

“Academic Integrity “
From the Lehman College *Faculty Handbook* (p 54-55)

While honest scholarship is time-consuming and often requires hard work, it is also the primary process by which students learn to think for themselves. Faculty members must teach respect for methods of inquiry within the various disciplines and make assignment that will encourage honest scholarship; students in turn must uphold a standard of honesty within the College, thereby affirming the value and integrity of their Lehman degree.

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is taking or giving help on a test: for example, using unauthorized books, papers, or notes during an examination; or procuring, distributing, or using unauthorized copies of examination. Plagiarism means the failure to give credit for the source of another’s words or ideas, or—as in the use of borrowed or purchased papers—passing off another person’s work as one’s own. (Section 213-b of the New York State Education Law prohibits the sale of term papers, essays, and research reports to students enrolled in a college.) This statement is intended as a guideline only for cases involving student-instructor academic relations.

Academic dishonesty is a serious violation of the accepted values of the College. When questions of a breach of academic integrity arise, instructors will inform the student of their suspicions and of the student’s rights:

- To receive any charges in writing;
- To remain silent without assumption of guilt;
- To receive from the instructor a copy of the Academic Integrity Statement; and
- To be advised of the instructor’s intended sanction. Such sanctions may include but are not limited to the following: a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading; b) a grade of F on the paper or examination, as above, but with no option to submit additional work; c) a grade of F for the course.

Should the instructor become convinced that the suspicions are unfounded, no further action will be taken. If the suspicions are founded and if both the student and the instructor are willing, they may agree upon a resolution. Subsequently, the charges and resolution must be reported to the department chair and filed by the instructor with the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs.

- If no agreement is reached and the student is charged with cheating, the instructor will hold the intended sanction in abeyance and refer the matter to the Vice President for Student Affairs to be handled under the Student-Disciplinary Procedures pursuant to Article 15 of the Board of Trustees Bylaws. The Vice President for Student Affairs may recommend disciplinary penalties to the Disciplinary Committee. In the event the student is found guilty, penalties which may be imposed include but are not limited to: suspension from the College or 2) expulsion from the College.
- If no agreement is reached and the charges are for plagiarism, the student may appeal the matter in writing to the chair of the appropriate department within a three-week period after the instructor has informed the student and the chair of the intended sanction. The chair will appoint a committee of three Lehman College faculty members, which will adjudicate the matter within three weeks by majority vote and send a written notification of its decision to the department chair, the student, the instructor, the Office of Academic Standards and Evaluation, and the Office of the Vice President for Student Affairs. If the chair is the instructor in question, the senior member of the department Personnel and Budget Committee will act for the chair. Either the instructor or the student has the right, within three weeks of receipt of notification, to appeal the departmental decision in writing to the Committee on Admissions, Evaluation, And Academic Standards, which will act as adjudicator of last resort. Should any part of the three-week period fall outside the regular semester, the first three weeks of the next regular semester shall apply.
- The Office of Academic Standards and Evaluation will keep all records of such proceedings on file until the student’s graduation, at which time they will be destroyed.
- As a result of a second upheld charge of academic dishonesty involving plagiarism, disciplinary penalties may be recommended by the Vice President for Student Affairs to the hearing panel composed of members of the Faculty-Student Disciplinary Committee, pursuant to the due process provision of the Board of Trustees’ Bylaws (Article 15). Such penalties, which may be imposed only through the Bylaws process, include but are not limited to: (1) suspension from the College or (2) expulsion from the College.