

CCU ACADEMIC INTEGRITY PROCESS FACULTY "CHEAT" SHEET

Academic Integrity Officer:

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What happens when I think I have caught a student cheating, plagiarizing, or violating the academic code in any other way?

1. Log into WebAdvisor and select the Faculty menu. On the left side of the screen, select Academic Integrity Form, which is under the Communication section. Please fill in the form to the best of your ability. I will contact you if I require any additional information but we have done our best to make the form brief and each section self-explanatory.



2. Once you have filed the report, it will come to my email and I will submit it into the system. You have two options for arranging your "faculty-student hearing" with the alleged student. 1 – You contact the student and arrange a date/time/location for them to meet with you to discuss the incident (and let them know it will be a meeting to discuss an allegation of academic integrity), or 2 – via the WebAdvisor form, you may request I contact the student to inform them of the allegation and the intended date/time/location you want them to come meet with you.

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3. The "faculty-student" hearing is simply a meeting between you (as the instructor) and the alleged student, so that you can inform the student of your claim, show/tell the student your evidence supporting your claim, and allow the student a chance to respond. At this meeting, you will decide if you believe the student is in violation or not in violation and report your findings back to me. If in violation, you choose a sanction, ranging from a written warning from the AI office, to an academic integrity workshop, to a 0 on the assignment, simply requiring they redo the assignment, or awarding an F or an FX in the course
***I HIGHLY RECOMMEND YOUR SYLLABUS OUTLINE THE SANCTIONS YOU GIVE FOR VIOLATIONS OF THE CODE. Example: *"Cheating, plagiarism, or any other act of academic dishonesty will result in the student receiving a 0.0 (FX) for the course."* Or *"First incident of plagiarism will result in a 0 on the assignment. Any subsequent violations will result in an FX for the course."*
4. If the student has multiple offenses, my office will know based on our records & we will handle any further sanctions from there.
5. Do I have to file a report if I just give them a warning or allow them to resubmit a clean assignment?

Yes, all incidents must be reported to my office. I keep a database of violations and students who have multiple violations are subject to additional sanctions. You may choose to simply issue a written warning or require that a student resubmit a clean assignment, but you must report it to the AIO. Failure to do so means that you have not followed university policy and we therefore cannot assist or protect you if something were to go wrong arising from the situation.

Can students appeal my determination of academic misconduct?

- Yes, students may appeal your finding that they committed a violation and the sanction that you imposed. I will gather a committee of your department chair, another faculty member from your college, and a student to serve as a jury. In such an instance, both the instructor and student will present to the committee their evidence and answer any questions posed. Approximately 90% of cases are not appealed.

What happens if a case is pending at the end of the semester or session?

- If a case is pending at the end of the semester or session, the instructor must assign an Incomplete (I) grade and then submit a grade once the process is completed.

Thank you for all of your efforts & cooperation as we continue to work to develop a process that is efficient and effective for our institution as a whole. Please do not hesitate to contact me with any questions or suggestions.

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