

How Cases Are Reported, Reviewed & Decided

Syracuse University Academic Integrity Office

01 Maintenance of Records

The Academic Integrity Office will remain responsible for creating and maintaining centralized records of academic integrity cases.

02 New Case Reporting

Faculty and instructors (hereafter “reporting instructors”) will report suspected warnings/cases and supporting documentation using the Academic Integrity link under Faculty Services in MySlice. Students and staff are encouraged to report suspected violations to course instructors, the School or College Academic Integrity Coordinator (AIC), or the Academic Integrity Office (AIO).

03 Procedural Fairness

No student may be penalized for any suspected violation until it is reported, reviewed, and upheld. Except under extraordinary circumstances, students may not drop or withdraw from a course while a suspected violation is under review or upheld.

04 Evidentiary Standard

Suspected violations will be upheld if a preponderance of the evidence indicates that a violation occurred, that is, it is more likely than not that the student’s actions violated the Policy.

05 Single Charge

Cases will be brought using a single charge: Violation of the Academic Integrity Policy.

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Violation Level

Each suspected violation will be classified as a Warning or Level 1, 2, or 3 based on the Violation and Sanction Classification Rubric. The reporting instructor may recommend a classification level, but this may be edited at the discretion of the Academic Integrity Office prior to the initial notification of the case. Final decisions regarding classification level will be made by members of the violation School or College or a hearing panel.

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Grade Sanctions

Reporting instructors have authority to recommend and apply the grade sanction of their choice. The grade penalty may be applied only if the violation is upheld by the academic integrity hearing panel or members representing the violation School or College. The Academic Integrity Office will notify the reporting instructor once a final decision has been made so that they may apply the grade penalty.

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Non-Grade Sanctions

Non-grade sanctions will be based on the violation level:

Warning: Warning Meeting with their instructor

Level 1: Letter of Reprimand

Level 2: Academic Integrity Probation, with temporary transcript notation during probation (6 or 12 months, or until graduation if that is sooner)

Level 3: Suspension (1 or 2 semesters) with temporary transcript notation or Expulsion with permanent transcript notation

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Advising

Every School and College will have a trained Academic Integrity Advisor available to help students understand and consider how best to respond to charges against them. Conversations with the Advisor will not become part of the case record, and the Advisor will not participate in decision making for any case in which they serve as Advisor.

Avenues of Case Resolution

- a.** Decision-Making Form: Warnings, Level 1, and 2 cases may be eligible for resolution via a signed decision-making form in lieu of the formal case processes if the student does not have a prior violation, the student chooses to acknowledge that their actions violated the Academic Integrity Policy, and accepts the proposed grade and non-grade penalties.
- b.** Faculty Interview: A faculty interview will take place when a student contests the violation or proposed sanctions, is at risk of suspension or expulsion due to the nature of the current suspected violation or has a prior established leveled violation.

The trained faculty interviewer will meet with a student to discuss their account of the case and make recommendations on behalf of the violation School or College based on supporting documentation provided by the reporting instructor and the student. The faculty interviewer will assess whether it is more likely than not that the student violated the Policy and, if so, the level of the violation and associated non-grade sanctions. The faculty interviewer will not serve as a voting member of any hearing or appeal panel convened to decide the case. Cases will be closed after the faculty interview if:

- i.* The faculty interviewer finds insufficient documentation of a violation and the Academic Integrity Coordinator and reporting instructor agree; or
 - ii.* The faculty interviewer determines, based on a preponderance of evidence, that a Warning, Level 1 or 2 violation occurred, and the Academic Integrity Coordinator agrees.
- c.** Hearing: A hearing will take place when:
 - i.* The student is at risk of suspension or expulsion because the faculty interviewer and/or Academic Integrity Coordinator determine that a Level 3 violation has been committed, or the student has a prior violation on record; or
 - ii.* *The faculty interviewer and Academic Integrity Coordinator disagree on the level of finding or associated non-grade sanction*
 - iii.* The reporting instructor disagrees with the finding that insufficient documentation exists to conclude that a violation occurred and requests a hearing.

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Composition of Panels

Hearing and appeal panels will consist of at least three voting members, including equal numbers of faculty and students and one administrator. Panels will be chaired by a trained faculty or administrative panel member.

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Repeat Violations

When a student with a prior violation is suspected of a new violation, the existence of the prior violation will not be disclosed to the reporting instructor or to the faculty interviewer prior to the conclusion of the faculty interview. If, however, the faculty interviewer determines that it is more likely than not that a violation occurred, the Academic Integrity Office will reclassify the new violation as Level 3 with a minimum presumptive penalty of suspension, and a hearing will be required.

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Appeals

Requests for appeal will be granted based on one of two grounds: (i) the emergence of new, previously unavailable evidence, or (ii) failure to follow required procedure — when either is significant enough to likely alter the case outcome. Successful requests for appeal will be heard by an appeal panel.