

**CT State Academic Misconduct Procedure**  
**Updated: 8/4/2026**

Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating, is prohibited.

Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.

Cheating includes, but is not limited to:

- use of any unauthorized assistance in taking quizzes, tests or examinations;
- use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material belonging to a member of the college or university faculty or staff; and
- engaging in any other behavior prohibited by a faculty member in the course syllabus

**Faculty: Report a Violation of Academic Misconduct**

Faculty who intend to sanction a student for an alleged academic misconduct violation must submit a referral using the [Academic Misconduct Referral Form](#) for reporting purposes.

When completing the referral, faculty should:

- Submit an academic misconduct form in a timely manner within 5 business days of knowledge of the incident.
- Provide a clear, factual description of the incident.
- Attach relevant documentation, including the course syllabus, the assignment, student work, and any supporting evidence of academic misconduct. (The college has not approved use of any AI Detector Software. Sole reliance on AI Detector to demonstrate cheating or an incident of academic misconduct will not be enough evidence to prove an incident of academic misconduct.)
- Inform the student that an academic integrity referral has been submitted. In Flex, report the date and time of the meeting with the student and include the outcome of the meeting, including sanction and student's response (acceptance of the sanction or intent to appeal).
- Maintain confidentiality throughout the process to protect student privacy.
- Await findings through the academic misconduct process prior to submitting a final grade for the course. Assignment grades are reviewable until the final course grade is submitted.

### **Student: Notification of Alleged Violation of Academic Misconduct, Next Steps, and Due Process (must be followed in order numbered)**

1. Within 5 business days of notification, the student may request a meeting with the faculty member via their college email account.
2. The student meets with the faculty member to discuss the violation. The student may request an advisor to attend the meeting with them. "Advisor" means a person who accompanies an Accused Student for the limited purpose of providing advice, guidance, and support to the Accused Student. An advisor may not directly address or question the faculty member.
3. If the matter is not resolved with the faculty member, the student may request a meeting with the Program Coordinator, Department Chair, and/or Program Director designated on the course syllabus.
4. If the matter is not resolved with the Program Coordinator, Department Chair, and/or Program Director, the student may appeal in writing (link to form) to a Hearing Board. The request for a Hearing Board goes to the Academic Misconduct Officer (Campus Dean of Faculty or their designee) through Flex.
5. Alleged violations of academic misconduct should be resolved within 15 business days of the initial meeting between the student and the faculty member (see number 2) or within the semester when possible.

### **Responsibilities of the Academic Misconduct Officer (Dean of Faculty or their designee)**

- Oversee the management of the case in Flex
- Communicate with the faculty member and student to gather supporting documents/evidence
- Schedule the Hearing Board and serve as an Ex-officio member of the Hearing Board when appropriate.
- Provide official communication during all stages of the process

### **Responsibilities of the Hearing Board**

- All Academic Misconduct Hearing Board members are selected *ad hoc* by the Academic Misconduct Officer (Campus Dean of Faculty or their designee) and will complete training prior to serving on the Hearing Board. The training will include a SUNY SCI module and any additional training provided by CT State.
- The Hearing Board will include:
  - Four (4) Campus Faculty members (preferably from campus where the alleged academic misconduct originated, but faculty from other campuses may participate if no campus faculty are available)
  - One (1) Campus Enrollment Management/Student Affairs member
  - One (1) Campus Dean of Students and Faculty, Campus Dean of Faculty, or designee (*non-voting ex officio*)

- The Academic Misconduct Officer (Campus Dean of Faculty or their designee) is responsible for scheduling the hearing, appointing trained panel members, and issuing all official communications to the student through the conduct system (Flex).
- The faculty member is expected to participate in the hearing to present relevant findings and evidence.
- The student may participate in the hearing to present information.
- The student may bring an advisor to the hearing as noted above. The advisor may not directly address or question the Hearing Board, question witnesses, or otherwise actively participate in the hearing process.
- The student has the right to appeal the decision rendered by the Hearing Board to the Provost/Academic Vice President according to the CSCU Interim Academic Misconduct Policy noted below.
- Record of proceeding and written decision required per BOR Policy.

### **Hearing Board Outcomes and Sanctions**

The Hearing Board may:

- Find the Student “Not Responsible” and shall not impose a sanction
- Find the Student “Responsible” and impose a sanction
- Uphold the recommended sanction
- Modify or remove the recommended sanction
- Impose a higher-level sanction

### **Hearing Considerations and Other Policies**

- For a first-time violation within a course, and when permitted by the syllabus, faculty may assign a failing grade on the assignment or exam and submit the referral to Flex for documentation purposes only.
- Upon submission in Flex, the Academic Misconduct Officer (Campus Dean of Faculty or their designee) will notify the student in writing that an Academic Misconduct Incident Form has been received. Documentation-only referrals allow the Academic Misconduct Officer (Campus Dean of Faculty or their designee) to review the student’s conduct history for any pattern of behavior at the campus or college level.
- The Academic Misconduct Officer (Campus Dean of Faculty or their designee) oversees any investigation following submission of an Academic Misconduct Incident Form.
- Students are held responsible for requirements in the Student Handbook, Program Handbooks in which they are enrolled, and of External Accreditations that apply to their enrolled program.

- The Academic Misconduct Officer (Campus Dean of Faculty or their designee) may notify faculty if the student has prior academic integrity violations in other courses. In such cases, a higher-level sanction and a Hearing Board may be required. The Academic Misconduct Officer (Campus Dean of Faculty or their designee) reserves the right to initiate additional conduct action as warranted.
- If faculty have previously addressed academic integrity concerns with the student and believe a more serious sanction is appropriate, the Academic Misconduct Officer (Campus Dean of Faculty or their designee) will determine next steps, including whether a hearing board is required to ensure a student's due process.
- Student may appeal to the Academic Misconduct Officer (Campus Dean of Faculty or their designee) in cases where the student fails the course due to alleged academic integrity violation and/or the recommended sanction is failure of the course.
- A Hearing Board is required when the recommended sanction includes: removal from an academic program and/or removal from a clinical or internship placement.
- The Hearing Board must put its findings into a written correspondence for the record to the student, faculty member, and to the Academic Misconduct Officer.

#### **Appeal according to CSCU Interim BOR Policy 2.06**

- The student may appeal the decision rendered by the Academic Misconduct Hearing Board to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct Hearing Board.
- The student's appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) calendar days of receipt of the academic misconduct hearing board's written decision. An appeal may be brought on any of four grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed were not appropriate for the violation of the Code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice.
- The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.
- During the pendency of Academic Misconduct proceedings, including any appeal, the student may continue to participate in the course that is subject of the appeal and remain in the student's academic program.