

Penalties and Procedures for Violations of Academic Integrity

Department of Information Studies

Examples of violations of Academic Integrity include but are not limited to the following: plagiarism, self-plagiarism, cheating on examinations, multiple submissions of the same work, forgery, sabotage of another's work, unauthorized collaboration, falsification, bribery, theft, damage, or misuses of library or computer resources. Students are also expected to read the University at Albany Policy for the "Responsible Use of Information Technology" available at the Academic Computing Web Site at: http://www.albany.edu/policies/computer_usage/. Students should apply this policy to all computing and electronic communications in department courses.

University policy permits a faculty member who has information that a student has violated academic integrity in a course or program for which he or she is responsible to inform the student and impose an appropriate sanction. In order to assist and advise faculty in prosecuting offenses and to ensure equity of penalty impositions for similar offenses, all faculty members who encounter violations should report the incident directly to the Chair. Additionally, the chair or the assistant dean will notify the student's faculty advisor so they may follow up with the student.

Responses to violations of academic integrity may include one or a combination of the following:

1. requiring rewriting of a paper containing plagiarized material;
2. lowering of a paper or project grade by one full grade or more;
3. giving a failing grade on a paper containing plagiarized material;
4. giving a failing grade on any examination in which cheating occurred;
5. lowering a course grade by one full grade or more;
6. giving a failing grade in a course.

If the student feels that they were unfairly penalized, they may appeal the penalty by following the grievance procedures outlined in the DIS Academic Grievance Procedure policy.

In consultation with the Chair, any faculty member encountering matters of academic dishonesty in an academic program or class for which he or she has responsibility may, in addition to, or in lieu of, the actions cited above, refer a case to the University Judicial System. (In the case of the Chair encountering matters of academic dishonesty, the chair of the Student Affairs Committee will be consulted.) 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 disciplinary probation, suspension, or expulsion from the University.

The University at Albany operates under a presumptive penalty system for cases of academic dishonesty. Generally, a student with no prior disciplinary record who is found guilty of academic dishonesty will be suspended from the University for a minimum of

one semester. Those guilty of a serious offense or repeated offenses can expect to be suspended for two or more semesters or, in aggravated cases, expelled.

In every instance where faculty or staff members do not refer a violation to the University judicial system but instead deal with the matter entirely within the bounds of discretion available to them, they must report in writing to the Chair of the Department of Information Studies and the Office of Graduate or Undergraduate Studies, as appropriate, all sanctions they impose, along with a brief description of the incident. A copy of the report must be given to the student. These offices will maintain a copy of such reports 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.