



RIT	School of Information Course Syllabus – ISTE230.01 Introduction to Database & Data Modeling	iSchool
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Course Syllabus

GCCIS-ISTE-230.01: Introduction to Database and Data Modeling

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

Instructor: Prof. Bryan French Office: Bldg. 70-2619  475-6511  email address: bdfvks@rit.edu	Office Hours: M/W/F 10:00 AM – 12:00 PM And by appointment
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Prerequisites

- One course in object-oriented programming

Course Description

A presentation of the fundamental concepts and theories used in organizing and structuring data. Coverage includes the data modeling process, basic relational model, normalization theory, relational algebra, and mapping a data model into a database schema. Structured Query Language is used to illustrate the translation of a data model to physical data organization. Modeling and programming assignments will be 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:

- Read and interpret an Entity-Relationship (E-R) model diagram and map the E-R model into a relational model.

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- Apply the techniques of normalization to a relational model.
- Implement a relational model and manipulate the data and structure using SQL.
- Apply relational algebra operations to manipulate data stored in relational form.

Course Role in IT Curriculum

This is an introductory database course required for all Computing and Information Technologies students and Web and Mobile Computing students.


Programs in Which This Course is Required for Graduation

Program	Specific Outcomes
BS/Information Technology BS/Medical Informatics BS/Networking and System Administration BS/Information Security and Forensics BS/Bioinformatics BS/Biotechnology – Bioinformatics option BS/Digital Humanities	<ul style="list-style-type: none"> • Analyze and architect effective, user-centric solutions within information intensive environments

Important Dates and Deadlines (www.rit.edu/calendar)

- ◆ Last day of add/drop is *January 24, 2023*.
- ◆ Last day to withdraw with a grade of “W” is *April 7, 2023*.

NOTE: iSchool department policy states that a student has one semester to challenge any grade. After that, grades cannot be challenged.

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Important: As a student in this course, we expect you to attend all lectures. Please make any travel plans accordingly.

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

Texts and Materials

A Zybooks Textbook is required:

1. Sign in or create an account at learn.zybooks.com
2. Enter zyBook code

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3. Subscribe

A subscription is **\$65**. Students may begin subscribing on Jan 03, 2023 and the cutoff to subscribe is Apr 28, 2023. Subscriptions will last until May 27, 2023.

There will be multiple exercises and homeworks from the book. You will also need the book and account in order to take the Midterm and Final Exams.

Class Responsibilities


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

<https://www.rit.edu/academicaffairs/policiesmanual/d180>

You are responsible for your knowledge of this information.

All homework in Assignment Box, not in EMAIL

All Student graded work including Homeworks and Practice Exercises **MUST** be submitted in appropriate Assignment Box, **NOT** in EMAIL. You will not receive a grade for any homework emailed to your professor or grader (TA). Assignment boxes are set up for a reason, please always use them. Do NOT submit to the wrong Assignment box.

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Practice Exercises And ZyBook Participation Activities (15% of your Grade)

There will be small individual practice exercise in addition to the 8 homework assignments. These practice exercises will be posted in MyCourses. There will be a drop/assignment box provided for you to submit your work. The due dates for these practice exercises will be on the assignment dropbox in MyCourses.

Always include your name (last name, first name) at the top of every practice exercise, homework, exam. Please be very careful when submitting work to the drop/assignment box to ensure you are placing your work in the correct box.

Not handing in a Practice Exercise or Participation Activities for any reason will result in a grade of zero for that exercise. ***There are no make-ups for missed Practice Exercises; practice exercises cannot be submitted late.***


In the ZyBook, Participation activities will also be graded and calculated in this PE category of your grade.

Homework

Generally, homework assignments will be assigned weekly. This work is to be done outside of class hours. Homework assignments are due at the specified due date/time which will be indicated at the top of each homework assignment.

Late Homework Policy

- Homework assignments will be assigned as an integral part of this course. This work is to be done outside of the usual class hours. Homework assignments will be assigned approximately weekly.
- I encourage you to turn in all assignments timely. If you are one to four calendar days late a penalty of 25% will be assessed for late submission of homework. Also, you will NOT be able to re-do an assignment once it is turned in for grading. After four calendar days beyond the assigned due date/time the project is not permitted to be turned in for a grade.

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- **No homework assignments will be accepted after the last day of class.**

Examinations

Exams are designed to test (1) your mastery of terms and concepts, and (2) the successful application of concepts. There will be two (2) exams during the semester. The use of notes, textbooks, and calculators will not be allowed during these exams (unless special accommodations on record at RIT permit them).

The Midterm and Final Exam (TBD) will be a written examination covering material discussed during lecture recordings, from the reading, and from your lecture notes. The Midterm and Final Exams will consist of multiple choice, true/false and a practical exam.


The Midterm Exam and Practical will measure fundamental skills. If a student does not do well on this exam, they may still continue in the course, but should contact the instructor immediately to discuss the situation. **The Final Exam and Practical** measures more advanced topics that are key to the student's understanding of databases and success in future database courses.

Anticipated test dates are shown on the schedule later in this syllabus. Requests to take a test 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. In this case, 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 *already* been made with the instructor.

The final exam will be given during the officially scheduled time in finals week. Requests to take the final at a different time will not be honored except in the exceptional circumstances previously listed. Exam schedules for all courses are available now through the student information system. Arrangements for an alternate final exam time must be made **prior to exam week**.

Extra Credit Work

There is no extra credit work.

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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.

Classroom Policies

As your instructor, I want our class to be a comfortable environment for learning.

Academic Dishonesty

Academic dishonesty is most simply described as: ***misrepresenting another individual's work as your own. Any cheating on an exam or PE or Homework will result in an "F" grade for the entire course.*** 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.


All work submitted (practice exercises, homework, exams, etc.) under your name is assumed to be your own individual effort and will be graded as such under RIT's Academic Honesty Policy <http://www.rit.edu/academicaffairs/policiesmanual/d080>

Submission of coursework under your name to your instructor indicates that you understand and agree to abide by the honesty policy.

Consequences of Academic Dishonesty

Any act of Academic Dishonesty will incur the following possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an "F" for the offense, or to assign an "F" for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on the "F" for the offense, or the "F" for the entire course.

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

A course area within myCourses is available for your use throughout this course. This “conference” will be used to provide you with materials, allow you to submit work, 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* drop boxes. 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.***


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

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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.***

Grading

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

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Component	Weight
Practice Exercises	15 %
Homework Projects	25 %
Midterm Exam	30 %
Final Exam	30 %


Letter grades correspond to the following percentages and Grade Points:

Range	Grade
>= 93.0%	A
>= 90.0% & < 93.0%	A-
>= 87.0% & < 90.0%	B+
>= 83.0% & < 87.0%	B
>= 80.0% & < 83.0%	B-
>= 77.0% & < 80.0%	C+
>= 73.0% & < 77.0%	C
>= 70.0% & < 73.0%	C-
>= 60.0% & < 70.0%	D
< 60.0%	F

Important: IST department 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 me to these circumstances *as soon as possible* – telling me in Week 13

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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.

Saving/Back-up Copies

You *must* bring a storage device to every class. Alternatively, you may use the “My Locker” storage area supported by myCourses. I *strongly* recommend the purchase of multiple storage devices and that you perform a full backup of your work to 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 the lab or classroom.

It would be better to have three copies. If you have all of your work on a single flash drive and you lose it, you lose all your work from the semester.

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!

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 elements and components
 - 3.3 Basic relationships
 - 3.4 Reading and interpreting an Entity-Relationship diagram
- 4 *Relational Mapping and Normalization*

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- 4.1 Rules for representing E-R relationships with the relational model
- 4.2 Constructing a relational model from an E-R diagram
- 4.3 Evaluating the results of applying normalization theory
- 5 *Relational Algebra and SQL*
- 5.1 SQL DDL statements
- 5.2 Introduction to database management systems
- 5.3 Using SQL DDL statements to create a physical model
- 5.4 SQL DML statements
- 5.5 Using SQL DML statements to query a physical model
- 5.6 Relational algebra operations using SQL
- 5.7 Advanced Topics (if time allows)
- 5.8 Backups and Recovery
- 5.9 Transaction concepts
- 5.10 Complex queries
- 5.11 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. Changes will be announced.

Reading assignments are shown for the Zybook.

Week	Topic	Assignments
1	Introduction/Installing MySQL Development	PE01 HW 1
2	Simple Tables Relations and Keys	PE02 HW 2
3	Data Definition Language Data Manipulation Language Scripts versus Command-line	PowerPoint slides for week 3

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4	Constraints Normalization Many-to-Many, WHERE clause	PE03 and HW 3 PowerPoints <ul style="list-style-type: none"> • Constraints • Normalization
5	More normal form examples	PE HW 4
6	Relationships Cardinality Foreign Keys (FK)	PE5 PowerPoint on relationships
7	Midterm Multiple Choice	Midterm practical
8	Regex Like	PE6 HW5
9	Relational Algebra, Subqueries Transposing ER	PE7 HW 6
10	Additional Entity Types Derived attributes Referential Integrity – review Strong entities VS. Weak entities	PE 8
10	Subtypes and Supertypes	HW 7 PE9
11	Functions	HW 8 IF time PE10
12 & 13	Transactions ACID Demo provided in STORED PROCEDURE REVIEW for Final Exam	

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<p style="text-align: center;">TBD</p>	<p>Final Exam schedule by the college</p>
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APPENDIX: 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

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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

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- 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.

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- 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:

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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


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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.

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- 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.

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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 SubCommittee 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

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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:

Staff Assistant
asenate@rit.edu

Office of the Provost
academicaffairs@rit.edu

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Policy History:

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