

## **Guidelines for Professors Submitting Accusations of Academic Dishonesty**

The Committee on Academic Standing and Appeals in the College of Engineering and Applied Sciences considers accusations of academic dishonesty. The committee, however, cannot intervene in matters covered by the procedures set forth in the Policies of the Board of Trustees, the Rules for the Maintenance of Public Order, or the collective bargaining agreements between New York State and the United University Professions (the faculty-staff union) or GSEU (the Graduate Student Employees Union).

The following should be included in the written submission of an accusation of dishonesty:

Date

Instructor's Name

Instructor's Phone

Instructor's Email

Accused Student(s) Name

Accused Student(s) ID

Course, Section Number, Campus and Term

Date of Discovery of Possible Offense (note: accusations should be made within 2 weeks of discovery whenever possible. If this accusation is being submitted after the 2-week period, please include a justification as to the delay).

Penalty you would like to recommend if the student fails to appeal or is found guilty (note: Generally a Q grade is automatically assigned for the course by the CEAS CASA. Once the student completes the university's 10-hour academic integrity course, the Q is replaced by a course grade that reflects/recommends the penalty by the instructor and the CEAS CASA).

Examples of recommended penalties include:.

- 0 for assignment
- F for assignment
- 1 Final letter grade reduction
- 2 Final letter grades reduction
- Point deduction from assignment
- Redo assignment with 1 grade reduction
- Fail Course
- No grade penalty

Nature of the offense you are reporting, including description of evidence (*note: a copy of this report will be sent to the student*).

List of persons who should attend a hearing, should the accused request one (TAs, witnesses, etc.)

Please forward hard copies of all relevant materials, including the course syllabus and any assignment handouts to the CEAS CASA, Room 127 Engineering, Stony Brook, NY 11794-2200.