Life of an incident of academic dishonesty: Instructor's perspective

You see evidence of academic dishonesty:
Gather documentation (e.g., papers, witness statements) and request a meeting with the student.

You decide on a sanction:
Your choices are:
(a) oral reprimand
(b) written reprimand
(c) repeat work/alternate assignment
(d) lower or failing grade on assignment
(e) lower or failing grade in course
You may want to consult with your department chair or colleagues. If you consult with colleagues, do not share the student's name.

You meet informally with student:
You "personally and privately advise the student that there is reason to believe the student has committed an act that constitutes academic misconduct."
The student has an opportunity to respond.
The instructor weighs the student's response, and decides if an infraction occurred.

You decide NOT to report infraction to Provost's Office

If no infraction occurred, or there is insufficient evidence of an infraction, the matter is closed. No further action.

You decide to report infraction to Provost's Office

The Provost's Office logs the offense and its resolution.

Multiple offenses for student

1st offense for student

Student is referred to Dean of Student's Office for additional disciplinary action.

Offense remains on student record for 5 years. No further action.

Sanction is determined in negotiation between faculty, Dean of Students and Student. No further action, if negotiation is successful.

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If negotiation is unsuccessful, the University Student Conduct Board hears the case and decides the sanction. No further action, unless student appeals.

The student may appeal the ruling of the Student Conduct Board to the Provost. Provost has final word.

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You decide NOT to report infraction to Provost's Office

If you decide not to report the infraction to the Provost's Office, you apply the sanction and the matter is closed. We strongly encourage reporting infractions to the Provost's Office. Otherwise, should there be a recurrence, there will be no formal record of the past offense. No further action.

You decide an infraction DID occur

You meet informally with student:
You personally and privately advise the student that there is reason to believe the student has committed an act that constitutes academic misconduct.
The student has an opportunity to respond.
The instructor weighs the student's response, and decides if an infraction occurred.

You decide on a sanction:
Your choices are:
(a) oral reprimand
(b) written reprimand
(c) repeat work/alternate assignment
(d) lower or failing grade on assignment
(e) lower or failing grade in course

You request the student to be charged with a violation of the Student Conduct Code, allowing for a stronger sanction.

If negotiation is unsuccessful, the University Student Conduct Board hears the case and decides the sanction. No further action, unless student appeals.