

Baruch College

**A Faculty Guide to Student
Academic Integrity**

The Task Force On Academic Honesty

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Introduction

Student academic integrity has emerged as a major issue in higher education. For years, official college publications, i.e. student handbooks and bulletins, have clearly stated that acts of student academic dishonesty would not be tolerated and have delineated the specific procedures in place to adjudicate such behavior. However, this in and of itself has not significantly deterred the incidence of such behavior. While professional associations and the news media continue to focus on this ethical dilemma, each institution must assess how it can be more effective in addressing this problem.

The College's faculty plays a critical role in this process. Faculty members are in a position not only to instruct in their area of expertise, but also to convince students of the benefits of academic integrity. To address these issues effectively, the faculty must take a coordinated "hands-on" approach.

The purpose of this publication is to acquaint faculty members with the Baruch College and City University policies and procedures regarding student cheating, plagiarism, and other acts of academic dishonesty. This guide also provides suggestions on how to create an atmosphere of academic integrity.

Faculty Procedures

When a faculty member suspects that a student has cheated, plagiarized a paper, or committed any other act of academic misconduct, he or she may seek a formal or informal resolution to the alleged act of dishonesty (see flowchart on page 6). Every faculty member who suspects that a breach of academic integrity has occurred must allow the student to complete the assignment. In all cases, the faculty member must file a report of the suspected misconduct with the Office of the Dean of Students within seven business days of the incident (see Appendix i for the Faculty Report Form).

Informally, the matter may be resolved with or without consultation with the Office of the Dean of Students. The faculty member and the student may resolve the problem jointly without consultation with the Office of the Dean of Students, provided both parties agree to the terms of this resolution. Alternatively, the faculty member consults with the Dean of Students who then contacts the student to discuss the matter.

In the formal route the Office of the Dean of Students notifies the student in writing of the alleged act(s) of misconduct and a disciplinary counseling/mediation session is scheduled.

Every faculty member who presents charges to the Office of the Dean of Students will have active input in determining appropriate sanctions.

The Board of Trustees of the City University of New York has established a clear and concise set of procedures (Article 15, Section 15.3 - Student Disciplinary Procedures of the Board Bylaws) that assures that the student is afforded "due process" in adjudicating any charge of violating College or University rules or regulations. Due process begins with student notification and an investigation of the charge. The process ends with either dismissal of the charge or imposition of a sanction. These procedures, as well as a list of sanctions, may be found in the Student Rights and Responsibilities section of the Baruch College Bulletin (see Appendix ii).

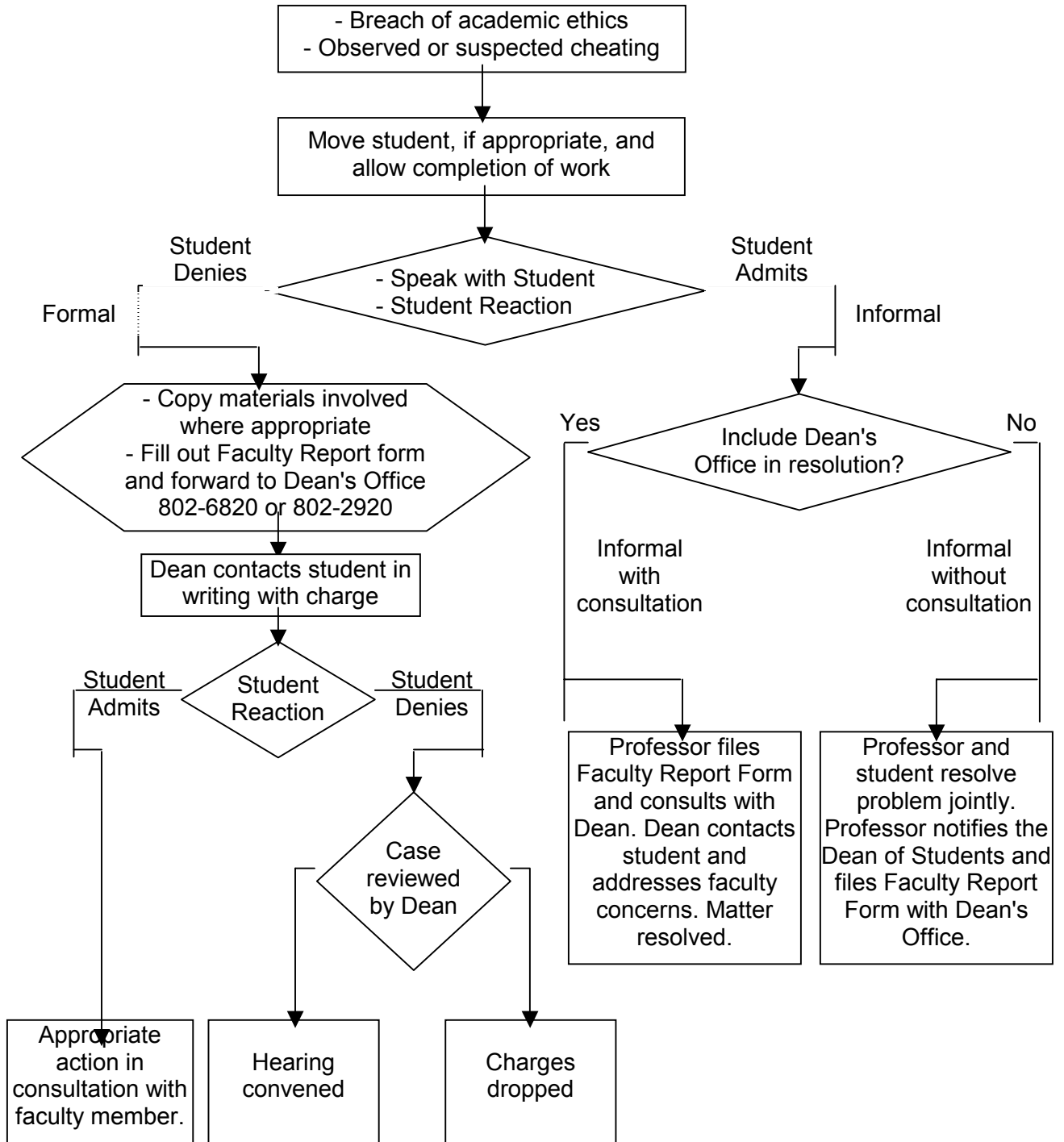
In cases where a student has been accused of cheating or plagiarism, and does not admit it, a faculty member may not assign a failing "F" or "WF" grade based on that accusation alone. Inform the student that no grade is being assigned and that the matter is being referred to the Office of the Dean of Students. If the matter has not been resolved by the end of the semester, the instructor is to assign a temporary grade of "Z", and will note in the comment section of the grade roster the term "purposeful." This will be recorded by the Office of the Registrar as a grade not reported due to the need for the completion of the adjudication process. The "Z" grade will be interpreted as "no grade." A representative from the Office of the Dean of Students will intercede and attempt to resolve the case (see Appendix iii). If no mutually acceptable resolution can be reached, responsibility passes to the Faculty-Student Disciplinary Committee and the faculty member will be called upon to document the case against the student. As part of its deliberations the Faculty Student Disciplinary Committee may recommend sanctions

(see page 7). A flow chart illustrating these steps can be found on page 6 and a summary in Appendix iv of this document.

The role of the Office of the Dean of Students is to provide support and counsel to faculty members and students who encounter incidents of student academic misconduct. This office is responsible for the adjudication of alleged acts of student academic misconduct and for ensuring due process while protecting the rights of the accused and accuser.

The involvement of the Office of the Dean of Students also ensures that a record is maintained so that repeat student offenders can be identified. This requires that faculty submit Faculty Report Forms for all incidents, including those in which a student openly admits to having committed the alleged act of academic misconduct and accepts the sanction offered by the faculty member (e.g. a zero on the quiz, or a zero on the midterm, etc.).

Faculty Procedures For Addressing Academic Dishonesty



Sanctions for Adjudicated Acts of Academic Dishonesty*

Engaging in acts of academic dishonesty can end a student's college career and jeopardize future career goals. Baruch College is committed to maintaining an atmosphere of academic integrity. Students should be informed that faculty and staff do follow routine practices which readily detect acts of academic dishonesty. Faculty are experts in their field of study and are often familiar with the source of plagiarized material. All allegations of academic dishonesty are subject to due process. When misconduct has been proven, one of the following sanctions is applied. A disciplinary file becomes part of the student's permanent record.

Admonition: An oral statement to the offender that he or she has violated University rules.

Warning: Notice to the offender, orally or in writing, that continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may cause more severe disciplinary action.

Censure: Written reprimand for violation of specified regulation including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period stated in the letter of reprimand.

Disciplinary Probation: Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Restitution: Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time.

Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of expulsion.

Complaint to Civil Authorities: This sanction is not generally used for acts of academic dishonesty.

Ejection: This sanction is not generally used for acts of academic dishonesty.

*Sanctions defined by the Henderson Rules, Board of Higher Education Rules on Public Order, 1969.

Definitions and Examples of Academic Dishonesty

Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise.

The following are some examples of cheating.

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaboration on a take home assignment or examination.
- Using illegal notes during a closed book examination.
- Taking an examination for another student. Asking or allowing another student to take an examination for you.
- Changing a graded exam and returning it for more credit.
- Submitting substantial portions of the same paper to two classes without consulting with instructors.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination. Allowing others to research and write assigned papers, including use of commercial term paper services.
- Giving assistance or failing to report witnessed acts of academic misconduct/dishonesty.
- Fabricating data (all or in part).
- Submitting someone else's work as your own.

Plagiarism is the act of presenting another person's ideas, research or writings as your own.

The following are some examples of plagiarism:

- Copying another person's actual words without the use of quotation marks and footnotes.
- Presenting another person's ideas or theories in your own words without acknowledging them.
- Using information that is not common knowledge without acknowledging the source.
- Failing to acknowledge collaborators on homework and laboratory assignments.

Obtaining Unfair Advantage is engaging in any activities which intentionally or unintentionally create an unfair advantage over another student's academic work.

The following are some examples of obtaining an unfair advantage:

- Stealing, reproducing, circulating or otherwise gaining access to examination materials.
- Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
- Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the exam.
- Intentionally obstructing or interfering with another student's work.

Falsification of Records and Official Documents

The following are some examples of falsification:

- Forging signatures of authorization.
- Falsifying information on an official academic record.
- Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

The Role of the Faculty Promoting Integrity And Preventing Academic Dishonesty

It is much easier to prevent or minimize acts of academic dishonesty than to adjudicate these incidents. Some steps are quite simple, such as changing exams, while others require more planning. The following are some suggestions for creating a climate of fairness. This list is in no way exhaustive.

- Clearly state your policy in the course syllabus. If you intend to give failing grades, or failing final grades, or both in cases of academic dishonesty, you should state this policy plainly and clearly.
- At the start of the first class meeting, spend time discussing standards of academic scholarship and conduct. Describe acceptable and unacceptable behavior, giving examples of plagiarism, impermissible collaboration, and other practices relevant to your class. Explain that cheating will not be tolerated and discuss University policies, procedures, and penalties for academic violations. Faculty members may require students to sign a statement, provided by the College, indicating that they have read and understand the College policy on academic dishonesty (see Appendix v). Such a statement may be used at the start of examinations.
- At the beginning of each semester mention that copies of the Academic Dishonesty brochure (see Appendix vi), which are distributed to all Freshman students each semester, are available from the Office of the Dean of Students (802-6820). You may wish to make copies available to your students. Furthermore, procedures relating to cases of academic dishonesty are included in the College Bulletin each year, under Students' Rights and Responsibilities, Article XV, Section 15.3.
- Make sure students know the criteria for evaluating their performance. Review their work throughout the semester so that they know you know their abilities and achievement levels
- Evaluate methods that generate a high degree of stress (e.g., giving only one or two exams during the semester). Measurement of learning by more frequent tests/quizzes, written or oral assignments, and other means of evaluation is recommended. Learn to recognize signs of stress in students. Make students aware of campus resources that they can turn to for help if their grades are low or if they feel stressed. Familiarize yourself with the services of the Counseling Center, the academic counseling available through the Office of Curricular Guidance, and the tutoring provided by the Office of Student Life and the Student Academic Consulting Center (SACC).
- Ensure equal access to study materials. Establish a file at the Reserve Desk of the Newman Library or your departmental office, of old homework assignments, exams and papers.
- Make students feel as though they can succeed in your class without having to resort to acts of dishonesty. Encourage students to come talk with you if they are having difficulties.

Suggestions For Preventing Cheating on Examinations Exam Questions

Exam Questions

- Change exam questions as often as is practical. For multiple choice exams, use alternative forms. Scramble the order of questions and their associated answers. Color code the different exams. Keep the exams, grade books, and rosters safe. Store them in locked cabinets, desks or file drawers in your office. Destroy all waste copies.

Test Administration

- Make certain that a faculty member or graduate teaching assistant is in the room at all times during an exam. Train proctors in how to recognize cheating and station them appropriately.
- Seat students in alternating chairs. Have students place personal belongings on the floor rather than on empty seats. If needed, schedule an additional room, making sure an additional proctor is present.
- In large classes, consider seating students in pre-assigned groups. For example, students could sit by section so that instructors can determine if all their students are in attendance and that an impostor is not taking the test. Or, check ID cards displayed on desks against class lists, to be certain that each student takes his or her own exam.
- In rooms with seat numbers, keep a seating chart. Hand out bluebooks or exams with prerecorded seat numbers.
- The use of calculators and other electronic equipment should be held to a minimum. When necessary, only approved calculators should be allowed in an exam.
- Supply scratch paper and collect it after the exam. Do not permit students to use their own bluebooks or papers.
- Require students to hand in their exams in an orderly fashion. You might consider requiring them to sign an attendance sheet when they turn in their exams. You might also consider counting those present at the exam to make certain that the number of students matches the-number of exams. When using bluebooks, require students to write on the left hand pages. Alternatively, ask students to leave a certain number of pages blank at the beginning of their bluebooks to ensure that students do not substitute their own.
- Inform students that during the exam there are to be no Walkmen, non-approved calculators or dictionaries, baseball caps, pre-written lap boards, beeper responses, early departures, incomplete erasures on Scantrons. Encourage students to visit the bathroom before the exam.

Grading

- Clearly mark incorrect answers or blank spaces. Use an inked "X" or slash mark.
- Require students to circle corrections in ink on Scantron answer sheets.
- If you permit re-grading of exams, take precautions. Throughout the semester, photocopy those exams or quizzes of students who initially ask for re-grading. Photocopy samples of all exams before returning them to students.
- Return exams and assignments to students in person. Do not leave them in the department office or on your desk for students to pick up.

Plagiarism

- Require students to submit first drafts. Giving students feedback on their first drafts can help them improve their writing skills. Request that drafts be handed in along with the final version of papers. Ask for note cards and outlines as well.
- Specify the format for papers. Instructions for the styling of the headings, footnotes, margins, and so on for essays or manuscripts discourage students from purchasing or using others' papers.
- Ask students to turn in the original and one duplicate of their paper. Keep the copy for your files for reference, which will aid in identifying future pirated or plagiarized papers.
- Collect papers from students during class. If papers are turned in at a department or faculty office, consider using locked mailboxes with slots for collections. Require students to return their papers (or copies) after they have reviewed your comments. Keep the papers for a year and then let the students know they may collect them if they wish.

Paper Topics

- Assign specific topics. Design topics that are likely to require new research that stresses "thinking about it" more than "looking it up," and that are challenging but not overwhelming. Topics that are too difficult invite cheating, as do trivial or uninteresting topics.
- Limit students' choices of broad paper topics. If given complete freedom, students may flounder and turn to commercially produced term papers.

Confronting Cheating During an Exam

When an incident of suspected cheating is observed, and another proctor is present, confirm the suspicion.

Move the suspected student to another location, being sure to create as little disturbance as possible.

Take note of the time and circumstances of your observation(s) and the student's location in the classroom. This is especially helpful when comparing exams.

If a student attempts to use unauthorized materials (i.e. crib notes, etc.) remove these materials as discreetly as possible.

Always allow the student to complete the exercise. Although it may seem unlikely at the time, there is a chance that you are mistaken in your assumption. Talk privately with the student about your observations. Do not conclude that cheating has taken place without hearing the student's side. Follow these guidelines and report the incident to the Office of the Dean of Students within seven business days.

Confronting Cheating/Plagiarism After the Fact

If you suspect that cheating or plagiarism has occurred outside the classroom, contact the student and explain your concerns as objectively as possible, not accusatorily.

If the student admits to you that cheating or plagiarism has occurred, you must report the incident to the Office of the Dean of Students using the Faculty Report Form (see Appendix i). You should inform the student that you are mandated to report the incident to the Dean's Office.

If the student does not admit to cheating or plagiarism, you may not assign a failing "F" or "WF" grade on that basis alone. Refer to the "Faculty Procedures" section of this manual (page 4) for the correct protocol to follow.

The major purpose of these procedures is to maintain a record of students who have committed acts of academic dishonesty, and to identify factors that may influence students to commit such acts. By failing to report such acts, repeat offenders will not be identifiable. The Office of the Dean of Students depends upon the support of the entire Baruch community for maintaining academic integrity.

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Faculty Report Form
Incidents of suspected Academic Dishonesty

It is necessary to complete this form to report any instance of suspected academic dishonesty. Make a copy for your records and forward the original, along with copies of any supporting documentation where appropriate to the:

Office of the Dean of Students
55 Lexington Avenue
Room 2-255 for Box B2-255

Instructor Name: _____

Department: _____ Telephone No.: _____

E-Mail Address: _____

Course: _____

Student Name: _____ SS#: _____

Date of Incident: _____

Type of Report: ___ Formal ___ Informal [indicate if resolution pending or matter resolved]

Type of Incident: _____ Cheating _____ Plagiarism _____ Other

Explanation of Incident: _____

Your stated policy on cheating and plagiarism:

_____ A failing grade on the exam/paper _____ a failing final grade

_____ Other (please explain)

Did the student admit to the charge of cheating, plagiarism or other act of academic dishonesty?

_____ Yes _____ No

Signature of Faculty Member _____ Date _____

The rights and responsibilities of students have been codified by the Board of Trustees of The City University of New York (formerly the Board of Higher Education). Articles XV and XVI of the Bylaws of the Board are as follows:

Article XV—Students

Section 15.0 Preamble

Academic intuitions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Student participation, responsibility, academic freedom, and due process are essential to the operation of the academic enterprise. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to learn and to explore major social, political, and economic issues are necessary adjuncts to student academic freedom, as is freedom from discrimination based on racial, religious, sex, political, and economic differentiations.

Freedom to learn and freedom to teach are inseparable facets of academic freedom. The concomitant of this freedom is responsibility. If members of the academic community are to develop positively in their freedom, if these rights are to be secure, then students should exercise their freedom with responsibility.

Section 15.1 Conduct Standard Defined

Each student enrolled or in attendance in any college, school, or unit under the control of the Board and every student organization, association, publication, club, or chapter shall obey the laws of the City, State, and Nation; the bylaws and resolutions of the Board; and the policies, regulations, and orders of the college.

The faculty and student body at each college shall share equally the responsibility and the power to establish, subject to the approval of the Board, more detailed rules of conduct and regulations in conformity with the general requirements of this Article.

This regulatory power is limited by the right of students to the freedoms of speech, press, assembly, and petition to others in the academic community and to citizens generally.

Section 15.2 Student Organizations

a. Any group of students may form an organization, association, club, or chapter

by filing with the duly elected student government organization of the college or school at which they are enrolled or in attendance and with an officer to be designated by the faculty of the college or school at which they are enrolled or in attendance (1) the name and purposes of the organization, association, club, or chapter, (2) the names and addresses of its president and secretary or other officers corresponding in function to president and secretary.

However, no group, organization, or student publication with a program against the religion, race, ethnic origin or identification, or sex of a particular group or which makes systematic attacks against the religion, race, ethnic origin, or sex of a particular group shall receive support from any fees collected by the college or be permitted to organize or continue at any college or school. No organizations, military or semi-military in character, not connected with established college or school courses, shall be permitted without the authorization of the faculty and the duly elected student government and the Board.

b. Extracurricular activities at each college or school shall be regulated by the duly elected student government organization to ensure the effective conduct of such college or school as an institution of higher learning and for the prevention of activities which are hereafter proscribed or which violate the standards of conduct of the character set forth in Bylaw 15.1. Such powers shall include:

1. The power to charter or otherwise authorize teams (excluding intercollegiate athletics), publications, organizations. Associations, clubs or chapters, and, when appropriate in the exercise of such regulatory power, the power to refuse, suspend, or revoke any character or other authorization for cause after hearing on notice.

2. The power to delegate responsibility for effective implementation of its regulatory functions hereunder to any officer or committee which it may appoint. Any aggrieved student or group whose charter or other authorization has been refused, suspended, or revoked may appeal such adverse action by such officer or committee of student government to the duly elected student government. On appeal an aggrieved student or group shall be entitled to a hearing following the due process procedures set forth in section 15.

3. Following such hearing the duly elected student government shall have the

authority to set aside, decrease, or confirm the adverse action.

c. Any person or organization affiliated with the college may file charges with the Office of the Dean of Students (throughout these bylaws in any college or unit where the title "Dean of Students" does not exist, the same shall refer to the officer performing the functions which would otherwise be performed by a Dean of Students) alleging that a student publication has systematically attacked the religion, race, ethnic origin, or sex of a particular group, or has otherwise contravened the laws of the City, State, or Nation, or any bylaw or resolution of the board, or any policy, regulation, or order of the college, within a reasonable period of time after such occurrence. If the Dean of Students determines, after making such inquiries as he/she shall attempt to resolve the dispute, failing which he/she shall promptly submit the charges to the faculty-student disciplinary committee for disposition in accordance with the due process procedures of Section 15.3 hereof.

If the Committee sustains the charges or any part thereof against the student publication, the Committee shall be empowered to:

1. reprimand the publication, or
2. recommend to the appropriate funding bodies the withdrawal of budget funds. The funding body shall have the authority to implement fully, modify, or overrule the recommendations.

d. Each college shall establish a Student Election Review Committee in consultation with the various Student Governments. The Student Elections Review Committee shall approve the election procedures and certify the results of elections for student governments, and student body referenda.

Section 15.3 Student Disciplinary Procedures

a. Any charge, accusation, or allegation which is to be presented against a student, and, which, if proved, may subject a student to disciplinary action, must be submitted in writing, in complete detail to the Office of the Dean of Students promptly by the individual, organization, or department making the charge.

b. The chief student affairs officer of the college or his or her designee will conduct a preliminary investigation in order to determine whether disciplinary charges should be preferred. The chief student affairs officer or his or her designee will advise the student of the charge(s) against him or her, consult with other parties who may be involved or who have information regarding the incident, and review other relevant evidence. Following this preliminary investigation, which shall be concluded within thirty (30) calendar days of the filing of the complaint, the chief student affairs officer or designee shall take one of the following actions:

- (i) dismiss the matter if there is no basis for the allegation(s) or the allegation(s) does not warrant disciplinary actions. The individuals involved shall be notified that the complaint has been dismissed;
- (ii) refer the matter to conciliation. If a matter is referred to conciliation the accused student shall receive a copy of the notice required pursuant to section 1 5.3e of this bylaw; or
- (iii) prefer formal disciplinary charges.

Conciliation Conference:

c. The conciliation conference shall be conducted by the counselor in the office of the dean of students or a qualified staff or faculty member designated by the chief student affairs officer. The following procedures shall be in effect at this conference:

- 1. An effort will be made to resolve the matter by mutual agreement.
- 2. If an agreement is reached, the counselor shall report his/her recommendation to the chief student affairs officer for approval and, if approved, the complainant shall be notified.
- 3. If no agreement is reached, or if the student fails to appear, the counselor shall refer the matter back to the chief student affairs officer, who will prefer disciplinary charges.
- 4. The counselor is precluded from testifying in a college hearing regarding information received during the conciliation conference.

Notice of Hearing and Charges:

d. Notice of the charge(s) and of the time and place of the hearing shall be personally delivered or sent by the chief student affairs Officer of the college to the student at the address appearing on the records of the college, by registered or certified mail and by regular mail. The hearing shall be scheduled within a reasonable time following the filing of the charges or the conciliation conference. Notice of at least five business days shall be given to the student in advance of the hearing unless the student consents to an earlier hearing.

- e. The notice shall contain the following:
 - 1. A complete and itemized statement of the charge(s) being brought against the student, including the rule, bylaw, or regulation he/she is charged with violating, and the possible penalties for such violation.
 - 2. A statement that the student has the following rights:
 - (i) to present his/her side of the story;
 - (ii) to present witnesses and evidence on his/her behalf;
 - (iii) to cross-examine witnesses presenting evidence against the student;
 - (iv) to remain silent without assumption of guilt; and
 - (v) to be represented by legal counsel or an advisor at the student's expense.
 - 3. A warning that anything the student says may be used against him/her in a non-college hearing.

Faculty-Student Disciplinary Committee Procedures:

- f. The following procedures shall apply at the hearing before the faculty-student disciplinary committee:
 - 1. The chairperson shall preside at the hearing. The chairperson shall inform the student of the charges, the hearing procedures, and his or her rights.
 - 2. After informing the student of the charges, the hearing procedures, and his or her rights, the chairperson shall ask the student charged to plead guilty or not guilty. If the student pleads guilty, the student shall be given an opportunity to explain his/her actions before the committee. If the student pleads not guilty, the college shall present its case. At the conclusion of the college's case, the student may move to dismiss the charges. If the motion is denied by the committee, the student shall be given an opportunity to present his or her defense.
 - 3. Prior to accepting testimony at the hearing, the chairperson shall rule on any

motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson may only rule on the sufficiency of the evidence and may exclude irrelevant, immaterial, or unduly repetitive evidence. However, if either party wishes to question the impartiality of a committee member on the basis of evidence which was not previously available at the inception of the hearing, the chairperson may rule on such a motion. The chairperson shall exclude all persons who are to appear as witnesses, except the accused student.

4. The college shall make a record of each fact-finding hearing by some means, such as stenographic transcript, a tape recording, or the equivalent. A disciplined student is entitled upon request to a copy of such a transcript, tape, or equivalent without cost.

5. The student is entitled to a closed hearing but has the right to request an open public hearing. However, the chairperson has the right to hold a closed hearing when an open public hearing would adversely affect and be disruptive of the committee's normal operations.

6. The college bears the burden of proving the charge(s) by a preponderance of the evidence.

7. The role of the faculty-student disciplinary committee is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties, and render a determination as to guilt or innocence. In the event the student is found guilty, the committee shall then determine the penalty to be imposed.

8. At the end of the fact-finding phase of the hearing, the student may introduce additional records, such as character references. The college may introduce a copy of the student's previous disciplinary record, where applicable, provided the student was shown a copy of the record prior to the commencement of the hearing. The disciplinary record shall be submitted to the committee in a sealed envelope and shall not be opened until after the committee has made its findings of fact. In the event the student has been determined to be guilty of the charge or charges, the records and documents introduced by the student and the college shall be opened and used by the committee for dispositional purposes, i.e., to determine an appropriate penalty if the charges are sustained.

9. The committee shall deliberate in closed session. The committee's decision shall be based solely on the testimony and evidence presented at the hearing and the papers filed by the parties.

10. The student shall be sent a copy of the faculty-student disciplinary committee's decision within five days of the conclusion of the hearing. The decision shall be final subject to the student's right of appeal.

11. Where a student is represented by legal counsel the President of the college may request that a lawyer from the general counsel's office appear at the hearing to present the college's case.

Section 15.4 Appeals

An appeal from the decision of the faculty-student disciplinary committee may be made to the president who may confirm or decrease the penalty but not increase it. His/her decision shall be final except in the case of dismissals or suspension for more than one term. An appeal from a decision of dismissal or suspension for more than one term may be made to the appropriate committee of the board. Any appeal under this section shall be made in writing within fifteen days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the president or board committees as the case may be. If the president is a party to the dispute, his/her functions with respect to an appeal shall be discharged by an official of the university to be appointed by the chancellor.

Section 15.5 Committee Structure

a. Each faculty-student disciplinary committee shall consist of two faculty members, two student members, and a chairperson. A quorum shall consist of the chair and any two members. Hearings shall be scheduled at a convenient time and efforts shall be made to ensure full student and faculty representation.

b. The president shall select in consultation with the head of the appropriate campus governance body or where the president is the head of the governance body, its executive committee, three (3) members of the instructional staff of that college to receive training and to serve in rotation as chair of the disciplinary committee. If none of the chairpersons appointed from the campus can serve, the president, at his/her discretion, may request that a chairperson be selected by lottery from the entire group of chairpersons appointed by other colleges. The chairperson shall preside at all meetings of the faculty-student

disciplinary committee and decide and make all rulings for the committee. He/she shall not be a voting member of the committee but shall vote in the event of a tie.

c. The faculty members shall be selected by lot from a panel of six elected annually by the appropriate faculty body from among the persons having faculty rank or faculty status. The student members shall be selected by lot from a panel of six elected annually in an election in which all students registered at the college shall be eligible to vote. In the event that the student or faculty panel or both are not elected, or if more panel members are needed, the president shall have the duty to select the panel or panels which have not been elected. No individuals on the panel shall serve on the panel for more than two consecutive years.

d. In the event that the chairperson cannot continue, the president shall appoint another chairperson. In the event that a student or faculty seat becomes vacant and it is necessary to fill the seat to continue the hearing, the seat shall be filled from the faculty or student panel by lottery.

e. Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Section 15.6 Suspension or Dismissal

The Board reserves full power to dismiss or suspend a student, or suspend a student organization for conduct which impedes, obstructs, or interferes with the orderly and continuous administration and operation of any college, school, or unit of the University in the use of its facilities or in the achievement of its purposes as an educational institution.

The Chancellor or Chancellor's designee, a president, or any dean may in emergency or extraordinary circumstances temporarily suspend a student or temporarily suspend the privileges of a student organization or group for cause, pending an early hearing as provided in Bylaw 15.3 to take place within not more than seven (7) school days. Prior to the commencement of a temporary suspension of a student, the college shall give such student oral or written notice of the charges against him/her and, if he/she denies them, the college shall forthwith give such student an informal oral explanation of

the evidence supporting the charges and the student may present informally his/her explanation or theory of the matter. When a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, notice and opportunity for denial and explanation may follow suspension, but shall be given as soon as feasible hereafter.

Section 15.7 The University Student Senate
There shall be a University Student Senate responsible, subject to the Board, for the formulation of University-wide student policy relating the academic status, role, rights, and freedoms of the student. The authority and duties of the University Student Senate shall not extend to areas of interest which fall exclusively within the domain of the student governments of the constituent units of the University.

Consistent with the authority of the board of trustees in accordance with the education law and the bylaws of the board of trustees, the University Student Senate shall make its own bylaws providing for the election of its own officers, the establishment of its own rules and procedures, for its internal administration and for such other matters as is necessary for its existence. The University Student Senate shall have the full rights and responsibilities accorded student organizations as provided in these bylaws. The delegates and alternate delegates to the University Student Senate shall be elected by their respective constituencies, or their student governments from the elected members of the respective student governments.

Section 15.8 College Governance Plans

The provisions in a duly adopted college governance plan shall not be inconsistent with the provisions contained in this Article.

Baruch College
The City University of New York

17 Lexington Avenue
New York, New York 10010

Dear Mr./Ms.

Professor _____ has notified this office that you are suspected of being in violation of Baruch College rules and regulations regarding academic honesty. Please call me at 212-802-2922 to schedule a meeting with me so as to help determine whether an informal resolution of this problem is possible or whether we should proceed with formal disciplinary charges.

Failure to contact this office may result in formal disciplinary charges.

Sincerely,

Carl Kirschner, Ph.D.
Director, Student Support Services

Baruch College

A Faculty Guide to Student Academic Integrity: Summary Steps

If You Suspect Dishonesty

- Allow student to complete the assignment. Move student if appropriate.
- Resolve matter informally with student's acknowledged agreement to the terms of resolution and file the Faculty Report Form.

OR

- Resolve matter informally in consultation with the Dean of Students. File the Faculty Report Form. The Dean of Students will contact the student.

OR

- File formal charges via the Faculty Report Form with the Dean of Students. Copy all relevant materials, sending the originals with your Report Form. The Dean of Students will contact you as to the next steps.

CHEATING AND PLAGIARISM

College courses are intended to help develop students' knowledge and to improve their ability to communicate. Cheating includes any action which is intended to deceive a faculty member about the extent of a student's information, knowledge, and/or ability to communicate related to a course of study. Some forms of cheating are known as plagiarism. There are many practices that constitute cheating and plagiarism: the basic principles are given below:

Cheating includes any form of unauthorized assistance during an examination, such as using notes or other study aids, or communicating in any way with another person for the purpose of answering test questions. It is cheating to receive unauthorized help during an examination and it is cheating to give unauthorized help during an examination.

Cheating includes any form of unauthorized assistance on an assignment, such as a term paper or laboratory report, whether that assistance directly involves the subject matter or the way in which the subject matter is communicated. It is cheating to receive unauthorized help on an assignment and it is cheating to give unauthorized help during an examination.

It is cheating by both parties if a person takes an examination for someone else.

Plagiarism is the misrepresentation of another's work as one's own. To avoid plagiarism, whether another's work is being presented in writing or orally, it must be acknowledged with sufficient citations to represent the source accurately. The failure to acknowledge the source of material is plagiarism regardless of whether that source was in writing, in oral communication, by electronic transmission, or by any other means.

Note: Academic honesty also involves issues of falsification of documents and unacceptable acts to gain an unfair advantage in classes. For full details see the Policy on Academic Dishonesty published by the Office of Student Development and Counseling.

I have read this statement on cheating and plagiarism. I understand that Baruch College does not tolerate cheating and plagiarism. I understand that, if proved, acts of cheating and plagiarism are subject to disciplinary action, including dismissal from the College.

Please keep one copy of this statement for your reference, and sign one copy and return it to the instructor.

Student Signature

ID Number

Course

Please print name