

## **Introducing Syracuse University's Academic Integrity Policy: How Cases Are Reported, Reviewed & Decided**

1. **MAINTENANCE OF CASE RECORDS:** The Academic Integrity Office will remain responsible for creating and maintaining centralized records of academic integrity cases.
2. **NEW CASE REPORTING:** Faculty and instructors will continue to report cases and evidence using the *Academic Integrity - New Case* link under *Faculty Services* in MySlice. The *Instructor Guidelines* for new case reporting and the online case reporting form will be updated to reflect the new policy and will continue to be available under *Faculty Services* in MySlice.
3. **PROCEDURAL FAIRNESS FOR STUDENTS AND INSTRUCTORS:** No student may be penalized for any suspected violation until the suspected violation is reported, reviewed and upheld. Except under extraordinary circumstances, students may not drop or withdraw from a course while a suspected violation is under review.
4. **SINGLE CHARGE:** All suspected violations will be brought using a single charge: *Violation of the Academic Integrity Policy*.
5. **THREE VIOLATION LEVELS:** The faculty member or instructor reporting the suspected violation will recommend classification of the case as Level 1, 2 or 3 based on the Violation and Sanction Classification Rubric.
6. **EVIDENTIARY STANDARD:** Suspected violations will be upheld if a preponderance of the evidence indicates that a violation occurred, that is, it is more likely than not that the student's actions violated the Policy.
7. **GRADE SANCTIONS:** The faculty member or instructor reporting the suspected violation may recommend a grade penalty. The Violation and Sanction Classification Rubric lists recommended grade sanctions for each violation level. However, reporting faculty and instructors have authority to recommend and apply the grade sanction of their choice, including course failure, as long as the course syllabus indicates that a violation of any level may result in course failure. The grade penalty may be applied only if the violation is upheld by Academic Integrity Panel members representing the School or College where the suspected violation was reported. The Academic Integrity Office will notify the reporting faculty member or instructor once a final case decision has been made and the reporting faculty member or instructor may apply the grade penalty.
8. **SCHOOL AND COLLEGE SANCTIONS:** These non-grade sanctions are based on the violation level determined by the faculty interviewer.
  - a. Level 1 (e.g., inappropriate collaboration on homework) – Letter of Reprimand
  - b. Level 2 (e.g., possession or use of a cell phone during an exam) – Academic Integrity Probation with temporary transcript notation during probation (6 or 12 months or until graduation, if that is sooner)
  - c. Level 3 (e.g. falsification of a transcript or a medical excuse) – Suspension or Expulsion
9. **ADVISING:** Every School and College will have a trained Academic Integrity Advisor available to help students understand and consider how best to respond to charges against them. Conversations with the Advisor will not become part of the case record, and the Advisor will not participate in decision making for any cases.
10. **THE FACULTY INTERVIEW:** The Academic Integrity Coordinator of the School or College where the suspected violation was reported will select a trained faculty member to interview the student suspected of the violation. The faculty interviewer will meet with the student and make recommendations on behalf of the School or College based on evidence provided by the reporting instructor and the student. The faculty interviewer will assess whether it is more likely than not that a violation occurred and, if so, the level of the violation and associated non-grade sanctions. The faculty interviewer will not serve as a voting member of any Written Review, Hearing or Appeal panel convened to decide the case.

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11. **STUDENT RESPONSE TO CHARGE:** The faculty interviewer's report will be sent to the student and to the reporting instructor. Students found in violation by the faculty interviewer will be asked to complete a Response to Charge form, indicating whether or not they admit the violation and accept the proposed sanctions.
12. **AVENUES OF CASE RESOLUTION:** Three avenues exist for case resolution.
  - a. *Expedited:* Cases will be closed after receipt of the student's response to charge if:
    - i. The faculty interviewer finds insufficient evidence of a violation and the Academic Integrity Coordinator and reporting faculty member or instructor agree; or,
    - ii. The student promptly admits a Level 1 or 2 violation and accepts the grade sanction set by the instructor and non-grade sanction determined by the School or College.
  - b. *Written Review:* Cases may be resolved through written review of the case documentation by a School or College subpanel when:
    - i. The student admits a violation initially classified as Level 2 but requests that it be downgraded by the School or College from Level 2 to Level 1; or,
    - ii. The student admits a Level 1 violation but requests a reduction in the instructor's proposed grade sanction and the reporting instructor has not stated in the syllabus her or his intent to impose grade sanctions up to and including course failure regardless of violation level.
  - c. *Hearing:* Cases will require a hearing when:
    - i. The student disagrees with the finding that his or her actions violated the Policy; or,
    - ii. The student is at risk of suspension or expulsion because s/he has admitted a Level 3 violation or has a prior violation on record; or,
    - iii. The reporting faculty member or instructor disagrees with the finding that insufficient evidence exists to conclude that a violation occurred.
13. **COMPOSITION OF PANELS:** Additional details are provided in Section E of the Policy.
  - b. Written Review Panels will consist of one faculty member, one administrator and one student
  - c. Hearing and Appeal Panels will consist of two faculty, one administrator and two students
14. **REPEAT VIOLATIONS:** When a student with a prior violation is suspected of a new violation, the existence of the prior violation will not be disclosed to the reporting faculty member or instructor or to the faculty interviewer prior to the conclusion of the faculty interview. If, however, the faculty interviewer determines that it is more likely than not that a violation occurred, the Academic Integrity Office will reclassify the new violation as Level 3 with a minimum presumptive penalty of suspension, and a hearing will be required.
15. **APPEALS:** Requests for appeal will be granted based on one of two grounds: (i) the emergence of new, previously unavailable evidence or (ii) failure to follow required procedure – when either is significant enough to likely alter the case outcome. Successful requests for appeal will be heard by a new appeals hearing panel.
16. **FINAL DECISION LETTERS:** Final case decisions will be issued on behalf of the School or College Dean to convey the importance that the School or College places on academic integrity and the significance of the violation.