

Course Syllabus

ISTE-608: Database Design and Implementation

Spring Semester 2021-2022 (2215) – First 7-Week Session (Spring 701)

Please Note: The content of this document is intended as a general guideline for the academic and virtual "classroom" policies for this course. As such, this syllabus is subject to modification throughout the term. Always check with your instructor if you have any questions related to the content of this document.

Instructor Information

Instructor: Dave Patric
Room: This class is asynchronous, so we don't meet live. You will need to keep up with the weekly posted schedule.
Office: Remote this semester
E-mail Address: dave.patric@rit.edu
Office Phone: 585-454-9315
Office Hours: via <https://calendly.com/dkpvcs> (or by **confirmed** appointment)
Monday, Wednesday, Friday: 2:00 pm - 4:00 pm
Tuesday, Thursday: 9:00 am - 11:00 am

Wellness Statement

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. Moreover, those with marginalized identities may be faced with additional social stressors. Your other instructors and I strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. Please feel free to reach out to me about any difficulty you may be having that may impact your performance in this course as soon as it occurs and before it becomes unmanageable. In addition to your academic advisor, I strongly encourage you to contact the many other support services on campus that stand ready to assist you.

Prerequisites

- One year of programming in an object-oriented language

Course Description

This course provides an introduction to the theory and practice of designing and implementing database systems. Current software environments are used to explore effective database design and implementation concepts and strategies. Topics include conceptual data modeling, methodologies, logical/physical database design, normalization, relational algebra, schema creation and data manipulation, and transaction design. Database design and implementation projects are required.

Course Objectives

General: Provide students with the foundation skill set required to organize and to structure data for subsequent computer processing. The skill set includes the ability to interpret Entity-Relationship data models, to translate an Entity-Relationship data model into a theoretical data model, to apply normalization theory.

Specific: Upon successful completion of the course, the student should be able to:

- Apply a functional modeling technique to an application.
- Capture the application with an E-R diagram and a data dictionary.
- Use an E-R diagram and data dictionary to map the model into a relational database.
- Implement a relational database on a personal computer.
- Demonstrate correct insertion, deletion and update of tables in a relational database.
- Construct correct SQL statements to create and/or query a relational database.

Course Role in IST Curriculum

This course is a bridge course for graduate students in the School of Information.

Important Dates and Deadlines

- Monday, January 10, 2022: 7-week on-line classes begin
- Wednesday, January 12, 2022: Last day of Add/Drop period
- Monday, January 17, 2022: Martin Luther King Jr. Day (No classes)
- Friday, February 16, 2022: Last day to withdraw from a course with a grade of "W"
- Friday, February 25, 2022: Last day of classes (final exams held)
- Monday, February 28, 2022: Final grades due

Important: As a student in this online course, it is expected that you will actively participate and ensure that you have access to the online content throughout the term of the course.

Students will *not* be allowed to “make up” exams (or equivalent activities) except in the most extenuating (and documented) circumstances.

Texts and Materials

This semester we are piloting an interactive textbook (zyBook). In order to assist us with this pilot, the publisher is making the textbook available at no charge to you. The zyBook offers a number of advantages, including animation, interactive activities, and direct feedback to the student.

The text will be available to you throughout the course, during which time you can freely create PDF files. Once the term has ended, if you want to retain use of the text, arrangements can be made through the publisher. The cost to retain access is \$1.50 per month (\$18 per year).

The process to access the text will be posted prior to the start of the course.

An additional reference is available via RIT’s Library. A video detailing how to access it is posted under Week 1 Content:

Foster, E. C., Godbole, S., & SpringerLink (Online service). (2016). *Database Systems: A Pragmatic Approach* (2nd ed.). Berkeley, CA: Apress. doi:10.1007/978-1-4842-1191-5

Important

It is strongly recommended that you retain multiple copies of your work so that should a device or file become corrupted, you have a backup.

Course Organization

Unless stated otherwise by your instructor, all work is expected to be an individual effort.

Each week a “to-do” list is posted, directing you toward what you will need to accomplish that week. This includes working through a portion of the zyBook (typically a chapter), perhaps viewing a recorded lecture, as well as reviewing a slide deck with notes.

Participation Activities:

As you work through each unit in the zyBook, you will encounter a number of short participation activities. A portion of your grade will be based on completing these by the due date.

Challenge Activities:

Also included in many sections of the zyBook are more challenging activities. An additional portion of your grade will be based on completing these by the due date.

Practice Exercises:

Working with databases and SQL requires skills that are best mastered through practice. Throughout the term, you will be given a series of exercises that will allow you to apply what you are learning in the course. The solution to each exercise will also be posted. Use the practice exercises and solutions as a resource to help you prepare for your homeworks and exams. Practice exercises do not count towards your final course grade and therefore do not need to be submitted.

Homework:

Homework assignments will be more complicated and larger than the practice exercises. Each homework assignment will be graded out of 100%, based on completeness and correctness. Some homeworks are from the zyBook, while others are ones that we've written.

When each homework assignment is made available, the due date will be posted on our myCourses Calendar and on the associated myCourses Dropbox. Generally, there will be a homework assignment each week.

Late Homework Policy:

- Homework will not be accepted more than one (1) week after it is due *or* after the homework assignment has been graded and returned, whichever comes first.
- Each student has a "bank" of five (5) late days for the semester. These late days may *only* be used for homework assignments and are intended to help you should something come up in your life that prevents you from submitting a homework assignment on time.

Each time you submit a late assignment, your bank of late days will be reduced by the number of days that your assignment is late. **For these purposes, a day will be considered each 24 hour interval from the due date and time of the assignment.** For example, if you submit an assignment 10 minutes after the deadline or 23 hours after

the deadline, 1 late day would be deducted either way. If you submit the assignment 26 hours after the deadline, then 2 late days would be deducted. **NOTE: This may be different from how myCourses reports late submissions.**

- **Example 1:** You hand in an assignment 2 days late, and currently have 5 days in your “bank”.
 - The assignment is graded
 - There will be no penalty
 - You will have three days (5 days - 2 days) remaining in your “bank”
- Once your bank of late days is used up, the maximum grade for an assignment will be 50%.
- If you have some days left in your bank, but not enough to cover the number of days late, your maximum grade will be 50% plus 5% for each day remaining in your bank.
 - **Example 2:** You submit your homework three (3) days late; you have two (2) days left in the “bank”.
 - The assignment is graded.
 - The maximum grade is calculated: $50\% + (2 \text{ days} @ 5\%) = 60\%$ maximum
 - You receive the earned grade or 60%, *whichever is lower*
 - You will have no days (0) left in your bank
- No homework assignments will be accepted after the last day of class.

Note: Your five-day “late bank” is provided to help you deal with unforeseen circumstances without academic penalty. If you complete the term with days left in your “bank”, one (1) point will be added to your final exam total for each day left in your bank, after all assignments have been graded. For example, if you have three (3) days remaining in your bank at the end of the term, you will have three (3) points added to the total of your graded final exam. Thus, the final exam grade could exceed 100%.

Examinations:

Exams are designed to test (a) your mastery of terms and concepts, and (b) the successful application of concepts. There will be two (2) exams during the term: a midterm exam and a final written exam. The use of notes, books, and calculators will not be allowed during these exams (unless special accommodations are supported by RIT's Disability Services Office).

The exams will cover material discussed and posted in the myCourses shell for this section. The exams may include an applied portion where each student will work with a

database (MySQL) and execute Data Definition Language (DDL), Data Manipulation Language (DML), and Transaction Control Language (TCL) SQL statements to address a given problem or scenario. A study guide will be provided prior to each exam.

Anticipated test dates are shown on the schedule later in this syllabus. Requests to take an exam at a different time will not be honored except in exceptional circumstances such as a documented medical excuse, a serious family emergency, or conflicts with a RIT-approved off-campus event or other RIT-scheduled examination. You may be asked to provide documentation to support your request. Arrangements must be made with the instructor at **least 24 hours in advance**. Missing an exam will result in a grade of zero (0), unless special arrangements have been made with the instructor. If a sudden, unavoidable, emergency prevents a student from attending an exam, then the student should notify the instructor as soon as possible to discuss whether or not the exam may still be taken.

Extra Credit Work:

No extra credit assignments or bonus work will be given; plan accordingly.

Statement on Reasonable Accommodations

RIT is committed to providing reasonable accommodations to students with disabilities. If you would like to request accommodations such as special seating or testing modifications due to a disability, please contact the Disability Services Office. It is located in the Student Alumni Union, Room 1150; the website is www.rit.edu/dso. After you receive accommodation approval, it is imperative that you contact your instructor so that necessary arrangements can be made.

Student Engagement and Responsibilities

As a student at RIT, you are expected to *fully* participate in all course/class discussions and activities. Your actions in our virtual classroom should reflect the standards of behavior expected in a professional environment: you will be respectful of the professor, your classmates, and any course support personnel (i.e., teaching assistants, note-takers, interpreters, etc.). You should also be prepared and willing to fully participate in activities when asked to do so.

Please remember it is *your* responsibility to stay up to date with the course, submit any assignments that are due, and to make up any work. It is expected that you will check myCourses daily.

RIT strongly supports a culture of professionalism and pluralism. Please review the statement in Appendix A, which describes RIT's commitment to a safe learning environment for all.

You should also review the general student responsibilities on the *RIT Center for Student Conduct and Conflict Resolution* web site

(<http://www.rit.edu/studentaffairs/studentconduct/code-conduct>). You are responsible for your knowledge of this information.

Academic Integrity Expectations

There are no group assignments in this course. The expectation is that the work submitted by a student will be the work of only that student.

Academic dishonesty is most simply described as: ***misrepresenting another individual's work as your own***. This includes the past or current work of any other person - student, friend, colleague, relative, faculty member, or an absolute stranger - either with or without his/her knowledge. Academic dishonesty includes plagiarism, collusion, and/or outright cheating. If you are repeating this course, submitting previously graded work would constitute Academic Dishonesty.

Important Note: This is a "single instance" policy - there are no second chances!

A detailed reference to clarify what is and is not plagiarism can be found on-line at the RIT Library web site (<http://infoguides.rit.edu/copyright>). Plagiarism and other actions contrary to RIT's Code of Conduct for students will be addressed in accordance with the appropriate RIT policies (see Appendix B or <http://www.rit.edu/academicaffairs/policiesmanual/d080> for more information).

Important: If you don't know or are unsure of *exactly* what plagiarism or Academic Dishonesty is, it is your responsibility to find out. Lack of knowledge/understanding is not an excuse, nor will it be accepted.

Except for work that is specifically designated as being "a group effort," **ALL** work submitted (homework, exams, etc.) under your name is expected to be *your own, individual effort*.

Submission of coursework under your name for evaluation indicates that you understand and *agree to abide by* the Academic Integrity expectations described above.

Saving/Back-up Copies

It is *strongly* recommended that you have multiple storage devices/locations and that you perform a full backup of your work to those multiple locations/devices on a *daily* basis. Be sure you write your name clearly on any storage device so it can be returned to you in the event you leave it in a lab or classroom.

NOTE: The loss of your work because you did not keep multiple backups is **NOT** an acceptable excuse for turning your work in late nor will you receive any extensions or special accommodations if you lose your work!

myCourses Conference

A course area within myCourses is available for your use throughout this term. This "conference" will be used to provide you with materials, allow you to submit work, receive feedback, and the ability to review your grades. You can access myCourses using your RIT user ID and password.

Course Communication

RIT myCourses Conference: All homework assignments, lecture notes, and other distributable course materials will be made available through RIT's course management system, *myCourses*. Unless otherwise indicated, all student homework assignments will be submitted via *myCourses* dropboxes. You are expected to check the course conference **daily**. Your instructor will use this conference to disseminate information relevant to this course. **Failing to read**

information posted in the course conference is not an excuse for late or incomplete work or for missing important course events.

**Electronic
Mail:**

Communicate with your instructor using the e-mail address given on the first page of this document. Please begin your subject-line with "608" followed by your chosen subject title. Instructors receive large amounts of e-mail daily. Following this subject-line guideline will keep your message from getting "lost in the shuffle". When necessary, attach appropriate documentation to your e-mail message.

You are expected to check for e-mail related to this course on a **daily** basis.
Failure to check your e-mail is not an excuse for late or incomplete work or for missing important course events.

Grading

Your final grade will be based on the work you submit, your demonstration of knowledge on exams, and your participation in the course.

Component	Weight
zyBook Participation Activities	10%
zyBook Challenges Activities	15%
Homework Projects (equally weighted)	25%
Midterm Exam	25%
Final Exam	25%

Based on the percentage distribution listed above, letter grades will be assigned as follows:

Letter Grade for Course	Course Grade Percentage Range
A	>=90%
A-	>=86% and <90%
B+	>=83% and <86%
B	>=80% and <83%
B-	>=76% and <80%
C+	>=73% and <76%
C	>=70% and <73%
C-	>=66% and <70%
D	>=60% and <66%
F	<60%

Important: iSchool policy states that a student has up to one (1) semester to challenge a grade for a course.

Incomplete ("I") Grades:

You may request an incomplete, or "I" grade, only in cases where *exceptional conditions beyond your control*, such as accidents, severe illness, family problems, etc., have impacted your ability to complete the coursework. You *must* alert your instructor to these circumstances *as soon as possible* - telling your instructor in Week 6 that you were sick in Week 3 is not acceptable. You *must* supply appropriate documentation to support your request, if necessary. If your request for an incomplete is granted, you must complete the work for the course within the time limits set by the instructor. The maximum time is two (2) academic semesters after which unfinished "I" grades automatically become "F".

Note: Incomplete grades are never given to students who have simply fallen behind in their work.

Course Outline

- 1 *Conceptual Foundation of Data Organization*
 - 1.1 Logical data modeling
 - 1.2 Physical data modeling
- 2 *Conceptual Foundation of the Relational Model*
 - 2.1 Keys and referential integrity
 - 2.2 Functional dependencies and normalization
- 3 *Data Modeling Techniques*
 - 3.1 The motivation for data modeling
 - 3.2 Basic Entity-Relationship Diagram (ERD) elements and components
 - 3.3 Basic relationships
 - 3.4 Reading and interpreting an ERD
- 4 *Relational Mapping and Normalization*
 - 4.1 Rules for implementing relationships from an ERD within a relational model
 - 4.2 Constructing a relational model from an ERD
 - 4.3 Evaluating a relational model by applying normalization theory
- 5 *Relational Algebra and SQL*
 - 5.1 SQL Data Definition Language (DDL) statements
 - 5.2 Introduction to database management systems
 - 5.3 Using SQL DDL statements to create a physical model
 - 5.4 SQL Data Manipulation Language (DML) statements

- 5.5 Using SQL DML statements to query a physical model
- 5.6 Relational algebra operations using SQL
- 6 *Advanced Topics (if time allows)*
 - 6.1 Backups and recovery
 - 6.2 Transaction concepts
 - 6.3 Complex queries
 - 6.4 Information assurance

Course Schedule

The estimated course schedule is shown below. All dates, lecture topics, and assignments are subject to reasonable change at the discretion of your instructor. Any changes will be announced.

Week	Topic(s)	Assigned Work
1 (1/10 - 1/16)	<ul style="list-style-type: none"> Database and Database Management System Overview 	HW #1
2 (1/17 - 1/23)	<ul style="list-style-type: none"> Data Modeling 	HW #2
3 (1/24 - 1/30)	<ul style="list-style-type: none"> Relational Mapping 	HW #3
4 (1/31 - 2/6)	<ul style="list-style-type: none"> Midterm Exam Normalization (not on midterm) 	HW #4
5 (2/7 - 2/13)	<ul style="list-style-type: none"> Relational Algebra SQL 	HW #5
6 (2/14 - 2/20)	<ul style="list-style-type: none"> SQL 	HW #6
7 (2/21 - 2/27)	<ul style="list-style-type: none"> SQL Final Exam 	HW #7

Appendix A: A Statement from RIT

Included in an e-mail message from Provost Jeremy Haefner on August 20, 2015

RIT is committed to providing a safe learning environment, free of harassment and discrimination as articulated in our university policies located on our governance website. RIT's policies require faculty to share information about incidents of gender based discrimination and harassment with RIT's Title IX coordinator or deputy coordinators, regardless whether the incidents are stated to them in person or shared by students as part of their coursework.

If you have a concern related to gender-based discrimination and/or harassment and prefer to have a confidential discussion, assistance is available from one of RIT's confidential resources on campus (listed below).

1. The Center for Women & Gender: Campus Center Room 1760; 585-475-7464; CARES (available 24 hours/7 days a week); call or text 585-295-3533.
2. RIT Student Health Center - August Health Center/1st floor; 585-475-2255.
3. RIT Counseling Center - August Health Center /2nd floor - 2100; 585-475-2261.
4. The Ombuds Office - Student Auxiliary Union/Room 1114; 585-475-7200 or 585-475-2876.
5. The Center for Religious Life - Schmitt Interfaith Center/Rm1400; 585-475-2137.
6. NTID Counseling & Academic Advising Services - 2nd Floor Lyndon B. Johnson; 585-475-6468 (v), 585-286-4070 (vp).

APPENDIX B: RIT's Student Academic Integrity Process

Source: <http://www.rit.edu/academicaffairs/policiesmanual/d080>

Policy Number: D08.0

Policy Name: Student Academic Integrity Process

I. INTRODUCTION

As members of an academic community, both students and faculty share responsibility for maintaining high standards of personal and professional integrity. If a student violates these standards, the Academic Integrity Process affords a fair resolution. The committee outlined herein may be called upon to hear cases where a breach of student academic integrity is alleged by instructor. In all cases, it is the responsibility of any university representatives to render fair and appropriate decisions reaffirming standards of integrity expected in the academic community.

The following sections outline the procedures for resolving allegations of a breach in student academic integrity.

II. ACADEMIC INTEGRITY COMMITTEE

Each college or academic unit at RIT shall have a standing Academic Integrity Committee. The Academic Integrity Committee shall hear cases involving an alleged breach in student academic integrity. Should any question arise as to the nature of an allegation or the committee to hear the case, the Dean's Designee (role defined below) shall be consulted for guidance.

III. ROLES

- A. **Dean's Designee:** Each college/academic unit shall identify an associate dean or designee who is a member of the faculty to facilitate and manage the hearing process and attend hearings as a non-voting advisor to the Academic Integrity Committee.
- B. **Academic Integrity Committee Membership:** The committee shall consist of six members: three instructors (senior or principal lecturer, tenured, or tenure-track), an alternate instructor, and three students. Instructors will be elected to the committee for staggered two-year terms. An instructor may serve a maximum of two consecutive terms. Each college Dean's Designee will appoint three students to the committee, on a case-by-case basis, undergraduate and/or graduate, depending on the degree status of the student involved in the case. Faculty or student members must recuse themselves based on case involvement or bias and alternates will be appointed.
- C. **Academic Integrity Committee Chair:** The Dean's Designee will appoint the committee chair from among the three instructors serving.
- D. **Communication:** Email is an acceptable form of communication for all contact regarding a breach of academic integrity.
- E. **Meetings:** Meetings can be face to face or through technology.

IV. ACADEMIC INTEGRITY

A breach of student academic integrity falls into three basic areas: cheating, duplicate submission and plagiarism

- A. **Cheating:** Cheating is any form of fraudulent or deceptive academic act, including falsification of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation.
- B. **Duplicate Submission:** Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.
- C. **Plagiarism:** Plagiarism is the representation of others' ideas as one's own without giving proper attribution to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism.

V. Procedures for Handling Alleged Breaches of Academic Integrity

- A. The course instructor bringing the allegation forward is responsible for assembling evidence and making an initial determination of appropriate action to be taken, up to and including failing the student in the course.
- B. The instructor will notify the student in writing (email is acceptable) as to the rationale for all actions taken pertaining to the breach of student academic integrity within three calendar weeks of the alleged incident. After this time, an allegation may not proceed. Copies of the written notification, either paper or electronic, will be provided to the instructor's academic unit head and the instructor's Dean's Office. The Dean's Office will forward the written notification to the Office of Student Conduct and the student's home academic unit. In cases involving graduate students, a copy will also be sent to the Office of Graduate Studies.
- C. The instructor will arrange a meeting with the student to discuss the allegations. Unless the student objects, the matter will be documented and closed.
- D. If a meeting between the student and instructor does not result in a mutual agreement, the student or faculty member will arrange a meeting with the instructor and the instructor's academic unit head.
- E. If a meeting between the student, instructor, and instructor's academic unit head does not result in a mutual agreement, the student or instructor will arrange a meeting with those parties and the Dean's Designee.
- F. If the matter continues to be unresolved, the Dean's Designee will convene the Academic Integrity Committee at the request of the instructor or the student.
- G. At the conclusion of the Academic Integrity hearing, the committee will determine by simple majority if a breach of student academic integrity did or did not occur.
- H. If the Academic Integrity Committee determines that the allegation of a breach of student academic integrity is not substantiated, the instructor will reevaluate the grade consistent with the instructor's grading policies and procedures as stated in the course syllabus.
- I. If the Academic Integrity Committee determines that the allegation of a breach of student academic integrity is substantiated, the sanctions will be outlined and may be determined with input from the instructor.
- J. The Academic Integrity Committee may also make recommendations to the dean of the student's home college or refer the case to the Office of Student Conduct for further review and possible dismissal from the university.
- K. The committee chair will provide written notification of the committee's findings to the instructor, the student, the instructor's Dean's Office, the student's home college Dean's Office, and the student's home academic unit.
- L. Should the findings result in a grade dispute, the Dean's Designee will convene the Final Course Grade Dispute Committee (See Policy D17.0).
- M. In the event that a student's home college finds a pattern of repeat offenses of breaches of student academic integrity, the home college Dean's Office will assemble all relevant materials and forward to the Office of Student Conduct for review and possible action.

- N. If a student chooses to withdraw from a course after a case of academic integrity has been initiated, the student will receive a "W." If at the conclusion of the academic integrity process, the finding of a breach of academic integrity is upheld, the "W" will be converted to an "F." In the event that the student withdraws from the university before the conclusion of the academic integrity process, the "W" will be converted to an "F."
- O. In the event that a student takes a leave of absence (see Policy D02.1, section A.1) during the process, the academic unit will place a registration hold on the student's record until such time that the student returns to the university and the academic integrity process reconvenes. Upon the student's return, he/she will be allowed to register for and attend classes through the duration of the Academic Integrity Process.

VI. Academic Integrity Committee Hearings/Procedures

- A. Notification of Hearing Date: Both student and the instructor will be provided written notification of the date, place, and time that the case will be heard by the Academic Integrity Committee at least seven (7) business days prior to the hearing.
- B. Notice of Allegations: At least seven (7) business days prior to the scheduled hearing, the student and the instructor will be sent written notice (email is acceptable) of the allegations of a breach of student academic integrity. The notice will include:
 - 1. A description of the alleged breach.
 - 2. A list of university policies, rules or regulations allegedly violated.
 - 3. The names of individuals expected to be present at the hearing.
 - 4. A copy of or link to the online version of this policy.
- C. Advocates: The student will be informed that he or she has a right to bring to the hearing an advocate from among the RIT faculty, staff, or student body who is not a practicing lawyer. Advocates can actively participate in the formal hearing process. The Center for Student Conduct, upon request, will assist the student in obtaining an advocate or provide information and training to those faculty/staff advocates new to the process.
- D. Lawyers: Practicing lawyers are not permitted to participate in the Academic Integrity Process as a representative of the student or faculty.
- E. Parents/Guardians: Parents/guardians are not permitted to participate in or be present during the Academic Integrity Process unless the involved student is under the age of 18. In those instances, the parent/guardian can observe the hearing process and give their son or daughter quiet counsel.
- F. Witnesses: Witnesses called by either the student or the instructor will be permitted to speak during the hearing; however, no walk-in participants will be permitted to speak. Presenters may not speak more than five (5) minutes, and times will be strictly enforced. Names and contact information for anyone presenting information must be submitted in advance of the meeting and in time to be documented in hearing materials. The college maintains the right to limit the number of meeting presenters and attendees. Written statements may be submitted to the committee in lieu of attendance at the meeting. Written statements must be read aloud for the purposes of recording the content.
- G. Hearing Participants: All hearings will be conducted in private. The committee chair facilitates the hearing

process and only the student, instructor, and witnesses involved in a particular case may be present (including the Dean's Designee). Other persons who might be present at the hearing include those providing necessary access services.

- H. Recording of the hearing: All Academic Integrity Committee hearings are recorded. Recordings may be audio or video depending on the needs of the participants. Recordings are retained by the Dean's Designee only until the time for appeal has passed. There shall be a single record of the academic integrity hearing and this record shall be the property of the university. Students may request to listen to or view a copy of the recording or read a copy of the transcript (if the student is deaf/hard of hearing) by submitting a written request to the Dean's Designee. Transcripts will be provided by the college.
- I. The designated Academic Integrity Committee chair will inform the participants that the hearing is being recorded.
- J. In the event the student requests an appeal, the recording will be submitted by the college to the Institute Appeals Board via the associate vice president for Student Affairs for use during the appeal process. The recordings will be destroyed after the appeal date has passed or the appeal has been completed.
- K. Each academic integrity hearing participant (student and instructor) will have fifteen (15) minutes to describe their situation, and their individual perspectives. The individual filing the charges will present first.
- L. Time will be allotted for questions from the committee immediately after each party presents.
- M. Each party will have an opportunity for five (5) minutes of closing remarks after the question and answer period.
- N. The Academic Integrity Process is not a court of law and legal rules of evidence and procedure do not apply. The chair of the Academic Integrity Committee will determine at his or her sole discretion the range of testimony permitted by witnesses and items of information that will be considered based on principles of fundamental relevance and fairness.
- O. At hearings involving more than one student, the Dean's Designee, in his or her discretion, may permit hearings concerning each student to be conducted separately or simultaneously.
- P. All procedural questions will be decided at the discretion of the Academic Integrity Committee chair in consultation with the Dean's Designee. The Dean's Designee may decide to adjourn the hearing for a reasonable period of time, if warranted.
- Q. The student cannot be found responsible of breaches of academic integrity solely for failing to answer the charges or appear at the hearing; in such cases, evidence to support the charges will be presented to the Academic Integrity Committee and a determination will be made based on the evidence.
- R. Following questions, explanations, discussion, and closing statements, all participants will be dismissed and the Academic Integrity Committee will deliberate privately.
- S. At the conclusion of the academic integrity hearing, the committee will determine by a simple majority if a breach of academic integrity did or did not occur.

- T. The Academic Integrity Committee may also make recommendations to the dean of the college in which the student is enrolled for further action including academic suspension from the college or referral to the Office of Student Conduct for possible dismissal from the university.
- U. The committee chair will provide written notification of the committee's findings to the instructor, the student, the instructor's Dean's Office, the student's home college Dean's Office and the student's home academic unit within seven (7) business days of the hearing. This notice will also include the process to file an appeal at the university level.
- V. Should the findings result in a grade dispute, the Dean's Designee will begin the process to convene the Final Course Grade Dispute Committee (see D.17).
- W. In the event that a student's home college finds a pattern of repeat offenses of breaches of academic integrity, the home college Dean's Office will assemble all relevant materials and forward to the Office of Student Conduct to hear the allegations against the student.
- X. Either the student or faculty may file an appeal of the Academic Integrity Committee's findings (See VII. below). An appeal must be filed within seven (7) business days from the date of the mailing of the Academic Integrity Committee's findings. (See Section VII. Academic Integrity Appeals.)
- Y. Upon conclusion of the hearing, all documentation regarding the hearing will be submitted to the Dean's Office of the student's home college and maintained for a period of six years.

VII. Academic Integrity Appeals

The instructor or the student may appeal the findings of the Academic Integrity Committee to the Academic Appeals Sub-Committee of the Institute Appeals Board (see Policy D18.0, section VI). The Academic Appeals Sub-Committee consists of five (5) members selected from the pools of members comprising the Institute Appeals Board. The Academic Appeals Sub-Committee's non-student members serve two (2) year terms. The student members serve one (1) year terms. The Academic Appeals Sub-Committee membership consists of two (2) instructors, one (1) representative of the provost's office, and two (2) student representatives. Members may serve consecutive terms on the Academic Appeals Sub-Committee. The chair of the Academic Appeals Sub-Committee will be selected by the Academic Appeals Sub-Committee from among its membership.

The Academic Appeals Sub-Committee will hear appeals brought by the instructor or by the student of the findings made by an Academic Integrity Committee. The desire and basis for the appeal must be submitted within seven (7) business days following the electronic mailing date of the Academic Integrity Committee's findings. An appeal shall be limited to a review of the recording of the initial hearing, supporting documentation, and/or the finding on the following grounds:

- Determining whether the decision making process and/or hearing was conducted fairly in light of the charges and evidence presented.
- Determining whether there was sufficient evidence to support the decision.
- Determining whether the decision was appropriate based on the violation.
- Considering new evidence that was not available at the time of the original hearing and which is sufficient for a reasonable person to alter the decision.

- Determining whether the deciding administrator or hearing body was biased or otherwise unable to consider the case objectively.

Appeals are conducted in private. Admission of any person to the appeal hearing will be at the discretion of the chair of the Academic Appeals Sub-Committee in consultation with the advisor to the Sub-Committee. The findings of the Academic Appeals Sub-Committee concerning the appeal will be mailed to the instructor, student, the student's home unit, and dean of the initiating college within fourteen (14) business days of the close of the hearing.

The Academic Appeals Sub-Committee may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Integrity Committee for either rehearing or a reconsideration of sanctions; or refer the case to the dean of the initiating college with specific recommendations for resolving process errors.

The Academic Appeals Sub-Committee will not decide on grade disputes; those must be considered by the college Final Course Grade Dispute Committee separately (See Policy D17.0).

The instructor or the student may appeal the findings of the Academic Appeals Sub-Committee to the provost. The desire and basis for the appeal must be submitted within seven (7) business days following the mailing of the findings of the Academic Appeals Sub-Committee. In an appeal before the provost, the provost will make a determination based solely upon the written appeal and recordings associated with the hearings of the Academic Integrity Committee and the university's Academic Appeals Sub-Committee on the grounds set forth above. The determination of the provost will be mailed to the instructor, student, the student's home academic unit and dean of the initiating college within fourteen (14) business days of the written appeal.

The provost may recommend that the original sanctions be reduced, dismissed, or upheld; send the case back to the initiating Academic Integrity Committee for rehearing or for a reconsideration of sanctions; or refer the case to the dean of the initiating college with specific recommendations for resolving process errors. The decision rendered by the provost is final.

Responsible Office: Office of the Provost/Academic Senate. Direct inquiries to:

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asenate@rit.edu

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academicaffairs@rit.edu

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