Academic Misconduct Process – Instructor Guide

The original jurisdiction of any case involving academic misconduct is with the instructor in whose course the alleged misconduct occurred and, in the absence of the instructor, with the Department Chair of the course, or the Dean, or designee. An instructor who suspects a student of academic misconduct or who receives a complaint alleging misconduct should consult the College Conduct Administrator (CCA) to learn whether there is any record of prior academic misconduct and consider this when assigning sanctions. CCAs for each college can be found at the following link: https://www.uc.edu/conduct/Incident_Reporting.html

If an instructor believes that a student has committed an act of academic misconduct, outlined in the Student Code of Conduct, the instructor should refer to the procedural steps below to address the alleged violation or click here for step-by-step instructions with voiceover.

Key Things to Know About the Academic Misconduct Process:

- All timelines for the academic misconduct process are business days and exclude weekends, holidays, term breaks, and anytime when the university is not in session.
- The instructor must refrain from any action (including giving a grade) until the process has concluded. If it is the end of the semester and grades must be submitted, the instructor should submit an “I” and update the registrar with the actual grade once the process is completed.
- When signing Notification or Resolution Forms, both instructors and students must physically sign the form.

Notification of Misconduct:

- The instructor has 10 business days after discovering the misconduct to formally notify the student of the allegation. Formal notification entails completing a Notification Form and sending it to the student via email or in person.
- Under the Student Code of Conduct (SCOC), students are allowed to continue in the course without prejudice until the academic misconduct process has concluded. The academic misconduct process concludes after students have exhausted their appeal and/or the time to appeal the outcome has lapsed.
- The instructor must send the Notification Form to the student within the 10 day period. If the instructor does not, the allegation will be dismissed.

Notification Form:

- When completing the Notification Form, 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.
- The instructor may choose any of the sanctions on the Notification Form or describe additional sanctions or instructions in the “Other” section.
- Incidents may be resolved informally via educational conferences. Please see the guide for educational conferences on the faculty Canopy Community site. Contact your CCA if you do not have access to this site.
- Upon receiving a Notification Form, the student has two options:
  1. **Option 1:** Accept responsibility for the misconduct and the proposed sanction; OR
  2. **Option 2:** Respond to the instructor to challenge the finding of misconduct and/or to discuss if the sanction(s) are commensurate to the violation.
- If the student chooses Option 1, they must send the Notification Form back to the instructor within 5 days. The instructor will then forward this to their CCA, and the student must complete the agreed upon sanctions.
• If the student chooses Option 2, the student must meet with the instructor within 5 business days of the instructor’s receipt of the Notification Form.

• Based on the instructor’s discussion with the student, the instructor has three options:
  1. Dismiss the allegation(s) completely, which resolves the case, and send an updated Notification Form to the CCA with the dismissed allegations;
  2. Send a Resolution Form to the student with adjusted allegations and sanctions based on conversation; OR
  3. Send a Resolution Form to the student with the same allegations and sanctions if discussion with the student did not change anything.

• The instructor must take action (aka send Resolution Form to CCA and student) within 5 business days after the meeting with the student or the allegations will be considered dismissed.

• If the student fails to respond to the Notification Form within 5 days, the instructor should send the student a Resolution Form, cc’ing the CCA.

Resolution Form:

• A Resolution Form is sent to a student for three reasons:
  1. The student did not respond to the Notification Form within 5 days;
  2. The instructor met with the student and adjusted their sanctions – document this on the Resolution Form; OR
  3. The instructor met with a student and did not adjust their sanctions – put proposed sanctions on the Resolution Form.

• The Resolution Form is very similar to the Notification Form. It will prompt the instructor to fill out much of the same information. However, it is necessary because it provides the student with an option to move onto a College Hearing Panel.

• The student has 3 options to respond to a Resolution Form:
  1. Option 1: Accept responsibility for the misconduct and the sanction(s);
  2. Option 2: Accept responsibility, but dispute the sanction(s) and request a College Hearing Panel review; OR
  3. Option 3: Deny responsibility and request a College Hearing Panel review.

• If the student selects Option 1, forward the Resolution Form to the CCA. The student must complete the agreed upon sanctions

• If the student selects Option 2 or 3, forward the Resolution Form to the CCA and cc the student. The CCA will convene a College Hearing Panel to review the student’s challenge.

• If the student fails to respond to the Resolution Form within a 5 day period, forward the Resolution Form to the CCA. The sanctions and findings will be final.

College Hearing Panel (CHP):

• If a CHP is convened, the instructor will be asked if they would like to appear at the hearing and give a verbal description with supporting documentation of the alleged misconduct.
  o 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 or sanctions.

• The CHP shall consist of: the hearing chair, one representative selected by the college faculty, and one representative selected either by the college tribunal of Student Government for undergraduates, or by the graduate college tribunal of Graduate Student Governance Association for graduate students. The hearing chair will be the CCA or designee. The hearing chair will only vote in the event of a tie. The student and instructor can challenge any member of the CHP for conflict of interest via an email to the CCA.
• At this point in the process, the CHP will make a determination of responsibility and sanctions 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.