

SUNY BROCKPORT

Faculty Senate
State University of New York
College at Brockport
350 New Campus Drive
Brockport, NY 14420-2925
(585) 395-2586 (Fax) 395-2246

Resolution # 06 2003-2004 FACULTY SENATE

TO: Dr. Paul Yu, College President

FROM: The Faculty Senate Meeting on: **November 24, 2003**

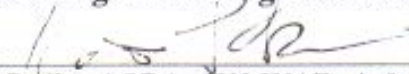
RE: I. Formal Resolution (*Act of Determination*)
II. Recommendation (*Urging the Fitness of*)
⇒ III. Other, For Your Information (*Notice, Request, Report, etc.*)

SUBJ: **Minor Change in Mailing Procedure for Academic Dishonesty**

FACULTY SENATE
SUNY College at Brockport

DEC 12 2003

350 New Campus Drive
Brockport, NY 14420-2925

Signed:  Date: 12/04/03
(Dr. Kenneth O'Brien, 2002-2004 Faculty Senate President)

TO: The Faculty Senate

FROM: Dr. Paul Yu, College President

RE: I. Decision and Action Taken on Formal Resolution (circle)

a. Accepted. Effective Date: ___/___/___

b. Deferred for discussion with the Faculty Senate on ___/___/___

c. Unacceptable for the reasons contained in the attached explanation

⇒ II, III. Response to Recommendation or Other/FYI

a. Received and acknowledged

b. Comment:

DISTRIBUTED TO: President's Staff, Vice Provost, Deans

* Mailroom, Academic Advisement, Registrar

Distribution Date: 12/10/03

Signed:  Date: 12-9-03
(Dr. Paul Yu, President, SUNY College at Brockport)

**FACULTY SENATE OFFICE
RESOLUTION PROPOSAL COVER PAGE**

DEADLINE FOR SUBMISSIONS: MARCH 1 - *Proposals received after March 1 may not be reviewed until next semester.*

Submit all proposals to the Faculty Senate President electronically or on a disk with a hard copy.
Please provide cover page information requested.
facprez@brockport.edu, fSenate@brockport.edu
Faculty Senate Office, 426 Allen Building

NUMBER TO BE ASSIGNED BY SENATE OFFICE

ROUTING
NUMBER*

32 03-04 SP

1. PROPOSAL TITLE:

Please be somewhat descriptive, for example, *Graduate Probation/Dismissal Proposal* rather than *Graduate Proposal*.

Minor Change to Mailing Procedures Portion of Academic Dishonesty Resolution #29 2002-2003

2. BRIEF DESCRIPTION OF PROPOSAL:

Change “or by registered mail” to “by certified, restricted delivery mail” in the following sections of Resolution #29, 2002-2003, on Academic Dishonesty, which will be a cost savings in postage:

- II. C.
- III A. 2. a.
- III A. 3.,
- III A. 5.

3. SUBMISSION & REVISION DATES: PLEASE DATE ALL UPDATED DOCUMENTS and resubmit to the Senate Office electronically prior to Senate review and vote at fSenate@brockport.edu.

First Submission	Updated on	Updated on	Updated on
June 17, 2003			

4. SUBMITTED BY: (contact person)

Name	Department	Phone	Email
Cathy Appleby	Mailroom	2402	cappleby@brockport.edu

5. COMMITTEES TO COPY: (Senate office use only)

Committee	Forwarded To	Date
<input type="checkbox"/> Budget	Committee Chair	9/15/03
<input type="checkbox"/> College Environment	Executive Committee	11/17/03
<input type="checkbox"/> Enrollment Policies	Senate Floor	11/24/03
<input type="checkbox"/> General Education	College President	
<input type="checkbox"/> Graduate Curriculum		
<input type="checkbox"/> Personnel Policies		

<input checked="" type="checkbox"/> Student Policies		
<input type="checkbox"/> Undergraduate Curriculum		

*(ROUTING NUMBER WILL BE A CHRONOLOGICAL NUMBER SEQUENCE FOLLOWED BY COMMITTEE INITIALS)

THE POLICY ON STUDENT ACADEMIC DISHONESTY

II. BRINGING CHARGES OF ACADEMIC DISHONESTY AGAINST A STUDENT

C. The course instructor must communicate all charges of academic dishonesty to the charged student in writing, delivered in person **by certified, restricted delivery mail**. The letter will state the substantive details of the charge and state how the instructor wishes to investigate the charge with the student. This letter must be sent or delivered within five business days of the date of the alleged infraction if observed or discovered by the course instructor or of the instructor's receiving the written charge from another person.

III. PROCEDURES FOR INVESTIGATING AND ADJUDICATING ACADEMIC DISHONESTY

A. The Course Instructor's Role

2. In adjudicating academic dishonesty, the instructor must see that the following procedures are followed:

a. The instructor must notify the alleged student, in writing with a dated letter, delivered either in person **by certified, restricted delivery mail** to the student's official local address, of the alleged offense, of the range of sanctions that may be applied if a violation of the Student Academic Dishonesty Policy is determined to have occurred, and the student's rights in regard to such charges. This notification must be done within five business days of the date of the alleged infraction if observed or discovered by the course instructor, or of the instructor's receiving the written charge from another person.

3. If, at or before the end of this 5 day period, the instructor concludes that a violation of the Student Academic Dishonesty Policy has occurred, the instructor must immediately file a Report of Academic Dishonesty form, along with all documentation, with the department chairperson and present the student with a copy of the form, either in person **by certified, restricted delivery mail**. The form will state the sanctions applied to the student. This form also informs the student of his/her appeal rights.

5. When the instructor discovers suspected dishonesty after the semester has ended and is considering imposing a grade penalty, he/she should submit an "I" on the final course grade sheet and note whatever "alternative grade" he believes is justified on an Incomplete contract that states that an academic dishonesty charge is pending. The student will be notified of the dishonesty charge **by certified, restricted delivery mail**. as described above (see A.2.a, this section). After the instructor's investigation is complete, the "I" can be changed to a letter grade.