

**Chapter 340: Academic Integrity & Chapter 350: Academic Grievance System**

Consistent with senate procedures, all items have been vetted and approved by the Educational Policy Committee. Corrections/updates were made in conjunction with the AGT committee.

**Rational:** updating the language to Chapter 340 and Chapter 350 in the College Handbook; language was out of date (e.g., did not include how to deal with fully on-line courses in which students are never on campus)

*Note:* for revisions, changes are indicated in bold; deletions are noted by strike out

Current	Revised
<p><b>CHAPTER 340: Academic Integrity</b></p> <p><i>340.01 STATEMENT OF ACADEMIC INTEGRITY</i>            The College is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution's dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all members of the institution have an obligation to uphold high intellectual and ethical standards.</p> <p>It is the responsibility of the faculty to impart not only knowledge but also respect for knowledge. It is also the professional responsibility of all faculty members to explain the importance of honesty and respect for knowledge in order to ensure an academic environment that encourages integrity. To establish such an environment, students must recognize that their role in their education is active; they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.</p>	<p><b>CHAPTER 340: Academic Integrity</b></p> <p><i>340.01 STATEMENT OF ACADEMIC INTEGRITY</i>            The College is an academic community whose mission is to promote scholarship through the acquisition, preservation and transmission of knowledge. Fundamental to this goal is the institution's dedication to academic integrity. Providing an atmosphere that promotes honesty and the free exchange of ideas is the essence of academic integrity. In this setting all, members of the institution have an obligation to uphold high intellectual and ethical standards.</p> <p>It is the responsibility of the faculty to impart not only knowledge but also respect for knowledge. It is also the professional responsibility of all faculty members to explain the importance of honesty and respect for knowledge in order to ensure an academic environment that encourages integrity. To establish such an environment, students must recognize that their role in their education is active; they are responsible for their own learning. Specifically, it is the responsibility of students to protect their own work from inappropriate use by others and to protect the work of other people by providing proper citation of ideas and research findings to the appropriate source. This includes the obligation to preserve all educational resources, thereby permitting full and equal access to knowledge.</p>

This academic community takes seriously its responsibilities regarding academic honesty. Academic integrity is absolutely essential to ensure the validity of the grading system and maintain high standards of academic excellence. In addition, all members of the academic community must exhibit behavior exemplifying academic honesty and encourage such behavior in others.

#### *340.02 VIOLATION OF ACADEMIC INTEGRITY*

A violation of academic integrity as an instance of academic dishonesty can occur in many ways. At SUNY Cortland, instances of academic dishonesty are:

##### 1. Plagiarism

Students are expected to submit and present work that is their own with proper documentation and acknowledgment when the work of others is consulted and used.

Plagiarism can be *intentional* by deliberately presenting the work of others as one's own, or *inadvertent* by accidentally omitting or erroneously citing sources. Examples of plagiarism that can occur in research papers, lab reports, written reports, oral presentations as well as other assignments are:

- A. Failure to use quotation marks: sources quoted directly must be shown with quotation marks in the body of the project and with the appropriate citation in the references, notes or footnotes
- B. Undocumented paraphrasing: sources "put into one's own words" must have the source cited properly in the body of the project and in references, notes or footnotes
- C. Creating false documentation: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes and footnotes

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## 2. Cheating on examinations

- A. Looking and/or copying from another student's paper during an examination or in-class assignment
- B. Allowing another student to look or copy from one's work during an examination or in-class assignment
- C. Possessing crib sheets, answer sheets and other information not authorized by the instructor during an examination or in-class assignment
- D. Writing an answer to an in-class examination or assignment and submitting it as written in class
- E. Taking an examination for another student
- F. Allowing or arranging for a second party to take an examination or other in-class assignment
- G. Allowing one's own work to be copied and submitted by another student
- H. Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned
- I. Possessing and using an electronic device such as a cell phone, personal digital assistant or Blackberry device not authorized by the instructor.

## 3. Other infractions

- A. Possessing papers, assignments, examinations, reports, lab reports or other assignments that have not formally been released by the instructor
- B. Obtaining a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work
- C. Possessing work that is similar to another student's, wholly or in part, without permission; allowing one's own work to be copied and submitted by another student.
- D. Writing or creating a research paper, written report, lab report or other work for another student

## 2. Cheating on examinations

- A. Looking and/or copying from another student's paper during an examination or ~~in-class~~ assignment
- B. Allowing another student to look or copy from one's work during an examination or ~~in-class~~ assignment
- C. Possessing crib sheets, answer sheets and other information not authorized by the instructor **of record** during an examination or ~~in-class~~ assignment
- D. Writing **ahead of time** an answer to an in-class examination or assignment and submitting it as written in class
- E. Taking an examination **or completing an assignment** for another student
- F. Allowing or arranging for ~~a second party~~ **someone else** to take an examination or other in-class assignment
- G. Allowing one's own work to be copied and submitted by another student
- H. Altering or falsifying examination or assignment results after they have been evaluated by the instructor **of record** and returned
- I. Possessing and using ~~an any electronic device such as a cell phone, personal digital assistant or Blackberry device~~ **or analog instrument** not authorized by the instructor **of record, including but not limited to: computers, calculators, cell phones, and the like.**

## 3. Other infractions

- A. Possessing **or using** papers, assignments, examinations, reports, lab reports or other assignments that have not formally been released by the instructor **of record.**
- B. Obtaining a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work
- C. Possessing work that is similar to another student's, wholly or in part, without permission; allowing one's own work to be copied and submitted by another student.
- D. Writing or creating a research paper, written report, lab report or other work for another student

- E. Submitting the same work for two different classes without the approval by both faculty members teaching both classes
- F. Falsifying College documents
- G. Presenting false documents or forged documents
- H. Destroying, vandalizing, altering and/or removing library materials without authorization
- I. Falsifying data
- J. Altering or falsifying another student's data, laboratory work, research, assignments or written materials  
(updated 8/22/07)

*340.03 PROCEDURES FOR HANDLING THE VIOLATION OF ACADEMIC INTEGRITY*

*Part One: Meeting, Discussion and Conclusion*

- A. The faculty member discovering the instance of academic dishonesty shall make every attempt to contact the student within five working days of discovery.

- E. Submitting the same work for two **or more** different classes without the approval **of by both** faculty members teaching **both classes each class**
- F. Falsifying College documents
- G. Presenting false documents or forged documents
- H. Destroying, vandalizing, altering and/or removing library materials without authorization
- I. Falsifying data
- J. Altering or falsifying another student's data, laboratory work, research, assignments or written materials  
(updated ~~8/22/07~~ **All dates to be changed**)

**4. Applicability of Academic Integrity Proscriptions**

- A. Instructors of record may, where appropriate, permit various of the above practices or activities, for instance by expressly allowing collaborative work by students, or by giving open-book examinations. Students must never assume, however, that the above restrictions do not apply, absent *explicit* permission of the instructor of record.**
- B. All of the above provisions apply equally to online and in-class instruction, as well as to any other forms of instruction in use at the College.**

*340.03 PROCEDURES FOR HANDLING THE VIOLATION OF ACADEMIC INTEGRITY*

*Part One: Meeting, Discussion and Conclusion*

- A. The ~~faculty member~~ instructor of record discovering the instance of academic dishonesty shall make every attempt to contact the student within five working days of discovery. **If a teaching assistant who is not the instructor of record discovered the instance, he or she shall report it to his or her supervising instructor of record, who will be primarily responsible for following the procedures set forth below, with the involvement of the teaching assistant as necessary and appropriate.****

<p>B. The student will identify a faculty member to serve as a third party impartial witness to the discussion of the charge of academic dishonesty. Should the student not identify a third party witness, the faculty member will make the choice. (Amended Oct. 4, 2004)</p> <p>C. Within five days of contact with the student, a meeting is scheduled by the faculty member to discuss the alleged incident of academic dishonesty. The third party witness is to serve as an independent observer and may not address the charges.</p> <p>D. After the meeting, the faculty member will make a determination of guilty or not guilty. If guilt is decided, the faculty member will assign a penalty.</p> <p>E. Should the student fail to appear at the meeting, the faculty member will make a determination of guilty or not guilty.</p> <p>F. If guilt is decided, the faculty member shall fill out the "meeting and response form" identifying the specifics of the charge and the penalty imposed. The report will be forwarded, within five working days of the meeting, to the Academic Grievance Tribunal (AGT) chair.</p> <p>G. The AGT chair will send a copy of the report to the student who will have two working days to respond. The student response options will be: 1) accept the guilty finding and the penalty; 2) accept the guilty finding but deny the penalty; 3) deny both the guilty finding and the penalty. A student who fails to respond to the report will automatically be found guilty and the penalty will be imposed. No appeals will be given for a failure to respond to the report.</p>	<p>B. The student will identify a faculty member to serve as a third party impartial witness to the discussion of the charge of academic dishonesty. Should the student not identify a third party witness <b>within two working days of the faculty member's notifying the student of the charge, the instructor of record</b> will make the choice. (<del>Amended Oct. 4, 2004</del> <b>Date will be changed.</b>)</p> <p>C. Within five <b>working</b> days of contact with the student, a meeting <b>shall be</b> <del>is</del> scheduled by the <del>faculty member</del> <b>instructor of record</b> to discuss the alleged incident of academic dishonesty. The third party witness is to serve as an independent observer and may not address the charges. <b>In appropriate circumstances, the meeting may be conducted by phone or other electronic means.</b></p> <p>D. After the meeting, the <del>faculty member</del> <b>instructor of record</b> will make a determination <del>of that the student is</del> guilty or not guilty. If guilt is decided, the <del>faculty member</del> <b>instructor of record</b> will assign a penalty.</p> <p>E. Should the student fail to appear at the meeting, the <del>faculty member</del> <b>instructor of record</b> will make a determination <del>of that the student is</del> guilty or not guilty.</p> <p>F. <b>Should the instructor of record bringing charges be unable to attend due to retirement, sabbatical, leave of absence, or other separation from the College community, said faculty member's department chair shall appoint a substitute faculty member to attend the hearing in his or her place.</b></p> <p>G. If guilt is decided, the faculty member shall fill out the "meeting and response form" identifying the specifics of the charge and the penalty imposed. The report will be forwarded, within five working days of the meeting, to the Academic Grievance Tribunal (AGT) chair, <b>in care of the senior staff assistant to the vice president for academic affairs, or such other assistant to the AGT chair as the provost may designate.</b></p>
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H. The Academic Grievance Tribunal will file the student's response to the report with the faculty member and the third-party witness.

I. Penalties assigned by the faculty may be amended by the Academic Grievance Tribunal (see Part Two of this section for relevant criteria in determining penalties). Notification of emendation must be made to the student and the faculty member within five working days.

#### Part Two: The Academic Grievance Tribunal

A. A denial of the guilty finding and/or the penalty automatically sets the appeal process in motion. Upon a receipt of the student appeal, the AGT chair shall convene a hearing of the Tribunal.

H. The AGT chair will send a copy of the report to the student who will have two working days to respond. The student response options ~~will be~~ **are**: 1) accept the guilty finding and the penalty; 2) accept the guilty finding but deny the penalty; 3) deny both the guilty finding and the penalty. A student who fails to respond to the report will automatically be found guilty and the penalty will be imposed. No appeals will be ~~given~~ **allowed** for a failure to respond to the report.

I. The Academic Grievance Tribunal will file the student's response to the report with the ~~faculty member and the third-party witness~~ **instructor of record**.

J. Penalties assigned by the ~~faculty~~ **instructor of record** may be amended by the Academic Grievance Tribunal (~~see Part Two of this section for relevant criteria in determining penalties~~) **pursuant to the procedures outlined in Part Two of this subchapter below**. Notification of **any changes to penalties** ~~emendation~~ must be made to the student and the faculty member within five working days.

#### Part Two: The Academic Grievance Tribunal

##### A. Composition

a. **The Academic Grievance Tribunal shall be constituted as follows below, for hearings under this chapter, as well as grievance hearings under Chapter 350. For any given hearing, a subset of the full tribunal shall serve as a panel to hear the matter in question.**

b. **Faculty: The full tribunal shall include two faculty members from each school. The method of selecting these members shall be determined by the Faculty Senate. Faculty members will serve staggered three-year terms.**

- c. Students: The full tribunal shall include at least one undergraduate and one graduate student selected from students enrolled in each of the academic schools. The undergraduate students will be selected by the Student Senate, and the graduate students shall be nominated by the deans of their respective schools. In cases where the accused is a graduate student, at least one of the two students serving on the AGT panel hearing the matter must be a graduate student. If a student (graduate or undergraduate) is nominated to the tribunal who has previously been found guilty of an academic integrity violation, the chair shall request that such student submit a statement explaining the violation and demonstrating that the student has learned from the experience and is committed to the tenets of the campus Academic Integrity Code. Upon review of such statement, and in the chair's sole discretion, the chair may admit said student to tribunal service if he or she deems it to be in the best interest of both the student and the College to do so.**
- d. Administrator: The provost's designee shall be the administrative representative on the tribunal, shall also serve as chair of each tribunal panel, and shall cast a vote only to break a tie. When it is not possible or permitted for the chair to serve on a panel (e.g. due to conflict of interest), the chair will designate a faculty member of the tribunal to chair the panel in his or her place.**
- e. In the event that a member of the tribunal is directly involved in a grievance s/he shall not participate on the relevant panel. If the tribunal member who is so disqualified is not the chair, he or she will be replaced on the panel by a member of the AGT of the same rank or position.**

<p>B. The hearing must be scheduled within 20 working days of the receipt of the appeal by the AGT chair.</p> <p>C. The student shall receive written notice of the hearing at least five working days before the hearing. The notice will be sent by certified mail and email unless that right is waived in writing by the student. The notice will include</p> <ol style="list-style-type: none"> <li>1) time and place of the hearing</li> <li>2) copy of the evidence and documentation in the file and</li> <li>3) notification of student rights and responsibilities during the grievance process.</li> </ol> <p>D. If guilt is established through the hearing, the AGT chair may increase the penalty. The AGT chair shall consider student academic and disciplinary records and consult with the faculty member to develop the additional penalty.</p> <p>E. The AGT chair will send official notification to the student within five working days of the hearing, with copies to the Provost, the faculty member filing the charge, the department chair and the associate dean for the student's respective department and school, and any other party mentioned in the notification letter. In addition, a copy of the official notification for those majoring in teacher education programs will be sent to the coordinators and TEC Committee on Teacher Education Application Review.</p>	<p>B. A denial of the guilty finding and/or the penalty automatically sets the appeal process in motion. Upon a receipt of the student appeal, the AGT chair shall convene a hearing of <b>a panel of the tribunal.</b></p> <p>C. <del>The A</del> hearing must be scheduled within 20 working days of the receipt of the appeal by the AGT chair, <b>subject to availability of panel members and to the operating schedule of the college as defined below.</b></p> <p>D. The student shall receive written notice of the hearing at least five working days before the hearing. The notice will be sent by <del>certified mail and</del> email <b>to the student's SUNY Cortland email</b> unless that right is waived in writing by the student. The notice will include:</p> <ol style="list-style-type: none"> <li>1) <b>the</b> time and place of the hearing,</li> <li>2) <del>copy of the evidence and documentation in the file and</del> <b>notification of student rights and responsibilities during the grievance process.</b></li> <li>3) <del>notification of student rights and responsibilities during the grievance process.</del></li> </ol> <p>E. <b>In appropriate circumstances, the AGT chair may permit a student to be present by phone or other electronic means.</b></p>
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<p>F. The student may appeal the decision of the AGT to the Provost within five working days after official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence.</p> <p>G. The Provost will take final action on appeals within 10 working days of the AGT decision.</p> <p>H. If a student is found not guilty of the charges at any level of review, all records will be expunged.</p>	<p>F. If guilt is established through the hearing, the AGT chair may increase the penalty. The AGT chair shall consider student academic and disciplinary records and consult with the <del>faculty member</del> <b>instructor of record</b> to develop <del>the any</del> additional penalty. <b>Notwithstanding the foregoing, in the case of a student's second violation, the AGT chair will notify the student that the student has been placed on deferred academic suspension, meaning that a third violation at any point during the student's remaining time at SUNY Cortland will result in an automatic semester suspension.</b></p> <p>G. The AGT chair will send official notification to the student within five working days of the hearing, with copies to <del>the Provost, the faculty member</del> <b>instructor of record</b> filing the charge, <del>the department chair</del> and the associate dean for the student's respective department and school, and any other party mentioned in the notification letter. In addition, a copy of the official notification for those majoring in teacher education programs will be sent to the coordinators and TEC Committee on Teacher Education Application Review.</p> <p>H. The student may appeal the decision of the AGT to the provost within five working days after official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence.</p> <p>I. The provost will take final action on appeals within <del>10</del> <b>five</b> working days of <del>the</del> <b>receipt of a student's appeal from an</b> AGT decision.</p> <p>J. If a student is found not guilty of the charges at any level of review, all <b>college-level records of the charges</b> will be expunged, <b>and the faculty member shall assign an appropriate grade, or revise the student's grade to reflect the not guilty finding as needed.</b></p> <p>K. <b>An instructor of record may withdraw the charges and penalty at any stage of this process if he or she determines that they are not warranted.</b></p>
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Number of days shall be defined as working days, exclusive of College holidays, intersessions and summer.  
(updated 8/22/07)

*340.04 RESPONSIBILITIES OF THE ACADEMIC GRIEVANCE TRIBUNAL IN CASES INVOLVING VIOLATION OF ACADEMIC INTEGRITY*

The Academic Grievance Tribunal will hear the following types of cases: 1) cases of students not responding to charges of academic dishonesty 2) cases of students appealing the penalty in a case of academic dishonesty 3) cases of students appealing the guilty finding and the penalty in a case of academic dishonesty. At the conclusion of the hearing, the AGT has the responsibility for finding guilty or not guilty and reviewing the penalty. The AGT chair in consultation with the other faculty members on the Tribunal has the responsibility for reviewing the penalties imposed in cases of academic dishonesty and making emendations as appropriate. It is the responsibility of the AGT chair to amend the procedure in exceptional circumstances.

**Procedures**

1. A hearing must be held within 20 working days following receipt of the charge. In cases involving charges brought at the end of a semester, the hearing must be held within 20 working days after the beginning of the next semester. (Summer session is not considered a semester.) The AGT chair may under some circumstances postpone the timeline for hearing cases.

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**Procedures**

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<p>2. A student shall receive written notification including: a) the time and place of the hearing, b) supporting evidence, and c) information concerning his or her rights and responsibilities. This information must be received at least five working days in advance of the hearing. The student and third party may also have access to the case materials.</p> <p>3. All members (or their alternates) must be present for the hearings of the Tribunal, deliberations and decision. (See section 350.02, C4 for composition of the Tribunal.)</p> <p>4. The student has the right to object to a Tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the other members of the Tribunal. In cases where a member of the Tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case.</p>	<p><del>2. A student shall receive written notification including: a) the time and place of the hearing, b) supporting evidence, and c) information concerning his or her rights and responsibilities. This information must be received at least five working days in advance of the hearing. The student and third party may also have access to the case materials.</del> The student has the right to object to a tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the <b>AGT chair</b>. In cases where a member of the tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case</p> <p><del>3. All members (or their alternates) must be present for the hearings of the Tribunal, deliberations and decision. (See section 350.02, C4 for composition of the Tribunal.)</del> The student charged may choose not to appear at the hearing or may refuse to make a statement to the tribunal <b>panel</b>. However, the <b>panel</b> may make its findings in the absence of such appearance and/or statement. <b>Likewise, the faculty member bringing charges may choose not to appear or make a statement, and the tribunal panel may make its findings in the absence of said faculty member. If the student fails to appear, but shows good cause, the tribunal shall reschedule the hearing as soon as reasonably practicable under the circumstances.</b></p> <p><del>4. The student has the right to object to a Tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the other members of the Tribunal. In cases where a member of the Tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case.</del> The student has the right to respond to all oral and written testimony presented against him or her.</p>
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<p>5. The student charged may choose not to appear at the hearing or may refuse to make a statement to the Tribunal. However, the Tribunal may make its findings in the absence of such appearance and/or statement.</p> <p>6. The student has the right to respond to all oral and written testimony presented against him or her.</p> <p>7. The student has the right to present witnesses and evidence to substantiate his or her case. The Tribunal may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed during a hearing.</p>	<p><del>5. The student charged may choose not to appear at the hearing or may refuse to make a statement to the Tribunal. However, the Tribunal may make its findings in the absence of such appearance and/or statement.</del> The student has the right to present witnesses and evidence to substantiate his or her case. The tribunal <b>panel</b> may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community, <b>and only persons directly affiliated with the College may be present, and only in their capacity as College community members. For purposes of this rule, alumni/ae are not considered members of the College community.</b></p> <p>6. <del>The student has the right to respond to all oral and written testimony presented against him or her.</del> The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision, <b>along with notification of the hearing results.</b></p> <p>7. <del>The student has the right to present witnesses and evidence to substantiate his or her case. The Tribunal may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed during a hearing.</del> <b>In the case of multiple student defendants requesting hearings on the same facts, each student will be given an independent hearing, at which codefendants may not be present. Every effort will be made to hold such hearings before the same panel members; however, the AGT chair's presence at all such hearings shall in any case be sufficient to ensure that all codefendants are given fair hearings in a given matter.</b></p>
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8. The student must receive written notification of the results of any hearing no later than 10 working days after the hearing. The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision. (See Section 340.03 for grounds for appeal).

#### Failure to Appear

If the student fails to appear at a hearing scheduled in accordance with these procedures and the Tribunal believes the failure is without a justifiable excuse, the student may be considered guilty of the violation alleged against him or her if the available evidence would so indicate. An appropriate sanction may be imposed by the AGT chair. If the student fails to appear, but shows good cause, the Tribunal shall reschedule the hearing in accordance with the guidelines above.

#### Records of Proceedings

1. A tape-recording shall be made of all AGT hearings (excluding the AGT's deliberations) and the tape-recording maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the tape can be destroyed before that time.
2. At said hearing, both parties shall be given the opportunity to make any oral arguments. Either party may have someone present to provide assistance. Choice of assistance of this type must be left to the individual parties involved, but the assistant must be a member of the SUNY Cortland community. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed to attend a hearing.  
Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining witnesses, as found necessary by this Tribunal in its operation.

~~8. The student must receive written notification of the results of any hearing no later than 10 working days after the hearing. The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision. (See Section 340.03 for grounds for appeal).~~

#### ~~Failure to Appear~~

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#### ~~Records of Proceedings~~

1. ~~An~~ **tape audio** recording shall be made of all AGT hearings (excluding the AGT's deliberations) and the tape-recording maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the ~~tape~~ **recording** can be destroyed before that time.
2. At said hearing, both parties shall be given the opportunity to make any oral arguments. Either party may have someone present to provide assistance. **The choice of assistance assistant of this type must be left to the individual parties involved, but the assistant must be a member of the SUNY Cortland community, and only persons directly affiliated with the College may be present, and only in their capacity as College community members. For purposes of this rule, alumni/ae are not considered members of the College community.** ~~The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed to attend a hearing.~~

3. A copy of the Tribunal's recommendation (i.e., guilt or innocence), along with voting results, is sent to both the student and faculty member within 10 days after the hearing. If the charges that were the subject of the hearing were, in the judgment of the Tribunal, not sustained, all records will be expunged and the faculty member shall assign an appropriate grade. If, however, the charges are sustained, the AGT, in consultation with the faculty member, will assign an appropriate sanction.

4. Potential sanctions for a violation of the College's policy on academic integrity include, but are not limited to: reduction of grade, elimination of grade, reduction of course grade, failure for the course, probation, suspension, counseling, expulsion from the College or any combination of these sanctions. In those cases where the decision of either the AGT or the provost is for suspension or dismissal, a notation that the student has violated the policy on academic dishonesty shall be made on the official academic record of the student. The student may appeal to the provost to have the notation removed after one year.

5. A student may appeal the decision and/or sanction of the AGT through the Provost and Vice President for Academic Affairs Office within five working days after receiving official notification.

(See Section 340.03 for grounds for appeal).

#### *340.05 RESPONSIBILITY OF ADMINISTRATION*

Files of all adjudicated cases of academic dishonesty shall be established and maintained by the Provost and Vice President for Academic Affairs Office. Records of a first cheating incident that results in probation,

3. **Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining witnesses, as deemed found necessary by the tribunal. in its operation. A copy of the Tribunal's recommendation (i.e., guilt or innocence), along with voting results, is sent to both the student and faculty member within 10 days after the hearing. If the charges that were the subject of the hearing were, in the judgment of the Tribunal, not sustained, all records will be expunged and the faculty member shall assign an appropriate grade. If, however, the charges are sustained, the AGT, in consultation with the faculty member, will assign an appropriate sanction.**

4. Potential sanctions for a violation of the College's policy on academic integrity include, but are not limited to: reduction of **assignment** grade, elimination of grade, reduction of course grade, failure for the course, probation, suspension, counseling, ~~expulsion from the College~~ **dismissal from the College**, or any combination of these sanctions. In those cases where the decision of either the AGT or the provost is for suspension or dismissal, a notation that the student has violated the policy on academic dishonesty shall be made on the official academic record of the student. The student may appeal to the provost to have the notation removed after one year.

5. A student may appeal the decision and/or sanction of the AGT through the provost and vice president for academic affairs office within five working days after receiving official notification.

(See Section 340.03 for grounds for appeal).

#### *340.05 RESPONSIBILITY OF ADMINISTRATION*

Files of all adjudicated cases of academic dishonesty shall be established and maintained by the Provost and Vice President for Academic Affairs Office. **These files do not constitute any part of a student's official**

suspension, or expulsion from the College and/or records for all subsequent offenses shall be placed in a student's official academic record. Files of adjudicated cases that were not placed in the student's official academic record shall be destroyed at the time of the student's graduation.

#### *340.06 RESPONSIBILITIES OF FACULTY*

1. Faculty members should model academic integrity for their students and engage them in a discussion of academic integrity in their work as students and scholars. Instances of academic dishonesty should be discussed along with the College's policy on academic integrity
2. Faculty members should conduct all evaluative instruments in a manner that is conducive to maintaining academic integrity.

#### *340.07 RESPONSIBILITIES OF STUDENTS*

1. Students are responsible for knowing the policy on academic integrity. Failure of a faculty member to remind a student of what constitutes academic integrity and academic dishonesty will not obviate this responsibility.
2. Students should not provide opportunities for others to obstruct academic integrity.
3. Students should inform a faculty member or member of the administration if any infringement of academic integrity takes place.

(Revised on May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

**academic record, but may be used to establish evidence of repeated offenses. However,** records of a first cheating incident that results in probation, suspension, or ~~expulsion~~ **dismissal** from the College, **as well as and/or** records for all **offenses** subsequent to ~~any first offenses~~ **offence** shall be placed in a student's official academic record. Files of adjudicated cases that were not placed in the student's official academic record shall be destroyed at the time of the student's graduation.

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(Revised on May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

Current	Revised
<p><b>CHAPTER 350: Academic Grievance System</b></p> <p><i>350.01 ACADEMIC GRIEVANCE SYSTEM</i></p> <p>A. For the purpose of this procedure, a grievance shall be a complaint of the following:</p> <ol style="list-style-type: none"> <li>1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the College, school or department.</li> <li>2. Unfair or inequitable treatment by reason of any act or condition that is contrary to established policy or practice governing or affecting a present or former student of this College.</li> <li>3. Prejudiced, capricious or manifestly unjust academic evaluation.</li> </ol> <p>B. To facilitate this procedure the following general guidelines are provided:</p> <ol style="list-style-type: none"> <li>1. A grievance complaint must be initially presented within 60 days of the alleged grievance excluding any intersession and/or vacation.*</li> <li>2. A grievance complaint must be initiated by the individual affected.</li> <li>3. Any present or former student may present a grievance complaint, subject to these guidelines.</li> <li>4. If any grievance complaint originates at the department level or higher, an informal settlement is to be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.</li> </ol> <p><i>350.02 ACADEMIC GRIEVANCE PROCEDURES</i></p> <p><b>A. The Department Level</b></p> <ol style="list-style-type: none"> <li>1. In the case of grievance a student has with an instructor, the student should attempt an informal settlement with the instructor. There may be instances when the student feels s/he needs to involve his or her advisor or department chair in a specific case.</li> </ol>	<p><b>CHAPTER 350: Academic Grievance System</b></p> <p><i>350.01 ACADEMIC GRIEVANCE SYSTEM</i></p> <p>A. For the purpose of this procedure, a grievance shall be a complaint <b>against a faculty member by a student</b> of the following:</p> <ol style="list-style-type: none"> <li>1. A violation, misinterpretation or inequitable application of an academic rule, regulation, or policy of the College, school or department.</li> <li>2. Unfair or inequitable treatment by reason of any act or condition that is contrary to established policy or practice governing or affecting a present or former student of this College.</li> <li>3. Prejudiced, capricious or manifestly unjust academic evaluation.</li> </ol> <p>B. To facilitate this procedure the following general guidelines are provided:</p> <ol style="list-style-type: none"> <li>1. A grievance complaint must be initially presented within <b>45 working</b> days of the <b>act giving rise to the</b> alleged grievance. <b>Working days are exclusive of College holidays, excluding any intersession and summers.</b> <del>for vacation.</del>*</li> <li>2. A grievance complaint must be initiated by the individual affected.</li> <li>3. Any present or former student may present a grievance complaint, subject to these guidelines.</li> <li>4. If any grievance complaint originates at the department level or higher, an informal settlement is to be attempted at that level with subsequent appeals to be made in accordance with the procedures outlined below.</li> </ol> <p><i>350.02 ACADEMIC GRIEVANCE PROCEDURES</i></p> <p><b>A. The Department Level</b></p> <ol style="list-style-type: none"> <li>1. In the case of grievance a student has with an instructor, the student should attempt an informal settlement with the instructor. There may be instances when the student feels s/he needs to involve his or her advisor or department chair in a specific case.</li> </ol>



2. If no mutually satisfactory informal settlement can be reached with the instructor, then the student may file a written statement of his or her grievance with the chair of the department in which the grievance occurred. The chair shall hold an informal meeting with the student and the instructor, and make a decision within one week after that meeting.
3. If either party is dissatisfied with the decision made by the department chair, it is the responsibility of the department chair to inform both parties of the next possible recourse, namely to appeal the decision to the dean of the school in which the department is located. Intent to appeal is to be filed, in writing, in the office of the school dean within 10 days after receipt of the department chair's decision.
4. If the grievance is initially with a department chair, then the student is to attempt an informal settlement with the chair. If no mutually satisfactory decision can be reached, then the grievance is to be filed with the school dean as outlined above.

#### B. The School Level

1. If either party is dissatisfied with the decision made at the departmental level, a written grievance may be brought to the office of the dean of the school in which the grievance occurred within 10 days after receipt of the department chair's decision. The department chair will make available all information relating to the case, his or her decision regarding the case and reasons for his or her decision, and forward statements, arguments, etc. from parties involved in the case.

2. If no mutually satisfactory informal settlement can be reached with the instructor, then the student may file a written statement of his or her grievance with the chair of the department in which the grievance occurred. The chair shall hold an informal meeting with the student and the instructor, and make a decision within **five working days** ~~one week~~ after that meeting.
3. If either party is dissatisfied with the decision made by the department chair, it is the responsibility of the department chair to inform both parties of the next possible recourse, namely to appeal the decision to the dean of the school in which the department is located. Intent to appeal is to be filed, in writing, in the office of the school dean within 10 **working days after receipt of the department chair's decision. If either party is dissatisfied with the decision made at the department level, a written grievance may be brought to the office of the dean of the school in which the grievance occurred within 10** days after receipt of the department chair's decision.
4. If the grievance is initially with a department chair, then the student is to attempt an informal settlement with the chair. If no mutually satisfactory decision can be reached, then the grievance is to be filed with the school dean as outlined above.

#### B. The School Level

1. ~~If either party is dissatisfied with the decision made at the departmental level, a written grievance may be brought to the office of the dean of the school in which the grievance occurred within 10 days after~~ **Upon receipt of an appeal from the** department, the dean shall convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is

\*In each case where the number of days is specified for a certain step in the procedure, it is understood that this shall mean working days, exclusive of local college vacations, intersession and summers.

2. The dean shall convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance will be handled in some other mutually acceptable manner. It shall be the responsibility of the dean to make these alternatives known to all parties involved in the case.

mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance will be handled in some other mutually acceptable manner. It shall be the responsibility of the dean to make these alternatives known to all parties involved in the case. ~~chair's decision. The department chair will make available all information relating to the case, his or her decision regarding the case and reasons for his or her decision, and forward statements, arguments, etc. from parties involved in the case.~~

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2. ~~The dean shall convene a special hearing for the case with all involved parties present, within 10 days of the written presentation of the grievance subject to the availability of the parties involved. There may be cases when it is mutually agreeable to both parties involved to have a less formalized settlement than a hearing such as this. If this is the case, the grievance will be handled in some other mutually acceptable manner. It shall be the responsibility of the dean to make these alternatives known to all parties involved in the case.~~ Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide him or her with assistance. Choice of assistance of this type is left to the individual parties involved, but the person chosen must be a member of the SUNY Cortland community. **The hearing is an administrative procedure that involves the College community, and only persons directly affiliated with the College may be present, and only in their capacity as College community members. For purposes of this rule, alumni/ae are not considered members of the College community.**

3. Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide him or her with assistance. Choice of assistance of this type is left to the individual parties involved, but the person chosen must be a member of the SUNY Cortland community.

4. After hearing all facts and opinions relevant to the case, the school dean shall make a decision regarding the specific grievance. S/he shall notify, in writing, all parties involved within one week.

5. A copy of the decision and all pertinent materials shall be kept on file in the respective dean's office for at least one year after the student has graduated or left school.

6. It is the responsibility of the dean to inform all parties involved of the next step (should either of them be unhappy with the decision). In this case, the next step is to appeal to the Academic Grievance Tribunal.

### C. The Academic Grievance Tribunal (AGT)

1. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.

2. Notice of intent to appeal will be filed in the office of the AGT chair, within one calendar week after receipt of the decision of the school dean.

3. In cases where an academic grievance does

~~3. Either party involved in a grievance case may have someone (such as a student's advisor or a faculty member's colleague) present to provide him or her with assistance. Choice of assistance of this type is left to the individual parties involved, but the person chosen must be a member of the SUNY Cortland community.~~ After hearing all facts and opinions relevant to the case, the school dean shall make a decision regarding the specific grievance. S/he shall notify, in writing, all parties involved within ~~one week~~ **five working days**.

~~4. After hearing all facts and opinions relevant to the case, the school dean shall make a decision regarding the specific grievance. S/he shall notify, in writing, all parties involved within one week.~~ A copy of the decision and all pertinent materials shall be kept on file in the respective dean's office for at least one year after the student has graduated or left school.

~~5. A copy of the decision and all pertinent materials shall be kept on file in the respective dean's office for at least one year after the student has graduated or left school.~~ It is the responsibility of the dean to inform all parties involved of the next step (should either of them be unhappy with the decision). In this case, the next step is to appeal to the Academic Grievance Tribunal.

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1. Should either party be dissatisfied with the decision at the school level, the grievance shall next come before the Academic Grievance Tribunal.

2. Notice of intent to appeal ~~will~~ **must** be filed in the office of the AGT chair, within ~~one calendar week~~ **five working days** after receipt of the decision of the school dean.

3. In cases where an academic grievance does

not fall within the scope of traditional departmental and/or school lines, the AGT shall have original jurisdiction.

4. Composition

- a. Faculty: there shall be one faculty member and one alternate from each school. The method of selecting these members shall be determined by the Faculty Senate. Faculty members will serve staggered three-year terms.
- b. Students: one undergraduate and one graduate student selected from students enrolled in each of the academic schools. These students will be selected by the Student Senate. In cases where the accused is a graduate student, at least one of the two students serving on the AGT must be a graduate student.
- c. Administrator: The provost's designee shall be the administrative representative on the Tribunal, shall also serve as chair of the Tribunal, and shall have the tie-breaking vote.
- d. In the event that a member of the Tribunal is directly involved in a grievance s/he shall relieve himself or herself of his or her vote.

5. Procedures

- a. In all cases arising from an appeal, the grievant shall submit written arguments within 10 days of the filing of his or her notice to appeal.
- b. Upon being notified by the chair of the Tribunal of a pending appeal, the school dean shall forward all records of his or her findings and recommendations, and the reasons for the decisions, to the Tribunal.
- c. A copy of said arguments shall be filed with the Tribunal and a copy sent to the respondent. These materials are available in the office of the AGT chair to the Tribunal members and to the designated assistants.

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~~4. Composition~~

- ~~a. Faculty: there shall be one faculty member and one alternate from each school. The method of selecting these members shall be determined by the Faculty Senate. Faculty members will serve staggered three-year terms.~~
- ~~b. Students: one undergraduate and one graduate student selected from students enrolled in each of the academic schools. These students will be selected by the Student Senate. In cases where the accused is a graduate student, at least one of the two students serving on the AGT must be a graduate student.~~
- ~~e. Administrator: The provost's designee shall be the administrative representative on the Tribunal, shall also serve as chair of the Tribunal, and shall have the tie-breaking vote.~~
- ~~d. In the event that a member of the Tribunal is directly involved in a grievance s/he shall relieve himself or herself of his or her vote.~~

**4. Procedures**

- a. In all cases arising from an **appeals**, the grievant shall submit written arguments within 10 **working** days of the filing of his or her notice to appeal.
- b. ~~Upon being notified by the chair of the Tribunal of a pending appeal, the school dean shall forward all records of his or her findings and recommendations, and the reasons for the decisions, to the Tribunal.~~ A copy of said arguments shall be filed with the tribunal and a copy sent to the respondent. These materials are available in the office of the AGT chair to the tribunal members and to the designated assistants.
- c. ~~A copy of said arguments shall be filed with the Tribunal and a copy sent to the respondent. These materials are available in the office of the AGT chair to the Tribunal members and to the designated assistants.~~

d. The respondent then may file written arguments within 10 days of receipt of the grievant's arguments, one copy of which is to be submitted to the Tribunal, and one copy to the grievant.

e. Within two weeks after the receipt of any written arguments and of the records above, the Tribunal shall notify the parties of the time and place of the hearing.

f. At said hearing, both the grievant and the respondent shall be given the opportunity to make oral arguments expanding on their written arguments. Either party may again have someone present to provide assistance, as described above in Section B (3). The grievant and the respondent may each communicate with his/her respective assistant throughout the hearing. Provision shall be made for other regular hearing procedures and other provisions as found necessary by this Tribunal in its operations. A tape-recording shall be made of all AGT hearings (establishing facts, but not of the AGT's deliberations) and the tape-recordings maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the tapes can be destroyed before that time.

The respondent then may file written arguments within 10 **working** days of receipt of the grievant's arguments, one copy of which is to be submitted to the Tribunal, and one copy to the grievant

~~d. The respondent then may file written arguments within 10 days of receipt of the grievant's arguments, one copy of which is to be submitted to the Tribunal, and one copy to the grievant.~~ **Upon being notified by the chair of the tribunal of a pending appeal, the school dean shall forward all records of his or her findings and recommendations, and the reasons for the decisions, to the tribunal.**

e. Within ~~two weeks~~ **10 working days** after the receipt of any written arguments and of the records above, the ~~Tribunal~~ **senior staff assistant to the provost for academic affairs or such other person as the provost shall designate** shall notify the parties of the time and place of the hearing, **and shall designate a panel of tribunal members to serve at the notify hearing.**

f. At said hearing, both the grievant and the respondent shall be given the opportunity to make oral arguments expanding on their written arguments. Either party may ~~again~~ have someone present to provide assistance, as described above in Section B (3). The grievant and the respondent may each communicate with his/her respective assistant throughout the hearing. **The tribunal panel** ~~Provision shall insofar as practicable, follow the procedures set forth be made for hearings in chapter 240 when other regular hearing grievance matters in this chapter.~~ **procedures and other provisions as found necessary by this Tribunal in its operations. A tape- An audio** recording shall be made of all AGT hearings (establishing facts, but not of the AGT's deliberations) and the ~~tape-~~ recordings maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the ~~tapes~~ **recording can may** be destroyed ~~before~~ **at** that time.

g. The Tribunal shall then render its decision that the grievance will be upheld or denied to the provost and vice president for academic affairs. All members of the AGT will sign the recommendation to the provost. Copies of the Tribunal's recommendation and reasons shall be sent to the grievant, the respondent and the provost and vice president for academic affairs, who shall also receive all other pertinent materials gathered by the Tribunal. Should the final decision of the provost and vice president for academic affairs be different from the Tribunal's recommendation, copies of the provost and vice president's justification shall be sent to the grievant, the respondent and the Tribunal within 10 days of the receipt of the Tribunal's recommendation. The Provost and Vice President for Academic Affairs Office is responsible for seeing that the decision is carried out.

h. A copy of the provost's decision plus all pertinent materials from the Tribunal shall be kept on file in the Provost and Vice President for Academic Affairs Office for at least one year after the student has graduated or left the College.

i. A student may appeal the decision and/or sanction through the President's Office within five working days after receiving official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence. Final action on appeals will be taken by the president within 10 working days.

(Policy approved Feb. 5, 1973; amended Nov. 16, 1977. Revised and approved by the Faculty Senate, Jan. 26, 1993 and approved by President Clark, Jan. 29, 1993; Chapter 350.02C amended May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

g. The tribunal shall then render its decision **as to whether** the grievance will be upheld or denied, **and shall forward that decision** to the provost and vice president for academic affairs, **together with all other pertinent materials gathered by this tribunal, within 10 working days of the hearing.** All members of the AGT will sign the ~~decision. recommendation to the provost.~~ Copies of the tribunal's ~~recommendation~~ **decision** and reasons shall **also** be sent to the grievant ~~and the~~ respondent and the provost and vice president for academic affairs, who shall also receive all other pertinent materials gathered by the tribunal. Should the final decision of the provost and vice president for academic affairs be different from the tribunal's recommendation, copies of the provost and vice president's justification shall be sent to the grievant, the respondent and the tribunal within 10 **working** days of the receipt of the tribunal's recommendation.

The Provost and Vice President for Academic Affairs Office is responsible for seeing that the **final** decision is carried out.

h. A copy of the provost's decision plus all pertinent materials from the tribunal shall be kept on file in the Provost and Vice President for Academic Affairs Office for at least one year after the student has graduated or left the College.

i. A student may appeal the decision and/or sanction through the President's Office **once the provost has ruled on any appeal to him or her** within five working days after receiving official notification **from the provost of his or her final decision.** Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence. Final action on appeals will be taken by the president within 10 working days.

(Policy approved Feb. 5, 1973; amended Nov. 16, 1977. Revised and approved by the Faculty Senate, Jan. 26, 1993 and approved by President Clark, Jan. 29, 1993; Chapter 350.02C amended May 7, 2004 and approved by President Bitterbaum on May 28, 2004, **New Date will be added.**)