

How Are Academic Integrity Cases Handled?

Alleged Academic Integrity Code violations may be adjudicated directly by faculty members and/or they may be referred to the Academic Integrity Board. The Board is composed of faculty members and academic administrators. For alleged Social Conduct Code violations, faculty and academic administrators are urged to send an incident report to the Student Conduct Coordinator who will follow appropriate procedures.

What Are the Penalties in These Kinds of Cases?

If the faculty member chooses the first alternative and determines that the student violated the Academic Integrity Code he or she may impose the following sanctions:

- Ask the student to repeat the assignment.
- Impose a lower or failing grade for the particular assignment.
- Assign a lower or failing grade for the course.

In addition to a sanction, the faculty member must report the incident to the registrar. The incident will be recorded in the student's non-permanent file. More than one reported incident to the registrar during a student's program of study at Pratt will result in a hearing before the Academic Integrity Board. If a faculty member deems a violation to be serious enough, he or she may refer the incident directly to the Academic Integrity Board for adjudication. Whether an allegation is brought before the Academic Integrity Board for repeated violations or is referred at once by the faculty member, if the student is found in violation, the Board may impose the following sanctions:

- Grade sanctions, including the assignment of a lower or failing grade in the course.
- Recommend suspension from the Institute to the provost.
- Recommend dismissal from the Institute to the provost.

How Does the Appeal Process Work?

Students have the right to appeal the decision of a faculty member or the Academic Integrity Board to an Appeal Board. Specific guidelines ensure that a timely and fair review take place when a decision of a faculty member or the Academic Integrity Board is appealed. In the latter case, the Appeal Board's decision is final. The appeal must touch upon one of the following key issues:

- Did the Academic Integrity Board conduct itself in such a way that both parties (faculty member and student) had an adequate opportunity to prepare their case?
- Was the evidence presented at the hearing "substantial" enough to justify a decision?
- If the penalty is being appealed, was the sanction imposed in keeping with the gravity of the violation?

The composition of the Academic Integrity Board and its procedures, including appeal procedures, are detailed in the

document *Pratt Institute Community Standards: Judicial Procedures*. This document is available in various offices, including the Provost, the school Deans, the Vice President for Student Affairs, the Director of Human Resources, and the Director of Residential Life and Housing.

INVOLUNTARY ADMINISTRATIVE WITHDRAWAL

Students with psychiatric or emotional disorders sometimes violate Pratt's Community Standards. In these cases, the student will face the consequences of their actions. However, they may also be referred to a medical professional for evaluation. Occasionally students may be required to withdraw from the Institute for psychiatric or medical reasons. If such students do not leave willingly, they will be subject to involuntary administrative withdrawal from the Institute if it is determined that there is a substantial and significant possibility that the student, as a result of a physical or psychological condition:

- Will harm him/herself or others.
- Will cause significant property damage.
- Will be substantially unable to meet his or her responsibility as a student.
- Will be unable to care for his or her daily physical needs without assistance and has failed to secure such assistance.
- Will directly impede the lawful activities of others.
- Will directly and substantially interfere with the Institute's normal operations.

The student may be subject to an immediate interim withdrawal pending the outcome of such an evaluation. A copy of the full "Involuntary Administrative Withdrawal Policy" is available in the offices of the Vice President for Student Affairs, the Director of Residential Life, the Director of Security, and the Director of Health and Counseling Services.

FOR MORE INFORMATION

All policies and procedures discussed here are amplified in the *Pratt Institute Community Standards* document revised and approved by the Board of Trustees in 1992. This document is available in the offices of the Provost, Vice President for Student Affairs, the school deans, the Student Conduct Coordinator, the Director of Residential Life, the Director of Security, and the department chairs.

JUDICIAL PROCEDURES

Vice President for Student Affairs
718-636-3639

**Student Conduct Coordinator
Director of Residential Life and
Housing**
718-399-4550

Pratt Pratt Institute
200 Willoughby Avenue
Brooklyn, NY 11205

JUDICIAL PROCEDURES

SETTING A STANDARD OF EXCELLENCE FOR ALL

We at Pratt Institute have high expectations regarding social and academic conduct, and we expect everyone to value and uphold the community standards essential to the pursuit of academic excellence and social responsibility. These standards are listed in the *Bulletin*, the *Student Handbook*, and pamphlets that detail policies relating to the use of computer technology, sexual assault and harassment, alcohol and drugs, and human rights, particularly those concerning persons with disabilities. This pamphlet summarizes the procedures available to adjudicate alleged violations of Pratt's social and academic conduct codes.

Step One: Always attempt to resolve conflicts informally.

All members of the Pratt community have the right to file a complaint when they believe that another person has committed a social or academic infraction. Whenever possible, however, it is recommended that conflicts be resolved informally, with the help of a mediator, if necessary, as is often the case in residence hall situations and in cases of academic infractions.

Step Two: File a detailed incident report of a violation of the Social Conduct Code with the Student Conduct Coordinator.

The coordinator will investigate the matter and decide upon the method of adjudication. She or he will hear the case or refer it to the appropriate judicial body for further action. Please see the section on academic integrity and the judicial process for information concerning cases of academic integrity violations.

Step Three: A decision is made.

Once a decision as to guilt is made, an appropriate sanction will be levied and the student(s) will be notified as soon as possible but no later than ten (10) business days after the hearing. The student(s) will be provided with information about the appeal process.

Standards and Procedures

Pratt's Community Standards are divided into two sections: Social Conduct Code and Academic Integrity Code. Each section has its own set of procedures to resolve alleged infractions.

SOCIAL CONDUCT CODE

The judicial process is not a formal legal process although fundamental fairness applies. The judicial process, educational in nature, has as its goal to protect each person's rights while at the same time providing an experience from which those involved in the process can learn.

Who Has Jurisdiction in Residence Hall Disputes?

Alleged infractions of the Social Conduct Code or Residential Life policies that occur in residence halls by a resident or a non-resident are referred first to the Student Conduct Coordinator for action. If the infraction is considered serious enough to warrant either dismissal or suspension from the Institute, the assistant director refers the case to the Student Conduct Coordinator, who will confer with the Vice President for Student Affairs to determine next steps.

The Student Conduct Coordinator Expedites Appropriate Review of the Case

The Student Conduct Coordinator, after considering the evidence and, whenever possible, interviewing the respondent, may take any one of the following actions:

- Dismiss the case after counseling and advisement.
- Impose sanctions deemed appropriate, subject to respondent's right of appeal.
- Refer the case to either the Student Judicial Board or the Administrative Hearing Board.

The following describes the various hearing boards:

- The Student Judicial Board is composed of five (5) to seven (7) members who are trained and selected from the judiciary pool. The Student Conduct Coordinator, who serves as a non-voting member, designates a chairperson.
- The Administrative Hearing Board is composed of one administrator or staff member, one faculty member, and one student. The chair is elected by the board and is a voting member.
- The Appeal Board has jurisdiction over an appeal of a decision of the vice president for Student Affairs, the Student Conduct Coordinator, the Student Judicial Board and the Administrative Hearing Board. The Appeals Board is composed of one student, one faculty member, and one administrator or staff member selected from among the judiciary pool. The chairperson, elected by the board, is a voting member.

Who May NOT Sit on the Various Hearing Boards?

The Institute has specific guidelines for who may not sit on hearing boards.

- If a member of a hearing board perceives a conflict with respect to a case, that member must withdraw and an alternate selected.
- If the respondent or complainant objects to a member for good cause and the board agrees, an alternate will be selected.
- If a board determines that a member may be prejudicial to the case, an alternate will be selected.
- A member may not serve on a board if he or she was a witness or an active participant in the case being heard.
- No student who is currently on academic probation or the subject of disciplinary action may serve on the Student Judicial Board.

The Issue of Confidentiality

All matters of social discipline remain confidential. Students' discipline records do not become part of their permanent record. However, they may be referred to when a student is involved in another disciplinary action, and then only at the time of determination of the penalty. If a student is under 18 years of age at the time when a serious penalty is imposed, parents or legal guardians will be notified. A serious penalty defined as suspension or dismissal from either the residence hall or the Institute. In 1999 the Family Educational Rights and Privacy Act was amended to allow, and, in fact, encourage the Institute to inform parents or legal guardians of students under the age of 21 who have been involved in disciplinary action in which the use of alcohol and/or other drugs was a factor. In this regard, the judicial officers make determinations on a case-by-case basis.

Who Handles Off-Campus Violations?

The Institute's judicial bodies, including the Vice President for Student Affairs, have limited jurisdiction over offenses committed outside the Institute's campuses.

The exceptions are:

- Offenses occurring during participation in an Institute-sponsored activity, or
- Offenses calling into serious question the offender's membership in the educational community.

How Are Incidents Involving On-Campus Visitors Handled?

Senior administrative officers or security personnel present at an incident involving a visitor, invitee, or licensee are authorized to take necessary action.

A Fair Judicial Process Means a Fair Hearing

Each hearing board has a specific set of procedures it follows in obtaining and considering evidence, and issuing penalties. Specific procedures determine how the boards:

- Deliver timely notice of hearings
- Allow representation
- Determine the scope of the inquiry
- Examine witnesses
- Adjudicate cases
- Determine and then impose discipline
- Deliver findings

Judicial Process Designed to Expedite an Appeal

The Institute judicial process ensures that all appeals are handled in a timely and fair manner. The Appeal Board limits its review of an appeal of a decision rendered by the Vice President for Student Affairs or the Student Conduct Coordinator to assertions that:

- There is additional evidence that was not considered in the investigation.

- Procedures outlined in this policy were not followed.
- The ultimate finding of the investigation is not supported by the facts.
- The sanction imposed was not appropriate to the violation.

An appeal must touch on one of these issues and must be submitted in writing to the appellate chairperson within 72 hours (not including weekends or holidays) of receipt of the written decision. The Appeal Board may accept, reject, or modify the decision of the hearing board or officer.

What Penalties Can be Imposed?

Penalties range from oral and written warnings and restitution to dismissal from the residence hall and/or the Institute. Typical penalties include:

- Oral and Written Warnings.
- Social Probation that jeopardizes a student's status at the Institute in the event that another infraction occurs.
- Restriction that denies the student the use of certain facilities or the right to participate in certain activities or privileges for a specified period of time.
- Room Reassignment that moves the student to a different space in the residence hall.
- Suspension that removes the student from the residence hall or the Institute for a stated period of time.
- Dismissal that removes the student from the residence hall or the Institute.
- Restitution that requires a student to make restitution for damage or loss to either Institute or individual property.
- Service that may require a student to complete an educational project or program.

ACADEMIC INTEGRITY CODE

Absolute integrity is expected of every member of the Pratt community in all academic matters, particularly with regard to academic honesty. The latter includes plagiarism and cheating. In addition, the continued registration of any student is contingent upon regular attendance, the quality of work, and proper conduct. Irregular class attendance, neglect of work, failure to comply with Institute rules and official notices, or conduct not consistent with general good order are regarded as sufficient reasons for dismissal. The faculty member and/or the Academic Integrity Board adjudicate cases of academic infractions. The Board does not hear grade disputes because these receive a final review at the level of the school dean. Students and faculty are expected to be familiar with and observe academic standards and policies as well as the procedures to address infractions or resolve disputes. A full description of these policies and procedures may be found in the *Bulletin* and the *Student Handbook*.