Academic Misconduct Process—Instructor Guide

The original jurisdiction of any case involving academic misconduct shall be with the instructor in whose course the alleged misconduct occurred and in the absence of the instructor with the Department Chair of the course. An instructor who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may consult the CCA to learn whether there is any record of prior academic misconduct.

As the instructor, if you believe that a student has committed an act of academic misconduct outlined in the Student Code of Conduct (www.uc.edu/conduct), please refer to the procedural steps below to address the alleged violation.

Notification of Misconduct:

- You have 10 business days after discovering the misconduct to formally notify the student of the allegation. Formal notification entails completing Form A and sending it to the student via email or in person.
- You must send Form A to the student within the 10 day period. If you do not, the allegation will be dismissed.

Form A:

- When completing Form A, the instructor should fill in all sections as indicated.
- The instructor should describe the alleged violation(s) as much as possible, so the student is clearly aware of the allegation.
- When selecting the sanction(s), the instructor may add additional notes in the “Other” section. In this space, instructor may recommend an educational sanction and provide specific instructions, if need be.
- The student must respond within 5 business days of receiving Form A. If the student does not, the violation and proposed sanction(s) will be adopted as the final decision to resolve the case. Formal notification via Form B should then be sent to the student and to the College Conduct Administrator (CCA). Your CCA can be found at www.uc.edu/conduct/Incident_Reporting
- The student has two response options:
  1. Accept responsibility for the misconduct and the proposed sanction; or
  2. Respond to the instructor and challenge the finding of misconduct and/or to discuss the sanction(s) commensurate to the violation.
- If the student chooses option 2, the student must meet with the instructor within the initial 5 day period of receiving Form A.
- Based on the instructor’s discussion with the student, the instructor has two options:
  1. Dismiss the allegation(s) completely, which resolves the case; or
  2. Send Form B to the student with the allegation(s) and proposed sanction(s), with any adjustments.
- The instructor must take action within 5 business days after the meeting with the student or the allegations will be considered dismissed.
Form B:

- Form B is very similar to Form A. It will prompt the instructor to fill out much of the same information. The instructor should make adjustments to the form based on the conversation with the student, if need be.
- The student has 3 options to respond to Form B:
  1. Accept responsibility for the misconduct and the sanction(s);
  2. Accept responsibility, but dispute the sanction(s) and request a College Hearing Panel review; or
  3. Deny responsibility and request a College Hearing Panel review.
- If the student selects option 1, notify the CCA of the college of the misconduct and the resolution through form B. The instructor can then impose the sanction as well.
- If the student selects option 2 or 3, notify the CCA of the college, by providing a copy of form B and the student. The CCA will convene a College Hearing Panel to review the student’s challenge.
- **If the student fails to respond to Form B within a 5 day period, the sanction(s) will be final.**

College Hearing Panel (CHP):

- If a CHP is convened, the instructor will be asked to appear at the hearing and give a verbal description with supporting documentation of the alleged misconduct.
- The CHP shall consist of: the hearing chair, one representative selected by the college faculty and one representative selected either by the college tribunal or student government for undergraduates, or by the graduate college tribunals or graduate student governance association for graduate students. The hearing chair shall be the CCA or designee. The hearing chair shall vote only in the event of a tie.
- If the instructor chooses to not to attend, the instructor may submit a written statement with supporting documentation of the alleged violation for review.
- The student has the right to attend and dispute any allegation of misconduct presented by the instructor.
- At this point in the process, the CHP will make a determination of responsibility and sanction when appropriate and submit a recommendations to the Dean of the college.
- The Dean will either concur, modify, or reject the recommendations and then notify all the parties involved of the decision.