

**How to Handle Alleged Violations of
Standards of Academic and Professional Integrity
– A Guide for Purchase College Faculty –**

The official policy is available at www.purchase.edu/Policies/academicintegrity.aspx.

The faculty member:

1. Notifies the student of the alleged violation and schedules an Initial Conference with the student, using the Academic Integrity Notification Form
2. Conducts an Initial Conference with the student following due process guidelines
3. Imposes academic sanction(s):

First Offense:

Minimum: Failing grade on the assignment

Recommended: Failing grade for the course.

If the faculty member considers the violation particularly serious, the case can be referred to the Academic Integrity Committee with a recommendation for additional sanctions (e.g., suspension or expulsion)

Second Offense:

Automatically referred to the Academic Integrity Committee

Minimum: Suspension

Recommended: Expulsion

4. Completes an Academic Integrity Resolution form documenting the results of the hearing and the student's response, signs and sends it, with supporting documentation, to the Campus Judicial Officer, Student Affairs, and the chair of the Academic Integrity Committee, where it is permanently retained.

The student has the right to:

1. Meet with the faculty member to discuss the alleged violation
2. Appeal the faculty member's decision to the Academic Integrity Committee
3. Appeal the Academic Integrity Committee's decision to the provost

The Academic Integrity Committee considers student appeals, referrals from faculty members, and all cases involving second offenses. The Committee:

1. Conducts a hearing following specified due process guidelines
2. Makes a finding of fact as to whether academic dishonesty occurred
3. If the Committee concludes that no violation occurred, the academic sanction is revoked
4. If the Committee concludes that a violation did occur, it can affirm the academic sanction imposed by the faculty member or reduce the sanction if it considers the punishment inappropriate
5. In cases referred by the faculty member for possible additional sanctions, the Committee can suspend or expel the student, if the violation is sufficiently serious, or affirm the academic sanctions and add additional penalties, or conclude that no further punishment is warranted
6. For second offenses, the Academic Integrity Committee recommends either expulsion or suspension

If a student appeals the decision of the Academic Integrity Committee, the provost:

1. Reviews the case file
2. May choose to appoint an *ad hoc* advisory panel consisting of two faculty members and one student to conduct a hearing and submit recommendations
3. Affirms the Committee's decision, or reduces the penalties, or overturns the decision, if there is evidence that the student did not receive a fair hearing.