

Academic Misconduct Reporting Procedures

Academic Misconduct Policies and Procedures

- Includes but is not limited to all acts of cheating and plagiarism



Plagiarism

- Includes, but is not limited to, the use, by paraphrasing or direct quotation of the published or unpublished work of another person without full or clear acknowledgement. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Cheating

- *Unauthorized assistance in taking quizzes, tests, or exams
- *Dependence upon the aid of sources beyond those authorized by the instructor
- *Acquisition without permission of tests or other academic material before such material is revealed or distributed by the instructor
- *Misrepresentation of papers, reports, assignments, or other materials as the product of a student's sole independent effort

Cheating Con't

- *Failing to abide by the instructions of the proctor concerning test taking procedures
- *Influencing or attempting to influence any University official, faculty member, graduate student, or employee possessing academic grading and/or evaluation authority or responsibility for maintenance of academic records
- *Forgery, alteration, unauthorized possession or misuse of University documents pertaining to academic records

Procedures for Reporting Academic Misconduct

- Request for hearing by faculty member
- or
- Summary Discipline



Request for Hearing By Faculty Member

- Good cause
- Referral to Academic Integrity Committee



Academic Integrity Committee

- Has disciplinary authority to hear charges of academic misconduct.
- University-wide standing committee composed of five (5) faculty members and four (4) students
- Appointed by the Vice President for Student Affairs



Request for Hearing By Faculty Member

- Good cause
- Referral to Academic Integrity Committee
- Instructor of record has **NO** control over final decision
- Committee can impose punitive disciplinary action and/or academic sanctions



Possible Consequences for Request of a Hearing by Faculty

- Grade of “F” in the course, assignment, or examination
- Suspension or expulsion



Summary Discipline

- Good cause
- Instructor of record has **TOTAL** control over initial decision
- Grade of “F” in the course, assignment, or examination
- If a student appeals, the Academic Integrity Committee can uphold or reverse Summary Discipline



Check List for Department Chair (Summary Discipline)

- Review allegation(s) of academic misconduct with instructor of record (optional)
- Notify student in writing of the instructor's decision (due process)



Chair's Notification Letter

Dear Student:

This letter is to advise you that you will receive a grade of “ ” in Name of Class & Section, on the grounds that you submitted a paper, Name of Paper, containing plagiarized material.

Accordingly, Professor's Name is entering this grade of “ ” as an exercise of Summary Discipline as stated in the 2005-2006 Code of Student Rights and Responsibilities, located in the Student Handbook Planner on page 147.

You may appeal Professor Name exercise of Summary Discipline to the Academic Integrity Committee by submitting a written statement stating your intention to appeal to the Office of Student Judicial and Ethical Programs, Room 105 University Center, within five (5) days of receipt of this letter. Failure to submit your appeal within the five-day period will foreclose your right of appeal.

Please contact the Office of Student Judicial and Ethical Programs at 678-2298 if you have any questions regarding the appeal process.

Check List for Department Chair Con't (Summary Discipline)

- Review allegation(s) of academic misconduct with instructor of record (optional)
- Notify student in writing (due process)
- Forward a copy of all notification letters to Office of Student Judicial and Ethical Programs
- When in doubt, call 2298



Check List for Faculty (Summary Discipline)

- Notify chair of allegation(s) concerning academic misconduct
- Notify student (optional)
- Retain a copy of all documents pertaining to academic misconduct
- Provide testimony during a hearing in the event student chooses to appeal Summary Discipline



Things to Remember

- Provide due process opportunity for accused student
- A copy of all Summary Discipline letters should be forwarded to the Office of Student Judicial and Ethical Programs
- Students could be cheating in multiple courses



Things to Remember

- Students who receive a grade of “F” more than once as a result of Summary Discipline can be referred to the Academic Integrity Committee for punitive disciplinary action
- Chair is responsible for oversight of academic misconduct in the department



Things to Remember

- Academic misconduct cases should not be adjudicated through the University's Grade Appeals Committee or any academic department
- Retain a copy of all documents pertaining to academic misconduct
- Students have the right to appeal to University Appeals Committee and the President



Comments and Questions

