), Academic Advisement, Registrar,
Other: _____________________________________________________________________

DEAN(S) COPY: Department Chair(s), Other: _____________________________________________________________________

COLLEGE SENATE COPIES: Originator, College Senate Website, Other: _____________________________________________________________________

Page 1 of 4
2007-2008-11, res.doc
College Senate
SUNY BROCKPORT  Resolution #11 2007-2008
COLLEGE SENATE

TO:       Dr. John R. Halstead, College President
FROM:    The College Senate: February 18, 2008
RE:            I.   Formal Resolution (Act of Determination)
II.   Recommendation (Urging the Fitness of)
III.  Other, For Your Information (Notice, Request, Report, etc.)

SUBJ: Academic Dishonesty Policy  routing #16 07-08 AP

Signed:________________________________________________    Date: ____/____/____
(P. Gibson Ralph, 2007-2008 College Senate President)

Please fill out the bottom portion and follow the distribution instructions at the end of this page.

TO:         P. Gibson Ralph, The College Senate President
FROM:    John R. Halstead, College President
RE:         I. Decision and Action Taken on Formal Resolution (circle choice)
   a. Accepted
   b. Deferred for discussion with the Faculty Senate on ____/____/____
   Implementation Effective Date: Fall 2008
   Unacceptable for the reasons contained in the attached explanation
_____________________________________________________ Date: ___________________
(Dr. John R. Halstead, President, SUNY College at Brockport)

II, III. Response to Recommendation or Other/FYI
Received and acknowledged ____/____/____
Comment:  _________________________________________________________________

Signed:_____________________________________________________ Date: ___________________
(Dr. John R. Halstead, President, SUNY College at Brockport)

DISTRIBUTION

PRESIDENT'S OFFICE COPIES: Provost, Vice Presidents, College Senate, Other: ______________________________
PROVOST & VICE PRESIDENT(S) COPIES: Assistant Provost, Dean(s), Academic Advisement, Registrar, Other: ______________________________
DEANS(S) COPY: Department Chair(s), Other: ______________________________
COLLEGE SENATE COPIES: Originator, College Senate Website, Other: ______________________________

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**Routing Number** #16 07-08 SP

**Replaces Resolution** #

**Routing # assigned by Senate Office**

**DEADLINE FOR SUBMISSIONS:** FEBRUARY 28

Incomplete proposals or proposals received after the deadline may not be reviewed until next semester.

**INSTRUCTIONS – please, no multiple attachments – each proposal must be submitted as one document:**
- Submit only complete proposals. Include support letters from department chair and dean.
- Proposals must be prepared individually in Word format using committee guidelines (guidelines online).
- Fill out this cover page for each proposal and insert it electronically as the front page of your document. (available online at [www.brockport.edu/collegesenate](http://www.brockport.edu/collegesenate))
- Email whole proposal with cover page as one attachment to senate@brockport.edu and facprez@brockport.edu.
- All updates must be resubmitted to the Senate office with the original cover page including routing number.
- Questions? Call the Senate office at 395-2586 or the appropriate committee chairperson.

1. **PROPOSAL TITLE:** Please be somewhat descriptive, i.e., Graduate Probation/Dismissal Proposal rather than Graduate Proposal.

<table>
<thead>
<tr>
<th>Minor Revision of the Policy on Student Academic Dishonesty</th>
</tr>
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</table>

2. **BRIEF DESCRIPTION OF PROPOSAL:**

The Departments of History and English, following discussion with Dr. Michael Fox, propose the following Minor Changes to the Policy on Student Academic Dishonesty. (SECTION I), “Definitions.” (See pp. 70-71 Your Right to Know 2007-2008)

3. **ANTICIPATED EFFECTIVE DATE:** Upon Senate Approval

4. **SUBMISSION & REVISION DATES:** PLEASE PUT A DATE ON ALL UPDATED DOCUMENTS TO AVOID CONFUSION.

<table>
<thead>
<tr>
<th>First Submission</th>
<th>Updated on</th>
<th>Updated on</th>
<th>Updated on</th>
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<tbody>
<tr>
<td>12/21/07</td>
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5. **SUBMITTED BY:** (contact person)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Kutolowski</td>
<td>History</td>
<td>5693</td>
<td><a href="mailto:kkutolow@brockport.edu">kkutolow@brockport.edu</a></td>
</tr>
</tbody>
</table>

6. **COMMITTEES TO COPY:** (Senate office use only)

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Forwarded To</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Committee Chair Sign Here When Passed</td>
<td>02/08/08 JJ</td>
</tr>
<tr>
<td>Enrollment Planning &amp; Policies</td>
<td>To Committee for approval</td>
<td>12/21/07</td>
</tr>
<tr>
<td>Faculty &amp; Professional Staff Policies</td>
<td>To Executive Committee</td>
<td>01/28/08, 02/11/08</td>
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<tr>
<td>General Education &amp; Curriculum Policies *</td>
<td>GED to Vice Provost</td>
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<tr>
<td>Graduate Curriculum &amp; Policies</td>
<td></td>
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<tr>
<td>Student Policies</td>
<td>To Senate</td>
<td>2/18/08</td>
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<tr>
<td>Undergraduate Curriculum &amp; Policies</td>
<td>To College President</td>
<td>2/27/08</td>
</tr>
</tbody>
</table>

* follow special gen ed procedures for submission of General Education proposals at “How to Submit Proposals” on our Website.

**Use routing number and title in all reference to this proposal.**
TO: The College Senate
FROM: Kathy Kutolowski, History
       Janie Hinds, English
       Jeanne Grinnan, English
DATE: December 21, 2007
RE: Revision of the Academic Dishonesty Policy

The Departments of History and English, following discussion with Dr. Michael Fox, propose the following Minor Changes to the Policy on Student Academic Dishonesty (SECTION I), “Definitions.” (See pp. 70-71 Your Right to Know 2007-2008)

POLICY ON STUDENT ACADEMIC DISHONESTY

Colleges are interested in helping their students become people of integrity who can be relied upon to be honest and ethical in their lives and in their professions. Consequently, academic integrity is highly valued by college instructors. Academic dishonesty, “cheating” and other forms of misrepresenting others’ work as your own, such as plagiarism, are considered serious breaches of academic integrity and are major violations of the standards of ethical behavior that the College expects from all its students.

When detected, as it often is, academic dishonesty can result in a range of disciplinary actions including failure on an assignment, failure of a course, or even conduct dismissal from the College. Records of disciplinary actions for dishonesty are kept and conduct dismissals are noted on College transcripts. The best rule to guide your behavior is to assume that your instructors expect all work (exams, papers, projects, etc.) submitted for grading to be entirely your own, done without collaboration. If the instructor allows or desires collaboration, assume that the instructor will make that clear in the assignment. If the instructor has not explicitly stated that approved collaboration is permitted, plan to do all work submitted should be your own. Also, learn how to avoid plagiarism charges by properly citing your sources for quotes, paraphrases, and ideas taken from the written works of others. You should be aware that electronic search engines such as Google and Yahoo have made it very easy for instructors to detect plagiarized material and downloaded text and papers.

I. Definitions of Academic Dishonesty Covered by this Policy

Violations of the Student Academic Dishonesty Policy refer to actions related to the standards of honesty required in submission and evaluation of coursework to the evaluation of performance in any undergraduate or graduate course bearing SUNY Brockport credit (other dishonest acts, e.g., falsifying transcript records, are dealt with by Judicial Affairs). These violations include, but are not limited to, the following:

A. Plagiarism — presenting as one’s own, the exact words of another not properly indicated by quotation marks, paraphrased text (too similar to the original), ideas, or creative products of another without providing an adequate standard form of documentation to identify the source — such as footnotes, endnotes, or bibliographic...
A. Documentation. Students are advised to scrupulously acknowledge and properly cite all sources to give appropriate credit for borrowed materials.

B. Fabricating facts, data, statistics, or other forms of evidence included in papers, laboratory experiments, theses, or other assignments.

C. Presenting someone else’s examination results, paper, computer work, or other material as one’s own work. This includes work done as part of group/team effort unless collaboration has been specifically approved by the instructor for any particular assignment. Students should always assume that any out-of-class assignments or take-home examinations are to be done individually and without help or collaboration unless the instructor specifically states otherwise. Students should not generalize from one assignment to another as instructors may permit collaboration on some assignments but not on others.

D. Representing one’s own performance as another’s or knowingly allowing such misrepresentation to occur, e.g., signing another student into class; taking an exam for another student; writing or attempting to write an examination, paper, computer work, or other material for another student; or otherwise representing one’s own performance as another’s (for example, signing another student into class; taking an exam for another student; allowing someone else to take one’s examinations or do one’s class work/assignments).

E. Buying and selling, or sharing of examinations or assignments; being in possession of examinations or answers to examinations without the instructor’s permission.

F. Using “cheat sheets,” looking onto another’s paper, talking to someone other than the instructor or proctor during an examination, or using any other method of communication (e.g., cell phones, text messaging) during an examination without the instructor’s permission.

G. Failing to follow the rules of conduct for taking an examination as stipulated by the instructor prior to the examination or as stated by her/him in a written course syllabus.

H. Presenting work for a current course (e.g., papers, projects, research) that is substantially the same as a previous submission for another course without obtaining the current instructor’s prior consent to do so. When the courses are taught in the same semester, informing and obtaining prior approval of both course instructors is required to avoid a possible dishonesty charge which credit has been received or will be received in another course without the consent of both instructors.

Published divisional, departmental, unit, and/or individual program policies or individual instructor’s course policies may address additional violations but must not be in conflict with this college policy unique to specific programs and their ethical codes.