

FACULTY GUIDELINES FOR RESPONDING TO ACADEMIC MISCONDUCT

Academic Integrity Campaign– University of Cincinnati, 2007

These guidelines are intended to help faculty members respond to cheating and plagiarism. They are based on the 2007 Student Code of Conduct that assures due process for students accused of misconduct while enabling course instructors to impose appropriate sanctions for academic misconduct. See https://uc.edu/conduct/Code_of_Conduct.html

What do I do if I suspect a violation has occurred?

1. NOTICE OF ALLEGED MISCONDUCT

Notify the student in person, by e-mail or by letter without undue delay -- no more than ten days after your discovery. The accompanying form notice to the student (Form A: "Instructor Allegation of Academic Misconduct") includes a table that provides a procedural timeline. By filling in the blanks on the form, or in an original notice that you compose, tell the student: (a) what you believe happened; (b) that s/he has the opportunity to respond within five days before any action is taken; (c) that s/he may remain in the course without prejudice pending a determination. (d) if known, the likely sanction you will impose.

If you need guidance on the procedure, consult your academic program director, College Conduct Administrator (CCA) identified at https://uc.edu/conduct/Incident_Reporting.html and/or the Office of University Judicial Affairs, You may obtain from the CCA information about any reported prior misconduct by a student who is under suspicion.

2. ACADEMIC MISCONDUCT REPORT: SANCTION AND HEARING NOTICE

If the student denies the allegation or fails to respond to the initial notice, decide upon an appropriate sanction and notify the student within 3 days using the form in Appendix B ("Academic Misconduct Report: Sanction and Hearing Notice") or with an original notice. If you do not issue a sanction notice within 3 days of the reply deadline the initial allegation is dismissed. If undecided about whether to fail a student for the course or to impose a grade sanction only for the exercise consider the following:

- a. With or without making a formal report, faculty members may require a revised paper or re-test and can assign a failing or reduced grade in the exercise. In order to help identify repeat offenders, instructors are encouraged to submit a report to the CCA. A student who admits the misconduct must accept the sanction of failure on the exercise.
- b. A sanction of failure for the course must be reported to the CCA, and the instructor may also recommend disciplinary reprimand, probation, or suspension for ultimate approval by the Dean or for dismissal by the Provost. An accused student has the right to challenge the finding of misconduct or to admit responsibility and challenge only the grade sanction. If the student accepts the sanction you impose, and your dean concurs, the matter is resolved.

What happens if the matter goes to the College Hearing Panel?

Accused students have the right without undue delay to challenge any charge of academic misconduct or a sanction of failure for the course before a three member College Hearing Panel. Convened and chaired by the CCA the Panel includes a faculty member and student. The accused student and the instructor may submit documents and appear at a hearing, with or without advisers. The Panel can recommend that the Dean dismiss the allegation or approve, reduce, or increase the sanction imposed by the instructor. Within 5 days The Dean may render a decision, return the matter to the Panel for reconsideration, or forward a recommendation of dismissal to the Provost. Any further appeal by the student must be based on new information that was not available at the time of the hearing, or on a substantial procedural error affecting the outcome of the decision, or on a claim that a sanction of suspension or dismissal imposed is not commensurate with the violation.

Guidelines and Reporting forms at http://www.uc.edu/provost/faculty/faculty_affairs.html

Form A: **INSTRUCTOR ALLEGATION OF ACADEMIC MISCONDUCT**

Date _____

To: Student _____

From: Professor _____

This communication serves as notice that I have reason to believe you violated the academic misconduct provisions of the U.C. Student Code of Conduct as detailed on the accompanying Instructor Allegation form. Ensuring academic integrity is vital to our mission as a college and a university.

I need to know within five days whether you accept responsibility for the alleged misconduct, dispute the possible sanction, and/or request a review meeting to discuss this allegation. As noted in the procedure timeline in the Table below, I will decide on an appropriate sanction within three days of the response deadline, whether or not you respond.

If you need guidance in responding to this notice, the Student Code of Conduct is online at https://uc.edu/conduct/Code_of_Conduct.html and personal counsel is available from the academic program director, the Office of University Judicial Affairs, the chair of the Academic Issues Committee of student government, and/or the College Conduct Administrator (CCA) identified at https://uc.edu/conduct/Incident_Reporting.html.

You may remain in the course without prejudice pending a final determination.

ACADEMIC MISCONDUCT PROCEDURES TIMELINE

Procedural Stage	Final Resolution
Allegation	
1. Within 10 days of finding misconduct, instructor informs student of allegation, possible action and opportunity to respond	Student admits responsibility and accepts proposed action.
2. Within 5 days student responds and instructor conducts review meeting if needed	No student response. Instructor imposes sanction and notifies student.
Sanction Notice	
1. Within 3 days of student response or meeting, instructor gives written notice of sanction(s) and College Hearing options	No action by instructor within five days ; Allegation dismissed.
2. Within 3 days, student responds choosing College Hearing option.	Student admits responsibility or fails to respond: sanction final with report to CCA
College Hearing Panel	
1. CCA schedules College Hearing Panel without delay.	
2. Within 3 days of hearing, CHP Chair sends Dean recommendation to concur, modify, or reject	
3. Within 5 days Decision by College Dean or designee	Final action if not appealed by student in 5 days. Appropriate Provost must approve disciplinary dismissal

Approved 9/07

ALLEGATION OF ACADEMIC MISCONDUCT

(Form A, p. 2)

Student _____ Instructor: _____

Course: _____ Term _____ Date: _____

Alleged Violation:

___ Aiding/Abetting ___ Cheating ___ Fabrication ___ Plagiarism ___ Other

Description of the Violation: _____

Instructor's Proposed Action:

- 1. ___ To be determined following the student's response, or
2. Check all that apply
a. ___ Re-test or resubmission of a rejected assignment for full or part credit
b. ___ Failure or reduced grade on assignment, exam, or project.
c. ___ Failure for the course
d. ___ Recommendation for Disciplinary Reprimand
e. ___ Recommendation for probation, suspension, or dismissal (Circle One)
f. Other _____

Instructor's Signature (or email address) _____

Student Code of Conduct Procedures: (https://uc.edu/conduct/Code_of_Conduct.html)

The student has five days to respond and may continue in class without prejudice until a final resolution.

Within three days of the response deadline, the instructor will notify the student of the action taken and the options for review by a College Hearing Panel (CHP).

Failure on the assignment may be reported to the College Conduct Administrator (CCA) at the discretion of the instructor and may not be disputed if the student admits responsibility.

Failure for the course must be reported to the CCA, and the student has the right to challenge that sanction at a College Hearing panel that makes a recommendation to the Dean.

Student Response: I (initial one)

- ___ accept responsibility for misconduct and the proposed sanction
___ will respond to the instructor in order to challenge the finding of misconduct and/or to discuss the appropriate sanction

By signing below, I affirm that I understand my rights and have made my decision knowingly and voluntarily.

Student's Signature _____ Student ID _____ Date _____

Print E-Mail Address _____ Phone _____

Return this form to the instructor within 5 days by (date) _____

If the student accepts responsibility, the instructor may provide a copy to the CCA.

Approved 9/07



FREQUENTLY **A**SKED **Q**UESTIONS

On my honor, I pledge that this work of mine does not violate the U.C. Student Code of Conduct rules on cheating or plagiarism.

ACADEMIC MISCONDUCT AND U.C. HONOR PLEDGE **September, 2007**

In spring quarter 2007 Student Senate unanimously adopted a resolution of support for the above U.C. Honor Pledge, and Faculty Senate by voice vote with some opposed endorsed its use at the discretion of the instructor. The revised Student Code of Conduct (www.uc.edu/conduct) encourages use of the pledge and simplifies faculty reporting of academic misconduct. (http://www.uc.edu/provost/faculty/faculty_affairs.html)

In order to encourage a) improved reporting of misconduct and b) use of the Pledge, this revised Academic Integrity Campaign FAQ responds to several key objections voiced by critics.

1. Does U.C. have a problem with cheating and plagiarism?

SCOC Academic Misconduct FAQ

- 2. Is anyone hurt when students cheat and plagiarize?**
- 3. Should students who know cheaters take any action?**
- 4. Why should faculty do more as academic integrity role models?**
- 5. What are the revised SCOC academic misconduct procedures and sanctions?**

Honor Pledge FAQ

- 6. Does any research show that an Honor Code or Pledge is a meaningful deterrent to cheating?**
- 7. Why have an honor pledge that most U.C. faculty will not use or enforce, resulting in even greater cynicism about additional paper work that makes no difference?**
- 8. What are the consequences for a student who objects to the pledge and does not sign but has not cheated?**
- 9. Where can I find more information and/or challenge these answers?**

Answers to FAQ http://homepages.uc.edu/~hallwe/aic_faqs.doc

Guidelines and Reporting forms at http://www.uc.edu/provost/faculty/faculty_affairs.html