

## REPORTING AN INCIDENT OF STUDENT ACADEMIC DISHONESTY

Instructors should report incidents of alleged academic dishonesty when they are reasonably confident that a student has knowingly engaged in academic dishonesty.

### Instructions for Reporting a Student for Academic Dishonesty

1. The instructor discusses the incident with the student and assigns the grade penalty. Academic penalties may vary, but should align with the instructor's statement on academic dishonesty in the course syllabus. A typical penalty may lower the grade on the assignment, award a grade of zero for the assignment, or assign a final course grade of F.
2. The instructor notifies the department chair that the grade penalty was assessed for the student.
3. The instructor submits the [Instructors' Academic Dishonesty Reporting Form](#). Do this within a day or so after discussing the incident with the student and notifying the department chair of the situation. Do not wait until the end of the semester to complete this step. (Note: Once submitted, the Instructor's Academic Dishonesty Reporting Form is automatically routed to the Student Conduct Specialist in the Division of Student Affairs. The Student Conduct Specialist maintains and monitors the confidential academic dishonesty database for the university).

Note: If the academic penalty is a final course grade of F, the instructor should work with his or her department chair and associate dean to notify the Registrar that a grade of F should be transcribed immediately. This is particularly important if the penalty is assigned before the "Last Day to Withdraw with a Grade of W."

### Frequently Asked Questions

#### **1. It looks like two things are happening at the same time with academic dishonesty cases, because both the instructor and Student Conduct Specialist are taking action. Is this correct?**

Yes, because the Division of Academic Affairs and the Division of Student Affairs are both involved. Their processes differ, although each can inform the other.

The instructor should be fairly confident that a student has engaged in academic dishonesty before (1) discussing the incident with the student and assessing the grade penalty, and (2) submitting the Instructors' Academic Dishonesty Reporting Form. When those steps have occurred, two concurrent processes kick in. Academic Affairs handles some processes, while Student Affairs handles others.

#### **2. Which processes are under the authority of Academic Affairs?**

The grade penalty, which is an academic penalty, and the grade appeal are under the purview of the Division of Academic Affairs.

**Academic Penalty:** The instructor assesses the academic penalty. Typical penalties may be a grade reduction for the assignment, a grade of zero for the assignment, or a failing grade for the course.

**Grade Appeal:** The student may choose to initiate a grade appeal, which would be classified as an Academic Dishonesty Grade Appeal. This type of appeal can begin as soon as the grade penalty is assessed. (See Faculty Handbook 208: Academic Appeals).

### **3. Which processes are under the authority of Student Affairs?**

Conduct sanctions are under the purview of the Division of Student Affairs. The Office of Student Conduct manages conduct sanctions and makes final decisions regarding these sanctions. Conduct sanctions differ from the academic penalty that is assessed by the instructor and the outcomes of an Academic Dishonesty Grade Appeal.

The Student Conduct Specialist, housed within the Office of the Vice President for Student Affairs, administers conduct proceedings. These proceedings follow the standards of due process and may result in conduct sanctions when either a pattern or egregious case of academic dishonesty is confirmed. See the Student Handbook for more details about due process and conduct sanctions.

### **4. What steps does the instructor take when addressing a case of academic dishonesty?**

The instructor should discuss the incident with the student, explain that an academic dishonesty report will be filed, and notify his or her department chair of the incident in a timely manner. The instructor submits the report using the Instructors' Academic Dishonesty Reporting Form.

### **5. What steps can the student take if he or she disagrees with the grade penalty?**

The student has the right to appeal the grade through the Academic Dishonesty Grade Appeal process, which can begin as soon as the grade penalty is assessed. After the instructor confirms with the student that the academic penalty has been assigned, the student initiates the appeal directly with the department chair. Student instructions for the appeal process are found in the Student Handbook. Faculty instructions are outlined in the Faculty Handbook 208: Academic Appeals.

### **6. What does the Student Conduct Specialist do with an instructor's report of academic dishonesty?**

The Student Conduct Specialist monitors the academic dishonesty database for patterns or egregious incidents of academic dishonesty. This is the instructor is strongly encouraged to submit a report whenever he or she is reasonably confident that a student has engaged in academic dishonesty.

When reporting the incident, the instructor can request one of the three actions:

- A student record of academic dishonesty is created in the database, but no action is taken at this time.
- The Student Conduct Specialist meets with the student, but does not initiate the conduct process.
- The Student Conduct Specialist meets with the student and initiates the conduct process, which may result in conduct sanctions (i.e., disciplinary sanctions).

### **7. Why does the reporting form require an instructor to include his or her office phone number?**

The Student Conduct Specialist verifies that the Instructors' Academic Dishonesty Reporting Form was submitted by the instructor whose name is on the form. Verification is necessary before a record of alleged academic dishonesty can be created in the confidential academic dishonesty database.

**8. Will the academic dean's office know that an instructor reported a student for academic dishonesty?**

Yes. The instructor's Assistant/Associate Dean receives an automated email when a record is created in the confidential academic dishonesty database.

**9. Will the student be notified that an instructor reported him or her for academic dishonesty?**

Yes. The Student Conduct Specialist or designee will send a letter to the student informing him or her that the incident has been placed on their conduct record. Due process requires that the student have an opportunity to meet with a Student Conduct Specialist to discuss the charge of academic dishonesty.

**10. Are there times when the Student Conduct Specialist may initiate conduct sanctions against a student, even though the instructor did not ask for that step to be taken?**

Yes. This can happen when the Student Conduct Specialist sees cases of repeat or egregious violations of academic dishonesty. The confidential academic dishonesty database captures reports across all colleges, the Ingram Library, and the School of Nursing. Whereas an instructor may know only of the incident that occurred in his or her class, the Student Conduct Specialist can see patterns of repeated incidents for that student across multiple academic units.

**11. If the Student Conduct Specialist initiates conduct proceedings against a student for patterns of academic dishonesty, or for an egregious violation of the academic integrity section of the Conduct Code, will an instructor be asked to participate in the proceedings?**

The Office of Student Conduct in the Division of Student Affairs administers conduct proceedings. Findings from these proceedings may result in conduct sanctions (i.e., disciplinary sanctions). The Student Conduct Specialist relies heavily on input from involved faculty when making decisions about sanctions. Disciplinary sanctions are imposed only after the student has been found "responsible" through due process or they admit responsibility. In the face of compelling evidence, most students admit if they have engaged in academic dishonesty.

Note: Conduct proceedings that result in a "responsible" finding are applicable only to disciplinary sanctions. The findings of the conduct proceedings have no bearing on the academic penalty assigned by the instructor. The student who disagrees with the academic penalty (e.g., grade of zero on the assignment, final course grade of F) and wishes to pursue an appeal must do so through the grade appeal process in the Division of Academic Affairs.

**12. What are examples of possible conduct sanctions that may be imposed on a student?**

The most serious conduct sanctions include disciplinary suspension or expulsion. Other, less serious sanctions may include, but are not limited to, attending a University Writing Center workshop that addresses academic dishonesty, coaching at the Center for Academic Success, and/or some other form of developmental, educational assignment.

For more information related to student conduct, please refer to the [Student Conduct](#) website.