# Academic Integrity Policy

## I. General Policy Statement

Syracuse University aspires to the highest standards of integrity and honesty in all endeavors. The Academic Integrity Policy is designed to make integrity and honesty central to the Syracuse University experience by: setting forth clear ethical expectations for students in their academic endeavors; promoting consistency of standards and practices across colleges, schools and programs; encouraging reporting of suspected violations; and facilitating the resolution of cases as promptly as possible while providing thorough and fair consideration for students and instructors. Education is a central goal of the policy, including affording students an opportunity to discuss and learn from academic integrity violations.

## II. Reason for Policy/Purpose

Academic integrity furthers the central mission of the University: to foster high-quality learning, teaching and research, endeavors that are premised on individual intellectual and creative work and require a commitment to the values of honesty, trustworthiness, fairness, respect and responsibility. These values are essential to the overall success of any academic institution, including Syracuse University.

This policy is designed to cultivate an academic environment of honesty and integrity by ensuring that students adhere to certain ethical standards in their academic work. This policy addresses academic integrity standards that apply to students, and it governs the ways in which faculty, instructors and administrators must handle suspected violations.[1]

Syracuse University first adopted a university-wide academic integrity policy in 2006 following passage of a University Senate motion of support for this framework. As part of this framework, the University created the Academic Integrity Office (AIO) to work with the Schools and Colleges in implementing the policy; charged the Senate Committee on Instruction with periodic review of the policy and recommendations for revision when warranted by AIO assessment reports and input from the University community; and made revision of the policies and procedures subject to approval by the Vice Chancellor and Provost. This policy supersedes all policies, procedures and written and online statements of Syracuse University with regard to academic integrity standards. Syracuse University retains the right to revise this policy from time to time based on assessment of its effectiveness and, with approval of the Vice Chancellor and Provost, to modify procedures on a temporary basis in order to pilot and evaluate them. The original university-wide policies and procedures were implemented in 2006 and revised in 2008 and 2011. The current policy is effective as of January 1, 2017.

[1] The Faculty Manual addresses the academic integrity standards that apply to faculty.

# III. Policy

## A. Academic Integrity Expectations

Syracuse University classifies academic integrity expectations in four broad categories. These categories are designed for educational purposes. Neither the categories themselves nor the examples of violations are exhaustive. Any action that improperly influences the evaluation of a student's academic work, gives one student unfair academic advantage over another, or encourages the violation of academic integrity by others constitutes a violation of this policy.

Syracuse University sets general guidelines for university-wide academic integrity standards. In recognition that learning objectives vary across courses, the University also strongly encourages instructors to establish course-specific academic integrity expectations, particularly with regard to what forms of collaboration are allowed and prohibited. It is the responsibility of all instructors to communicate course-specific academic integrity expectations to students. Any student who is uncertain whether an action she or he is considering would violate academic integrity expectations is responsible for asking the instructor or consulting the Academic Integrity Office beforehand.

Although most violations of academic integrity expectations will be course related, the University has the authority and responsibility to respond to suspected violations in any context in which there is a threat to academic integrity at Syracuse University or involving Syracuse University students, courses or programs.

Expectation 1: Credit Your Sources

Students must acknowledge their use of other peoples' ideas, information, language, images and other original scholarly and creative output when they incorporate these materials – directly or indirectly – into their own academic work. Sources include scholars and published research, as well as fellow students and other individuals who must be credited whenever their ideas are incorporated into another student's work. At a minimum, proper citation requires using quotation marks to identify others' verbatim language and providing in-text citations and bibliographic references to identify sources of direct quotation, paraphrasing, summarizing, and the borrowing of ideas and images. Sources must be credited regardless of whether those sources are published or copyrighted and regardless of whether they exist in print or online. Sources must be credited not only in written work, but also in oral and visual presentations, computer code, and other academic assignments, including any draft assignment submitted to an instructor whether or not the draft will be graded.

Expectation 2: Do Your Own Work

Any work a student submits for a course must be solely his or her own unless an instructor gives explicit instructions allowing collaboration or editing. This applies to homework as well as to other written, oral and creative assignments. When collaboration or editing by someone other than the student is permitted – or required – it is each student's responsibility to adhere to any limits on editing or collaboration set by the instructor.

Examinations and quizzes of all kinds, including online and take-home as well as in-class exams, must reflect only the work of the submitting student without assistance from other people or resources such as texts, websites or notes unless the instructor has specifically allowed their use. Instructors who allow collaboration or the use of written, online or other resources during an exam or quiz are responsible for clearly communicating their expectations. Students are responsible for asking questions in advance if they are uncertain about these expectations. Having notes, cell phones, electronic devices or other prohibited resources available on one's person or within easy reach during an exam constitutes a violation whether or not these items are used in completing the quiz or exam. Dishonestly obtaining and/or sharing the contents of a quiz or exam not provided by the course instructor constitutes a violation as does providing unauthorized assistance of any form to another student taking a quiz or exam.

Submitting work completed previously for another course or purpose constitutes a violation of this policy as such double use of material deprives students of the opportunity to learn from the current assignment. Students seeking to turn in the same work in more than one course or to turn in work they have previously completed for another purpose or submitted to another organization or institution, including a high school, must obtain written approval from all relevant University instructors before submitting the work. This requirement applies to all course work regardless of format, including art, computer code, oral reports, and other course output in addition to written assignments. Many instructors will allow students to expand the scope of an assignment so as to legitimately submit it for two courses or requirements. Students pursuing capstone projects eligible for submission to two programs, such as to Honors and to the student's major, must ascertain that both programs or courses will accept the same or substantially the same work and obtain written permission in advance from the relevant instructors or program directors.

Expectation 3: Communicate Honestly

Students are expected to be honest in their dealings with faculty, instructors, staff and fellow students and to represent themselves and their academic endeavors accurately. This includes accurate reporting of participation in class, internships and other academic activities, as well as honesty in requesting extension of deadlines and permission to reschedule assignments or exams due to illness or other extenuating circumstances. Honest communication also requires accurate presentation of research and research results, including avoidance of omissions or selective reporting of data that skew interpretation of findings.

The expectation of honest communication includes the handling and representation of all academic records, documents, and resources of all kinds, including library, computing and electronic records and systems related to academic work and education. Students are expected to represent themselves, their own academic work and the academic work of others honestly and to avoid falsifying, fabricating, or destroying academic records or otherwise misrepresenting their own or others' identity and records.

Expectation 4: Support Academic Integrity

Students are expected to support and promote high standards of academic integrity at Syracuse University. This means avoiding actions that encourage or cover up violations by others. It also means asking questions of the relevant instructor or the Academic Integrity Office when academic integrity expectations are unclear to you.

New York State Education law 213-b makes illegal the sale of written assignments that the seller knew or should have known would be used for fraudulent purposes. This policy prohibits the sale or purchase of completed or partially completed work for fraudulent use, including in-kind purchases and sales that occur when a student provides or receives work completed by someone else in exchange for making her or his own completed work available or earns money by persuading other students to make their completed academic work available.

In sum, supporting academic integrity involves understanding academic integrity expectations, abiding by them and encouraging others to do the same. Any action that threatens the integrity of academic pursuits at Syracuse University, including its courses, programs and affiliates, constitutes a violation subject to reporting under this policy. This includes violating the confidentiality of an academic integrity case, deliberately thwarting an academic integrity investigation, and lying or misleading those carrying out an academic integrity investigation.

## B. Communication and Reporting of Suspected Violations

Syracuse University will communicate the University's academic integrity expectations to students on a regular basis. Faculty and instructors are responsible for communicating course-specific academic integrity expectations in their syllabi. Students are responsible for learning university-wide and course-specific academic integrity expectations and for seeking clarification of expectations they do not fully understand from the course instructor or the Academic Integrity Office.

All members of the Syracuse University community are strongly encouraged to report suspected violations of academic integrity expectations. Most violations will be course related and thus subject to reporting by faculty and instructors. The Academic Integrity Office will provide a mechanism through which faculty and instructors may report suspected violations. Faculty and instructors are encouraged to discuss suspected violations with the students involved before reporting. Faculty and instructors must report to the Academic Integrity Office any suspected violation for which they seek to levy a grade penalty or penalize a student. Teaching assistants, students and staff should report suspected violations to the relevant course instructor, to the School or College where the suspected violation occurred, or to the Academic Integrity Office. No suspected violation will result in any grade or non-grade sanction before an official report to the Academic Integrity Office is made, considered and decided through the avenues of case resolution established under this policy.

Suspected violations will be reported promptly. Typically this means no more than two weeks after the suspected violation took place or was discovered. Instructors seeking to report a suspected violation more than two weeks after its occurrence or discovery should contact the Academic Integrity Office to request an extension of the filing deadline. All suspected violations discovered during final course grading must be reported no more than two weeks after semester grades are due unless an extension is granted. However, suspected violations that come to light after a course ends or after a student graduates are also subject to this policy. If a student is found responsible for a violation after graduation and the sanctions imposed make the student ineligible to earn his or her degree, the degree may be revoked.

**C. Implementation by the Schools and Colleges**

The Dean of each School and College will appoint an Academic Integrity Coordinator who will be responsible for implementing academic integrity policy and procedures on behalf of the School or College with support from the Academic Integrity Office. The responsibilities of the Academic Integrity Coordinator will include appointing and maintaining a School or College Academic Integrity Panel consisting of:

- The Academic Integrity Coordinator, who will oversee all School or College academic integrity cases and will, on behalf of the School or College, bring forward those cases not arising within a course;
- A sufficient number of faculty members to i) interview students suspected of academic integrity violations, ii) serve on School or College academic integrity subpanels, and iii) chair academic integrity hearings occurring in other Schools and Colleges; typically, this will require at least four faculty.
- A sufficient number of administrators to i) serve on School or College academic integrity subpanels, and ii) chair academic integrity hearings; typically, this will require at least two administrators.
- A sufficient number of undergraduate students and graduate students to serve on School or College academic integrity subpanels; typically, this will require at least three undergraduate and three graduate students; and
- An Academic Integrity Advisor, who will educate students about academic integrity expectations and offer advising about academic integrity policies and procedures to students suspected of violations.

Academic integrity panel members will be appointed or re-appointed to their School and College academic integrity panel at the start of each academic year. The Academic Integrity Coordinator will be responsible for ensuring that a sufficient number of members are identified and appointed prior to the start of each academic year. The Academic Integrity Coordinator will also have responsibility for selecting the faculty interviewer and the faculty, student and administrative members of subpanels convened to consider each academic integrity case.

The Academic Integrity Office will be responsible for training all School or College panel members, who will jointly constitute the university-wide Academic Integrity Panel.

Members of the university-wide panel will be eligible to serve on any School and College academic integrity subpanel in any capacity for which they have been trained and appointed to

serve within their own School or College. Academic Integrity Coordinators will have discretion to appoint panel members outside their School or College to consider cases brought by their School or College.

**D. Resolution of Academic Integrity Cases**

All students have the right to have their case considered by impartial members of an academic integrity panel and may not be penalized for a suspected violation by an instructor, School, or College until a final case decision is issued according to the procedures described below.

The applicable standard for evaluating whether a violation did or did not occur under this policy is "a preponderance of the evidence." That is, a suspected violation must be proven by demonstration that is it "more likely than not" that the student's actions constituted a violation. Students are accountable for violations even if they lack intent to deceive or were unaware that their actions constituted a violation.

Upon receiving the report of a suspected academic integrity violation, the Academic Integrity Office will work with the Academic Integrity Coordinator of the School or College where the suspected violation is alleged to have occurred to consider the case and bring it to resolution using the processes outlined in this policy. These processes will include but will not be limited to:

- Notification to the student of the existence of a suspected violation;
- Evaluation of the evidence that a violation occurred;
- Categorization of the violation as Level 1, 2 or 3 according to the Violation and Sanction Classification Rubric; and,
- Selection by the School or College of an appropriate avenue for case resolution.

Each School and College will oversee suspected violations involving its courses, programs or facilities. Consideration of cases in which a student is suspected of a violation occurring outside his or her home School or College will involve at least one academic integrity panel member from the student's home School or College and two home School or College panel members if a hearing is necessary, according to the procedures described below.

Panel members will be selected so as to avoid potential conflicts of interest. For example, panel members should not be relatives or close friends of the student or the reporting instructor and should not be in a position of immediate authority over either of them. The Academic Integrity Coordinator of the School or College investigating the suspected violation will be responsible for ensuring that prospective panel members are aware of these requirements.

Pending resolution of a suspected violation, an accused student will not be allowed to drop or withdraw from the course and will not be given a grade for either the course or specific work that is the subject of the suspected violation. In unusual circumstances where the continued participation of the student in the course could interfere with the academic process, an instructor may petition the Dean of the School or College to have the student withdrawn. Schools and Colleges reserve the right to take other necessary measures to prevent ongoing academic misconduct while an academic integrity case is pending.

An accused student will not be allowed to initiate a leave of absence from the University while an academic integrity case is pending. The Academic Integrity Office will work with students facing medical, family or other personal emergencies on a case-by-case basis to facilitate resolution of their case. A student who takes an inappropriate leave of absence to avoid having his or her case heard will be classified as having been withdrawn from the University for disciplinary reasons.

Violations will be classified by a School or College academic integrity panel according to three levels, each associated with a specific non-grade sanction and a recommended grade sanction based on the Violation and Sanction Classification Rubric.

Level 1 – School or College Letter of Reprimand and Instructor Grade Sanction

Level 2 – Academic Integrity Probation and Instructor Grade Sanction

Level 3 – Suspension or Expulsion and Instructor Grade Sanction

All students found in violation must successfully complete academic integrity training sponsored by the Academic Integrity Office in order to register for subsequent semesters and to be eligible for removal of any temporary transcript notation. Records of prior established violations will not be considered in evaluating evidence to decide whether a new violation has occurred, but will be taken into account in determining appropriate sanctions for a violation that is upheld. A second violation will typically be classified as Level 3 with a minimum sanction of suspension.

Faculty and instructors may administer a more severe grade penalty than the recommended one if they specify their intent to exercise this option on their syllabi. Grade sanctions will be determined and instituted by the reporting instructor only after the Academic Integrity Office notifies the student and instructor of the final case resolution. No grade sanction shall be administered when the final resolution is that no violation occurred or that insufficient evidence exists to conclude that a violation occurred.

All academic integrity proceedings are confidential and closed to persons not involved in the matter. All academic integrity coordinators, advisors and panel members are expected to maintain the confidentiality of academic integrity proceedings. In accordance with applicable law, hearing results are confidential. The University's academic integrity policy prohibits academic integrity coordinators, advisors and panel members from violating the confidentiality of any academic integrity proceeding. Any member of the University community may confidentially consult with the AIO regarding a suspected act of academic dishonesty.

**E. Avenues for Case Resolution**

All decisions by academic integrity panels described below will be determined by majority vote. Avenues for case resolution will include:

1. Expedited: This avenue allows resolution of cases by the faculty panel member who conducts the student interview in coordination with the Academic Integrity Coordinator. Reported violations will be eligible for expedited resolution by the School or College under the following circumstances:

- School or College Academic Integrity Coordinator[2] and faculty panel member find insufficient evidence of a violation to move the case forward, and the reporting instructor agrees; or
- The student promptly admits a Level 1 or 2 violation and accepts the grade-related sanction proposed by the instructor and the non-grade sanction(s) proposed by the faculty panel member and approved by the Academic Integrity Coordinator.

2. Written Review: This avenue allows resolution by a three-member School or College subpanel following its members' review of all written case material submitted by the reporting instructor, the student and the faculty panel member. Three-member subpanels will consist of one faculty member, one student (undergraduate or graduate consistent with the status of the student whose case is under consideration), and one administrator. One member will be appointed by the student's Home School or College Academic Integrity Coordinator if the suspected violation was reported by a different School or College.

Reported violations will be eligible for written review by the School or College under the following circumstances:

- 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
- 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.

3. Hearing: This avenue allows resolution of complex cases, those in which key facts remain in dispute following case intake, and those involving the most serious suspected violations of academic integrity. Hearing panels will consist of five members, including two faculty members, two students matriculated at the program level of the student whose case is under consideration, and one administrator.[3] All hearing panelists must be members of the University-wide panel.

All hearing panels must include at least two members from outside the School or College bringing the case. The Academic Integrity Coordinator of the School or College bringing the case is responsible for contacting an Academic Integrity Coordinator of another School or College to request outside panel members. When a case is brought outside the student's home School or College, the two outside panel members will be appointed by the home School or College Academic Integrity Coordinator.

Hearings will be chaired by a trained faculty or administrative member not associated with any School or College involved in the case.

---

[2] The Academic Integrity Coordinator of the student's home School or College must also agree if the student is suspected of a violation outside his or her home School or College.

[3] Student members of the hearing panel will be matriculated at the program level (undergraduate or graduate) of the student whose case is under consideration. Reasonable efforts will be made to ensure that doctoral students are included on any panel hearing the case of a doctoral student.

The student whose case is being considered has the right to be accompanied by the person of his or her choice for support, including legal counsel. The support person may not address panel members or participate in the hearing but may provide advice to the student in a quiet, non-disruptive manner.

Hearings will be held under the following circumstances:

- The student disagrees with the finding by the School or College Academic Integrity Coordinator and faculty panel member that her or his actions constituted a violation of the policy;
- The student faces significant risk of suspension or expulsion because she or he i) has admitted a Level 3 violation or ii) has a prior violation on record; or
- The instructor who reported the suspected violation requests a hearing because she or he disagrees with the finding by the School or College Academic Integrity Coordinator and faculty panel member that insufficient evidence exists to conclude that a violation occurred.

All information regarding academic integrity cases will be provided to students using the official email address assigned to them by Syracuse University. Students are responsible for regularly checking their Syracuse University email address. If a student fails to respond to notification regarding an academic integrity case, the case may proceed without the student's response.

Under this policy, Syracuse University retains the right to institute additional procedures for the consideration of "group cases" in which a suspected violation involves more than two students or similar patterns of behavior by more than two students.

**F. Appeals and Final Decisions**

All students are entitled to request an appeal. Students may petition to appeal a School or College decision that they violated academic integrity policy. Students may also request appeal of related, non-grade sanctions. Students may appeal a grade sanction only if the reporting instructor seeks to impose course failure for a Level 1 violation and did *not* specify in the course syllabus that she or he reserved the option to impose course failure regardless of violation level.

Students have seven business days after receipt of a School or College decision to submit a written request for appeal to the Academic Integrity Office based on (i) the emergence of new, previously unavailable evidence, or (ii) failure to follow required procedure. The student must show that the new evidence or failure to follow procedure was significant enough to likely alter the case outcome. The Academic Integrity Office will review all requests for appeal and determine whether they meet one of the above standards. Appeals that are granted will be considered by a hearing panel whose members have had no prior involvement in the case. The School or College Academic Integrity Coordinator will appoint members of the hearing panel following the guidelines in sections C, D, and E. above.

Final resolution of an academic integrity case occurs in one of three ways:

1. An academic integrity panel renders a decision upholding or overturning the case, and the student does not submit a request for appeal by the appeal deadline; or
2. An academic integrity panel renders a decision, the student submits a request for appeal, and the Academic Integrity Office determines that the standards for appeal have not been met; or
3. An academic integrity panel renders a decision, the student's request for appeal is granted, and the appeal panel renders a decision.

Final case decisions will be issued on behalf of the School or College Dean in coordination with the Academic Integrity Office so as to convey the importance that the School or College places on academic integrity and the significance of the violation and sanction(s).

In most cases, students found in violation of the academic integrity policy will not be allowed to drop or withdraw from the course or courses that led to the violation report.

**G. Record Keeping and Reporting**

The Academic Integrity Office will compile and maintain centralized records of all reported cases determined to constitute a violation of academic integrity policy. Reported cases that are overturned will be deleted from Academic Integrity Office records or redacted so as to eliminate references to the student's name and other identifying information.

Students with no academic integrity record and students with an established academic integrity violation who have successfully completed all resulting sanctions and requirements will be considered in good standing with the Academic Integrity Office. Students in the process of completing sanctions or requirements, students who have failed to complete sanctions or requirements, and students whose cases have resulted in temporary or permanent transcript notations will be considered to have an active record with the Academic Integrity Office.

1. Record Retention

   Academic integrity records will be retained for seven years from the resolution of the most recent incident in the student's file or until one year after the student has graduated from the University, whichever period is longer. Records of students who are suspended, expelled or otherwise withdrawn due to an academic integrity violation will be retained indefinitely.

2. Internal Reporting of Records

   Summary case information will be provided to University offices for internal use on a need-to-know basis when necessary to maintain the academic integrity interests of the University. This information will be released in accord with Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99) (FERPA) and will include the existence of any violation that has been upheld, student standing (good standing or active record), the approximate date and type of violation (e.g. plagiarism of a midterm essay, use of cell phone during a final exam), violation level (1, 2, or 3), resulting sanctions and

requirements, and whether and when these were satisfactorily completed. Cases that have been overturned will not be reported internally. Students with an overturned case and students who have never had a case will be reported as in good standing with the Academic Integrity Office.

3. External Reporting of Records

Employers and graduate schools may require students to release their standing and case information as a condition of employment or matriculation. This requirement may also apply when students seek to transfer to another undergraduate institution or to participate in courses, programs or internships sponsored by another institution. No information about any student case will be reported externally in the absence of a signed FERPA waiver from the student permitting release of her or his academic integrity record unless such release is legally required.

## IV. To Whom Does This Policy Apply

Select all that apply:

☒ Students ☒ Faculty ☒ Staff ☐ Visitors/General Public ☒ Other: Instructors, including part-time instructors, adjuncts and graduate students serving as teaching assistants or teaching their own courses.

The academic integrity expectations and standards established by this policy apply to students in all Syracuse University sponsored courses and programs regardless of whether the student is matriculated and whether the course takes place on campus, online, or off campus, including course- and program-related internships and SU Abroad programs. These standards apply equally to behavior that occurs within a course-, such as plagiarism within a midterm essay, and academic behavior outside the course context, such as altering a transcript or mispresenting academic accomplishments in pursuit of employment. Faculty, instructors, staff, and students who report a suspected academic integrity violation or serve on a panel considering a suspected violation must follow the standards and procedures established by this policy.

The College of Law may choose to adopt an alternative academic integrity policy. Any academic integrity policy specific to the College of Law will apply solely to students enrolled in the College of Law whose suspected violation occurs in a College of Law course or otherwise directly involves the College of Law, such as violations involving College of Law admissions or transcripts. Suspected violations by College of Law students involving other Syracuse University Schools or Colleges and suspected violations by non-law students involving the College of Law will be considered under this policy. If a question of jurisdiction arises, the Academic Integrity Office will determine whether the University policy or the College of Law policy applies to a suspected academic integrity violation.