



# Stony Brook University College of Business

## Graduate Student Academic Integrity

The College of Business regards any act of academic dishonesty as a major violation punishable by severe penalties, including dismissal from the University. It is the policy of the College of Business to promptly investigate any such incident and to apply the appropriate penalties to all violators. Under no circumstances will the College of Business permit cheating or plagiarism of any kind.

Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned or that adversely affects another's grade. The following represents examples of this and does not constitute an exhaustive list:

- Cheating on exams or assignments by the use of books, electronic devices, notes, or other aids when these are not permitted, or by copying from another student.
- Collusion: two or more students helping one another on an exam or assignment when it is not permitted.
- Ringers: taking an exam for someone else, or permitting someone else to take one's exam.
- Plagiarizing: copying someone else's writing or paraphrasing it too closely, even if it constitutes only some of your written assignment, without proper citation.
- Self-Plagiarism: submitting the same paper or any previous work in more than one course without permission of the instructors.
- Falsifying documents or records related to credit, grades, status (e.g., adds and drops, P/NC grading, transcripts), or other academic matters.
- Altering an exam or paper after it has been graded in order to request a grade change.
- Stealing, concealing, destroying, or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or computer programs.
- Preventing relevant material from being subjected to academic evaluation.
- Presenting fabricated excuses for missed assignments or tests.

### Electronic Devices

Electronic communication devices, including (but not limited to) cell phones, tablets, laptops, translating devices and headphones must be secured in a closed container (and not, for example, worn on a belt or around the neck) and must be turned off (and not, for example, simply set on vibration mode) during any examination.

**Note: even if you do not answer a ringing cell phone during an exam, it can be considered academic dishonesty for not having it turned off. To be safe turn off your electronic devices and make sure they are not on your work space.**

In addition, many instructors have policies on the types of calculators and/or other instruments that may be used during exams. You are responsible for abiding by these policies during your exams. If you have any questions, ask your instructor prior to use of any such device.

### Plagiarism

Plagiarism is one of the leading forms of academic dishonesty at the University level. There is nothing wrong with using the words or thoughts of others as long as you **explicitly acknowledge your source, both in text and on the References page**. Unintentional plagiarism is still plagiarism. Make sure that you properly cite your sources. There is a wealth of handbooks and citation documents available for your use at the University

library, University writing center and even online. The two widely accepted formats for citation are APA and MLA.

Examples of plagiarism include:

- Copying without quotation marks or paraphrasing without acknowledgment from someone else's writing.
- Using someone else's facts or ideas without acknowledgment.
- Handing in work for one course that you handed in for credit for another course without the permission of both instructors.

**\*\*Please remember, it is just as easy for an instructor to detect plagiarism as it is for you to copy and paste.**

### **Group Work**

All members of the group are held responsible for the final paper/presentation. If plagiarism or any other form of academic dishonesty is suspected, the entire group will be brought up on charges of academic dishonesty. Check your teammates work before handing it in. If you have questions, you should consult with your instructor.

### **In Summary**

Graduate students must strictly observe professional standards, academic honesty, and proper scholarly conduct in coursework, examinations, research, written reports and in proper professional treatment of laboratory animals, research subjects, clients, or patients encountered in the process of graduate education.

Penalties for misconduct may vary according to the circumstances of each particular case. Penalties may range in severity from verbal warning to expulsion from the University with the reason recorded on the student's permanent transcript.

### **More information can be found at:**

Office of Academic Judiciary - **Tips for Preventing Dishonesty**

[https://www.stonybrook.edu/commcms/academic\\_integrity/preventacadish.html](https://www.stonybrook.edu/commcms/academic_integrity/preventacadish.html)

Graduate School Policy Manual – **Grievances and Appeals**

[https://www.stonybrook.edu/sb/graduatebulletin/current/regulations/academic\\_probation/appeals.php](https://www.stonybrook.edu/sb/graduatebulletin/current/regulations/academic_probation/appeals.php)

Stony Brook Library - <https://library.stonybrook.edu/>

MBA Research Guide - [guides.library.stonybrook.edu/mba](https://guides.library.stonybrook.edu/mba)

Recording of a Citation Workshop - <https://meeting.sinc.stonybrook.edu/p98502374/>

**When in doubt, ask for help!**

You can consult with your instructors, librarians, and the Writing Center for questions regarding proper citation, paraphrasing and any other questions on academic integrity.

## College of Business Academic Judiciary Procedure

If there is a suspected case of academic dishonesty, the instructor will report all students involved to the Associate Dean for Academic Programming and the Graduate Director. A **fact finding hearing** will be scheduled with the Graduate Director, Chair of the Academic Judiciary committee, Instructor, Assistant Graduate Director, and all individuals accused. If no academic dishonesty is found the case is closed. If the committee finds that dishonesty did occur, the committee will recommend a penalty. If the student accepts the recommended penalty, the penalty is applied and the case is closed.

If the student does not admit to the dishonesty, or if the student objects to the recommend penalty, the student has 14 days to appeal to the Associate Dean in writing. In that case, a **grievance hearing** is convened with a separate committee consisting of two College of Business faculty members and two College of Business graduate students. The Graduate Director, Committee Chair, and Assistant Graduate Director are not present at this meeting. The instructor may appear only to present and explain the evidence. The appeals committee will determine whether or not to uphold the original penalty, impose a more severe penalty, or lessen the penalty. If the student accepts the committee's decision, then the penalty is applied and the case is closed. The recommended penalty is then sent to the Dean of the Graduate School (not the Dean of the College of Business), who reviews the case and decides whether the recommended penalty is appropriate.

If the student does not accept the decision of the Dean of the Graduate School, then he or she may appeal to another **grievance committee formed by the Graduate School**. This committee consists of faculty members and graduate students from around the entire campus. The decision of this committee is final.