

# Reporting Instances of Academic Misconduct

There are two University policies that focus on academic misconduct and plagiarism. The first, which covers all forms of academic misconduct (including plagiarism), is University Policy 3C2--Student Academic Code, <http://www.siu.edu/policies/3c2.shtml>. In addition (and somewhat confusingly), there is a stand-alone policy just on plagiarism, <http://www.siu.edu/policies/1i6.shtml>.

This handout was developed to highlight the basic faculty roles in applying sanctions for and reporting incidents of academic misconduct as outlined in these two policies.

## **Faculty Members' Roles:**

Faculty members have two basic roles under University policies:

1. Select and apply the appropriate sanctions for instances of academic misconduct which occur within their own classes.
2. Report incidents of intentional academic misconduct (including plagiarism) to the Coordinator for Policy—Office of the Provost.

## **Faculty Imposed Sanction:**

When an instructor believes academic misconduct has occurred, University policy gives the instructor broad discretion to choose and apply one of the following sanctions:

1. **“Teaching Moment”**: Discuss the situation with the student and give them an opportunity to correct the problem. [University Policy 3C2, Section D]
2. **“Fail the Assignment”**: Failing grade for the assignment. Instructors who impose this sanction shall immediately notify, in writing, the student. [University Policy 3C2, Section D]
3. **“Fail the Course”**: Failing grade for the course. Instructors who impose this sanction shall immediately notify, in writing, the student. The instructor should also immediately notify the chair or coordinator, and the appropriate Dean. Instructors should also notify the Service Center immediately, in writing, of the action and specify that the students may not re-enroll in any other section of the course for that term nor drop the course or change the registration to an audit. [University Policy 3C2, Section D]

**\*\*Special Note:** In cases involving plagiarism, University Policy 1i6 “Plagiarism” states: “Normally a student who plagiarizes shall receive a grade of E [F Effective Fall 2001] in the course in which the act occurs.”

4. **“Removal from Field Experience.”** Removal from the field experience. Instructors who impose this sanction shall immediately notify, in writing, the student. [University Policy 3C2, Section D]

Four Critical points:

- The instructor of record, not the Office of the Provost, determines which of the four sanctions described above is appropriate.
- Instructors must notify the students, in writing, of the sanction being imposed. Email to official SIUE accounts is fine.
- Students have rights, too. A student who contends the sanction to be inappropriate may grieve the imposition of the sanction in accordance with the Student Grievance Code. <http://www.siue.edu/policies/3c3.shtml>
- Instructors are required to report incidents of academic misconduct that are deemed to be “intentional” to the Coordinator for Policy, Office of the Provost.

### **Reporting the Incident to the Office of the Provost:**

After assigning a sanction and writing to the student, faculty members need to report the incident of academic misconduct to the Coordinator for Policy, Office of the Provost.

The preferred and easiest option is to utilize the web-based reporting form found on the Provost’s website: <http://www.siue.edu/provost/>. In the lower left hand portion of the webpage is a list of “Forms,” click on the link called “Academic Misconduct Reporting Form.”

### **Role of the Coordinator for Policy (Office of the Provost):**

All students reported to the Coordinator (Office of the Provost) are entered into an academic misconduct database. As new reports come in, these are checked against the database to determine if the student has multiple incidents or not.

- A. First complaint: If this is a first complaint, then the following steps are taken:
  - Student is sent a warning letter from the Office of the Provost, and the instructor is copied on this communication.
  - Student’s name entered into academic misconduct database.
- B. Subsequent complaints or multiple reports of Academic Misconduct:
  - The Coordinator for Policy, on behalf of the University, initiates a “formal charge” of academic misconduct against student.
  - Formal charges of academic misconduct allow the University to apply sanctions that are above and beyond those available to individual faculty members. For example, suspending a student from the University, or even expulsion.

If you have any questions about these policies, please don’t hesitate to contact Dr. Tom Jordan [Coordinator for Policy, Ext. 3678, [thjorda@siue.edu](mailto:thjorda@siue.edu)]