



Colleagues,

Last term several faculty contacted me about the proper procedure to follow when it is necessary to inform students of alleged violations of academic misconduct—cheating and/or plagiarism. I attached two files to this e-mail that I think you will find helpful in these cases. One is entitled **RESPONDING TO ACADEMIC MISCONDUCT: GUIDELINES FOR THE FACULTY**. The second file **DEALING WITH ACADEMIC MISCONDUCT** contains three templates for faculty to use when communicating with students involved in an academic misconduct allegation.

This term two faculty mentioned to me that there have been a number of “disruptions” in their classroom—talking. Apparently some students want to continue their conversations after the faculty member has started the activities of the class. This is a non-academic violation of the Student Code of Conduct. The third file attached to this e-mail is entitled **DEVELOPING CHARACTER AND ESTABLISHING INTEGRITY, CLASSROOM DISRUPTION** and suggests how to handle students who are disruptive in your class.

These documents were sent to me by Daniel Cummins, Director University Judicial Affairs. The full text of the UC Student Code of Conduct can be found at this site:
http://www.uc.edu/conduct/Code_of_Conduct.html.

Again, I think you will find these documents helpful.

Pat

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Attachments on following pages –



RESPONDING TO ACADEMIC MISCONDUCT: GUIDELINES FOR THE FACULTY **Provost's Committee on Academic Integrity – University of Cincinnati, 2003**

These guidelines are intended to help faculty members feel at ease in handling instances of aiding and abetting academic misconduct, cheating, fabrication, and plagiarism.. They are based on the Student Code of Conduct which protects students' rights while making it possible to respond effectively to academic misconduct. For further information, see the Student Code of Conduct at www.uc.edu/studentlife/conduct

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

1. Notify the student in person, or by e-mail or letter without undue delay. Tell the student: (a) what you believe happened; (b) that s/he has the opportunity to respond by a certain date before any action is taken; (c) that s/he may remain in the course without prejudice pending a determination. (See Appendix A)
2. Notify your asst. dean (College Conduct Administrator - CCA) of the allegation you have made without undue delay. The assistant dean (CCA) will provide you with support and information about the process.
3. If the student admits that misconduct occurred, decide upon an appropriate sanction. Faculty members have the authority to alter a grade or assign a failing grade in the assignment, the examination, or the course or recommend a more severe sanction. For a more severe sanction of suspension from the program or college, you must first consult with the asst. dean (CCA) of the students' college for approval.
4. Notify the asst. dean of the sanction you intend to impose. (Note: If the dean believes that the sanction you have the authority to impose is not sufficient to meet the gravity of the situation, s/he has the authority to impose academic university disciplinary probation, university disciplinary suspension from the program or college. Recommendations of suspension or dismissal from the university must go to the provost for approval.)
5. Inform the student by e-mail or letter of the sanction you intend to impose. This notice must be received within 10 days of making the initial allegation. If not, the matter is discharged. (Appendix B)
6. If the student accepts the sanction you impose, and your asst. dean (CCA) has concurred, the matter is resolved. Such first-level resolution is possible in 90% of all cases.
7. If the student denies that misconduct occurred or does not accept the sanction, inform the student that the matter will be turned over to the asst. dean (CCA) for a College Hearing Committee for second-level resolution. (Appendix C)

What happens if the matter goes to the College Hearing Committee (2nd level resolution)?

You now assume an informational role. The asst. dean (CCA) chairs and convenes the committee (two faculty members and two members of the student college tribunal). The committee investigates the allegations and makes a recommendation to the dean for either a sanction or dismissal of the allegation.

The dean may take one of the following actions: (a) concur with the committee's finding of responsibility and recommended sanction; (b) concur with the finding but modify the sanction; (c) send the finding back to the committee for further review and recommendation. (Note: If the CHC recommends university suspension or university dismissal the recommendation should be forwarded to the students' 'home' college. If the dean concurs with the committee's recommendation, the matter is forwarded to the provost who may concur, modify the sanction, or send the matter back to the committee for further review and recommendation.) The dean notifies you, the

student, and the Office of University Judicial Affairs of the action taken. Unless the student appeals within 10 days or unless the dean recommends suspension or dismissal to the provost, this action becomes the resolution.

What if the student appeals?

It is very rare that an appeal is heard because an appeal 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 the sanction of suspension or dismissal is not commensurate with the violation. In the unlikely event that an appeal is heard, your role remains informational.

**Office of the Senior Vice President and Provost for Baccalaureate and Graduate Education, 2003
Revised June 2005.**



APPENDIX – DEALING WITH ACADEMIC MISCONDUCT

These templates are intended for the use of faculty in performing the required communications to students involved in an academic misconduct allegation. They are to be modified as necessary to fit the circumstances of a particular case.

A. Faculty Member’s Initial Notification to the Student

This letter/email serves as notice to you that I have reason to believe you have been involved in an incident of academic misconduct. This is an incident of (aiding or abetting academic misconduct/cheating/fabrication/plagiarism) that occurred . . . (describe the incident as concisely and clearly as possible so the student knows exactly what you are charging happened, when, and how you know about it).

As a college and a university, ensuring academic integrity is vital to our mission and we take this matter very seriously. You have (x days or until x date) to respond to me about this before I will take any action. In the meanwhile, you may remain in the course without prejudice. Please see the Student Code of Conduct for further information at www.uc.edu/studentlife/conduct

Wpc: Asst. Dean/College Conduct Administrator
Director, University Judicial Affairs

E-mail to Asst. Dean/CCA if You Choose to Notify the Student in Person:

I have charged _____ a student in my _____ class with academic misconduct and I have given him/her notice as is required under the Student Code of Conduct. The specific allegation I have made is that . . .

I have given the student (x days or until x date) to respond to me and informed him/her of the right to remain in the course pending resolution. I will make an appointment to discuss this with you right away.

B. Notification to the Student of Sanction You Intend to Impose

This letter is a follow-up to my previous notification to you regarding an allegation of (aiding or abetting academic misconduct/cheating/fabrication/plagiarism). As you know, I take this matter very seriously as does our college and the university, and I have decided that the appropriate sanction in this case is to (alter your grade in the course/assign a failing grade on the assignment or examination/assign a failing grade in the course).

You have until (date) to either accept this action or have your case forwarded to the College Hearing Committee for second-level resolution. Please see the Student Code of Conduct for further information and guidance about your rights at www.uc.edu/studentlife/conduct

C. Notification if the Student Denies Misconduct

Given the fact that you have denied that the incident of (aiding or abetting academic misconduct/cheating/fabrication/plagiarism) with which I have charged you occurred, this matter is being forwarded to the College Hearing Committee for second-level resolution. Please see the Student Code of Conduct for information about this process and for guidance about your rights at www.uc.edu/studentlife/conduct

Revised June 2005



Developing Character and Establishing Integrity

Respect, Equality, Responsibility, Civility, Honesty, Character, Integrity, Caring, Just

The Mission of the Office of University Judicial Affairs is to support the mission of the University of Cincinnati, through the implementation of the Student Code of Conduct (the university code of behavior), educational programs/sanctions, interventional programs and a due process judicial system. The Office of Judicial Affairs is committed to promoting a safe, orderly, civil, and just community by utilizing the Student Code of Conduct to hold students accountable for decisions and behavior that impact the university community

CLASSROOM DISRUPTION

Classroom disruption has been viewed as being likely to substantially or repeatedly interfere with the conduct of class. Examples include, but are not limited to, repeated, unauthorized use of a cell phone during class time; persistent speaking without being recognized, pagers beeping, inappropriate or disrespectful comments to professors or other students, or making physical threats to either professors or other students.

Faculty may discourage classroom disruption by stating reasonable expectations in advance as well as in the class syllabus. Both the underlying reasons for the expectations and the consequences of disruptions may be included in the syllabus. Key factors in responding to classroom disruptions are clear expectations, courtesy and fairness in response and progressive discipline.

How to respond when a classroom disruption occurs:

Faculty may consider a general word of caution, such as “there are too many private conversations going on during the lecture, let’s focus on the topic.” If the behavior is irritating, but not disruptive, faculty may speak to the student in a courteous manner, indicating further discussion can occur after class. Disruptive behavior needs to be addressed before it becomes an ongoing incident.

Persistent disruptions:

A student who persistently disrupts class may be directed by faculty to leave the classroom for the remainder of the class period. The student should be given reasons(s) for such action and an opportunity to discuss the matter as soon as practicable.

When to call the police:

Faculty may call the campus police when there is any threat of violence or other unlawful behavior to the student him/herself, to other students or to the academic faculty. Also, a student’s refusal to leave class after being told to do so is grounds for calling the police.

Faculty may keep written records of all alleged classroom disruptions, including date, time and disruptive behavior.

The disruptive student should receive progressive disciplinary action:

- Faculty may ask the student to stop the disruptive behavior and warn the student that further disruption can result in student disciplinary action.
- If the student continues the disruptive behavior despite a warning, faculty may then ask the student to leave and may inform the student that the incident will be referred for disciplinary action.
- If the student then refuses to leave the area after being instructed to do so, faculty may inform the student that refusal may be deemed a separate violation of the Student Code of Conduct.
- If the student persists in the disruptive behavior and refuses to leave, then the faculty may call the campus police.
- Disruptive behavior is a direct violation of the Student Code of Conduct. All such incidents should be referred to:

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