

STUDENT ACADEMIC GRIEVANCE PROCEDURES (CAS)

The following procedure has been established for undergraduate and graduate students who seek adjudication of an academic grievance claim against faculty members or instructors in the College of Arts and Sciences. Such grievances may concern grades assigned or penalties imposed for alleged academic infractions.

With respect to the appeal of grades the University Policy adopted by Senate Legislation states: It is expected that the grounds upon which an academic grievance may be based should be clearly identified. Such grounds may include variance from University grading standards/policies, grade calculation inconsistencies with that announced in published course syllabi, procedural abnormalities, or other factors that are alleged to have denied the student a fair evaluation. It is not expected that grievances will propose that the professional obligation of faculty to fairly evaluate academic material within their field of expertise will be supplanted by alternate means without procedural cause.

Step 1:

A student who seeks to dispute a grade or evaluation or seeks to appeal a penalty that has been imposed by a faculty member for academic dishonesty or alleged academic infractions must initially pursue the matter directly with the faculty member involved. If not satisfactorily resolved directly with the faculty member, a written grievance may be filed with the program director/department Chairperson. In the event that the grievance directly involves the program director or department Chairperson, the Dean of the College of Arts and Sciences will appoint a designee from the department in question to serve in his or her place.

The program director/department Chairperson should consult with the faculty member in question and request a written response to the grievance from the faculty member. The program director/department chairperson should then provide a copy of the faculty member's response along with his or her own recommendations to the student.

Step 2:

If the student is not satisfied with the efforts made in Step I to achieve a resolution of the grievance, she/he may then submit a brief request to the College of Arts and Sciences' Academic Programs Committee, via the Deans' Office, to consider the grievance. This request must be filed within one year from the end of the semester during which the incident occurred. The Academic Programs Committee will convene an Ad Hoc Grievance Committee according to its bylaws to review the grievance. All of the documents gathered from Step 1 should be attached to this request in their original form (i.e., student's statement of grievance, faculty member's response, department Chairperson's response, course syllabus, and any additional supporting documents.). The Ad Hoc Grievance Committee will not review the case until all documents are present.

Step 3:

Upon receiving a completed petition for its review of the grievance claim, the Ad Hoc Grievance Committee will first determine by majority vote whether that petition provides adequate grounds for its action. If the Committee agrees to consider the grievance, it is to make every effort to conduct as thorough an investigation as the case warrants as it arrives at a statement of findings. The Ad Hoc Grievance Committee shall prepare and send a written statement of its findings, together with its recommendation of resolution to: (1) the petitioner(s), (2) the respondent(s), (3) the Chairperson of the respondent(s), and (4) the Dean of the College of Arts and Sciences.

Students should realize that the function of

the Ad Hoc Grievance Committee is advisory. The Committee can find in favor of or against the student's grievance and it can recommend remedies to the appropriate person(s). It does not have the power to enforce any of its findings.

Whenever the findings of the Ad Hoc Grievance Committee fail to support the grievance claim, or the recommendation of the Ad hoc Committee is not accepted by the instructor, the petitioner may petition the Committee on Academic Standing of the Undergraduate Academic Council via the Office of the Dean for Undergraduate Studies or the Graduate Academic Council via the Office of the Dean for Graduate Studies, as appropriate, to consider the grievance. The decision of the Academic Standing Committee of the Undergraduate or Graduate Academic Council is final (as per approved Senate Bill No. 0203-10).

***PENALTIES AND PROCEDURES
FOR VIOLATIONS OF ACADEMIC
INTEGRITY (CAS)***

The University at Albany expects all members of its community to conduct themselves in a manner befitting this tradition of honor and integrity. They are expected to assist the University by reporting suspected violations of academic integrity to appropriate faculty and/or administration offices. Behavior that is detrimental to the University's role as an educational institution is unacceptable and requires attention by all citizens of its community.

These guidelines, designed especially for students, define a context of values within which individual and institutional decisions on academic integrity can be made. It is every student's responsibility to become familiar with the standards of the academic integrity at the University. Claims of ignorance, of unintentional error, or of academic or personal pressures are not sufficient reasons for violations of academic integrity.

**Penalties and Procedures for
Violations of Academic Integrity**

The Dean of the College of Arts and Sciences encourages faculty and instructors to uphold highest standards of academic integrity and to respond to violations in a manner consistent with institutional policy (see Undergraduate Bulletin 2003-04, pp. 28-29).

Examples of Violations of Academic Integrity include but are not limited to: plagiarism, cheating on examinations, multiple submissions of the same work, forgery, sabotage of another's work, unauthorized collaboration, falsification, bribery, and theft, damage, or misuses of

library or computer resources.

When there is evidence that a student has violated academic integrity, University policy permits the responsible faculty member or instructor to inform the student and impose an appropriate sanction (see Student Handbook 2003-2004, pp. 28-29). The College of Arts and Sciences strongly recommends that all faculty members who encounter a violation of academic integrity report the incident directly to the Associate Dean, Academic. The Associate Dean of the College is available to assist with these procedures, provide guidance with appropriate actions or penalties, and ensure consistency of response throughout the College.

Faculty/instructor responses to violations of academic integrity may include one or a combination of the following:

- warning without further penalty;
- requiring rewriting of a paper containing plagiarized material;
- lowering the grade of a paper or project by one full grade or more;
- assigning a failing grade on a paper containing plagiarized material;
- assigning a failing grade on any examination in which cheating occurred;
- lowering a course grade by one full grade or more;
- giving a failing grade in a course.

All penalties imposed by a faculty member in response to a violation of academic dishonesty must be reported in writing to the Office of Undergraduate or Graduate Studies, as appropriate, along with a brief description of the incident. A copy of the report must be given to the student and to the Dean of the College of Arts and Sciences.

If a faculty member imposes a penalty in the course as a possible result of academic dishonesty, the student receiving the penalty may choose to contest this decision by following the Student Academic Grievance Procedures as outlined within the College of Arts and Sciences.

Alternatively, any faculty member may also choose to refer a case to the University Judicial System, especially when it involves a particularly serious violation of academic integrity. After considering the case under the procedures provided by the University, the appropriate University judicial body will recommend the disposition of the case which can include any of the above penalties as well as disciplinary probation, suspension, or expulsion from the University. Multiple offenses must always be referred to the University Judicial System.

Records of any actions concerning violations of academic integrity will be maintained for the duration of a student's enrollment at the University. Upon graduation or separation of the student from the University, these confidential reports will be destroyed.

Note: For further information, refer to Student Academic Grievance Procedures

The following is a list of the types of behaviors that are defined as examples of academic dishonesty and are therefore unacceptable. Attempts to commit such acts also fall under the term academic dishonesty and are subject to penalty. No set of guidelines can, of course, define all possible types or degrees of academic dishonesty; thus, the following descriptions should be understood as

examples of infractions rather than an exhaustive list. Individual faculty members and the judicial boards of the University will continue to judge each case according to its particular merit.

Plagiarism

Presenting as one's own work the work of another person (for example, the words, ideas, information, data, evidence, organizing principles, or style of presentation of someone else). Plagiarism includes paraphrasing or summarizing without acknowledgment, submission of another student's work as one's own, the purchase of prepared research or completed papers or projects, and the unacknowledged use of research sources gathered by someone else. Failure to indicate accurately the extent and precise nature of one's reliance on other sources is also a form of plagiarism. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly, or creative indebtedness, and the consequences for violating University regulations.

Examples of Plagiarism Include: failure to acknowledge the source(s) of even a few phrases, sentences, or paragraphs; failure to acknowledge a quotation or paraphrase of paragraph-length sections of a paper; failure to acknowledge the source(s) of a major idea or the source(s) for an ordering principle central to the paper's or project's structure; failure to acknowledge the source (quoted, paraphrased, or summarized) of major sections or passages in the paper or project; the unacknowledged use of several major ideas or extensive reliance on another person's data, evidence, or critical method; submitting as one's own

work, work borrowed, stolen, or purchased from someone else.

Cheating on Examinations

Giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include collaboration of any sort during an examination (unless specifically approved by the instructor); collaboration before an examination (when such collaboration is specifically forbidden by the instructor); the use of notes, books, or other aids during an examination (unless permitted by the instructor); arranging for another person to take an examination in one's place; looking upon someone else's examination during the examination period; intentionally allowing another student to look upon one's exam; the unauthorized discussing of test items during the examination period; and the passing of any examination information to students who have not yet taken the examination. There can be no conversation while an examination is in progress unless specifically authorized by the instructor.

Multiple Submission

Submitting substantial portions of the same work for credit more than once, without the prior explicit consent of the instructor(s) to whom the material is being (or has in the past been) submitted.

Forgery

Imitating another person's signature on academic or other official documents (e.g., the signing of an adviser's name to an academic advising form).

Sabotage

Destroying, damaging, or stealing of another's work or working materials

(including lab experiments, computer programs, term papers, or projects).

Unauthorized Collaboration

Collaborating on projects, papers, or other academic exercises which is regarded as inappropriate by the instructor(s). Although the usual faculty assumption is that work submitted for credit is entirely one's own, standards on appropriate and inappropriate collaboration vary widely among individual faculty and the different disciplines. Students who want to confer or collaborate with one another on work receiving academic credit should make certain of the instructor's expectations and standards.

Falsification

Misrepresenting material or fabricating information in an academic exercise or assignment (for example, the false or misleading citation of sources, the falsification of experimental or computer data, etc.).

Bribery

Offering or giving any article of value or service to an instructor in an attempt to receive a grade or other benefits not legitimately earned or not available to other students in the class.

Theft, Damage, or Misuse of Library or Computer Resources

Removing uncharged library materials from the library, defacing or damaging library materials, intentionally displacing or hoarding materials within the library for one's unauthorized private use, or other abuse of reserve-book privileges. Or, without authorization, using the University's or another person's computer accounts, codes, passwords, or facilities; damaging computer

equipment; or interfering with the operation of the computing system of the University. The Computing Center has established specific rules governing the use of computing facilities. These rules are available at the Center and it is every student's responsibility to become familiar with them.