

Current Version:

AR 15. Honesty in Academic Work

The administration of the classroom rests with the instructor. When evidence of academic dishonesty comes to the instructor's attention, the instructor should: (a) document the incident, (b) permit the accused student to provide an explanation, (c) advise the student of possible penalties, and (d) take action. The instructor may impose any academic penalty up to and including an F grade in the course after consulting with his or her department chair and informing the student of the action taken. Using the standard form, the instructor must report the incident and the action taken to his or her department chair, who, in turn, shall forward the report to his or her dean.

If the student is not enrolled in the college or school in which the course is offered, the dean of that college shall forward the report to the dean of the college or school in which the student is enrolled for possible disciplinary action.

Grade penalties imposed as a result of academic dishonesty may be appealed by the student in accordance with the procedures developed by the department and college or school in which the course is offered.

Suggested Version

AR 15. Honesty in Academic Work

Overview:

The violation of academic honesty is a serious charge for a student, as the penalty may include expulsion from the University for severe or repeated violations.

Notice of potential penalty:

All course syllabi will include the statement: Students found to have violated academic honesty policy may be subject to failure of the course for a first time offense.

Creation of an independent evaluator role:

To protect the student's rights, there is a separation of the roles between the reporting faculty and the determination of violation of academic honesty with the creation of a college hearing officer. The college hearing officer's role is to oversee the academic honesty violation process and to determine if such violation has occurred. . The college hearing officer will be from the college where the violation is alleged to have occurred and may differ from the student's academic home college.

The process for determination of a violation of academic dishonesty:

If a faculty member believes that a student has violated the academic honesty policy and wishes to impose an academic penalty for the violation, then the faculty is encouraged to meet with the student, college hearing officer, and/or department chair to gather information. If the result of these meetings reveals that academic honesty policy may have been violated and the faculty member is seeking any

penalty for this violation, the following procedures shall be followed to ensure that the student's due process rights are protected during the process.

The reporting faculty will meet with their college hearing officer to prepare and submit an Academic Dishonesty Report Form (ADRF). **[Add link to online services for this form]**. The student is notified that an ADRF has been filed and has three business days to respond to college officer to schedule a meeting. Failure to schedule a meeting will likely result in a hearing in absentia.

During this meeting, the college officer will explain the ADRF and the student's rights during this process; additionally, the list of rights will be provided to the students. [Add link to online form of student right]. The student will acknowledge the receipt of these forms and has five business days to provide a statement in response to the ADRF. Failure to provide a response will likely result in a hearing without the student's explanation.

The college hearing officer reviews the case and determines whether academic honesty has been violated. If a violation has been determined, the college hearing officer confers with the Student Conduct and Community Standards (SCCS) to determine the appropriate sanctions that depend on severity and frequency of the violation of academic honesty policies. **[Add link to appropriate sanctions]**. The student, reporting faculty and appropriate department chairs are notified in writing of results. Other impacted parties are notified as needed, such as Honors College, ISAS/INTO OSU/ E-Campus. Additionally, if the student is a graduate student, the graduate school will be notified by the college hearing officer and if the student is in a professional program, their Dean will be notified.

The Appeals Process:

If a finding of a violation of academic honesty has occurred, the student may appeal this finding using the Academic Dishonesty Appeals Form (ADAF). [Add link to online form here] and submit their appeal within five business days from receiving the written decision to Appeals Hearing Officer.

The Appeals Case Manager assembles the material for the Appellate Hearing Officer. If the student is a graduate student, the Appellate Hearing Officer is the Vice President, Dean of Graduate Students; if the student is in a professional program, the Appellate Hearing Officer will be the Dean of their program; and all other students will have the Vice President, Dean of Undergraduate Student as their appellate hearing officer. The appellate hearing officer will confer at minimum with the student, College Hearing Officer and faculty member that submitted the ADRF; other impacted parties will be conferred as necessary. The appellate officer will notify all parties of their final decision in writing.