



## OVERVIEW

The *Code of Student Conduct* states that students found to have engaged in academic dishonesty, which encompasses such activities as cheating, plagiarism, unauthorized collaboration, misrepresentation and bribery, are subject to disciplinary sanctions. (Section 5 of the *Code of Student Conduct* provides a comprehensive listing of misconduct that is subject to disciplinary sanctions, as well as relevant terms and definitions.)

As stated in Section 5.A. of the *Code of Student Conduct*, “Faculty members have full authority in determining the action to be taken in cases of academic dishonesty.” (Section 5.A. of the *Code of Student Conduct* provides a comprehensive range of sanctions available to the faculty member.)

If you believe a student has engaged in academic dishonesty, you should first notify and meet with the student. If, after discussing the circumstances with your student, you still believe that academic dishonesty occurred, you will need to consider

- How to implement the statements on your syllabus addressing academic dishonesty, and
- Whether to take any additional action. (You have three options:
  - 1) Take no further action; or
  - 2) File a *Report of Academic Dishonesty* for reporting purposes only; or
  - 3) File a *Report of Academic Dishonesty* for review through the Student Conduct System.)

If you submit a *Report of Academic Dishonesty* for reporting purposes only, the first report prompts no further action. If the Student Life Office receives a second *Report of Academic Dishonesty* on the same student, the Registrar will automatically file a formal complaint against the student for review through the Student Conduct System. Any report after a second will launch another complaint. (See the *Code of Student Conduct*, Sections 4 and 5.)

If you file a *Report of Academic Dishonesty* for review through the Student Conduct System, the Student Life Office will administer the complaint and conduct a formal investigation.

## PROCEDURE

Follow these procedures for dealing with academic dishonesty situations at Nebraska Wesleyan:

### I. NOTIFY THE STUDENT

As soon as possible, contact the student to arrange a face-to-face meeting to discuss your concerns. Consider using all of the following ways to contact the student to ensure that he or she receives the message: e-mail, telephone, campus mail, or U.S. mail (for students living off-campus).

[If the student does not respond, skip to Item III of these procedures.]

### II. CONSULT WITH THE STUDENT

Follow these steps during your consultation with the student to help determine whether academic dishonesty occurred:

- Explain why you believe the student has engaged in academic dishonesty. (Show relevant materials to the student.)

- Allow the student to respond to your observations. Terminate the conversation when no further information appears forthcoming. (Be prepared for tears or anger.)
- If you conclude that the student **has not** engaged in academic dishonesty, resolve the current situation and discuss strategies for avoiding future misunderstandings. If, however, you conclude that the student **has** engaged in academic dishonesty, proceed to the next step.

### **III. DETERMINE THE ACTION TO TAKE WITHIN YOUR COURSE**

The instructor of the course always determines any sanctions that are applicable within the course itself.

- Refer to the syllabus for the class in which academic dishonesty occurred. Your syllabus determines the parameters for sanctions for academic dishonesty within your course; i.e., any impact on the student's grade. (See 5.A. of the *Code of Student Conduct*.)
- Be sure that the student understands the sanctions assigned for the violation.

### **IV. DETERMINE ANY ADDITIONAL ACTION**

#### **A. TAKE NO FURTHER ACTION**

If you believe the action taken in your course is sufficient, bring closure to the incident by informing the student that you will take no further action.

**(OR)**

#### **B. FILE A REPORT OF ACADEMIC DISHONESTY FOR REPORTING PURPOSES ONLY**

If you believe an incident should be recorded but does not demand immediate sanctions beyond those related to your course, then submit a *Report of Academic Dishonesty* indicating "for reporting purposes only" as the type of report. Review the *Report of Academic Dishonesty* form with your student during your consultation meeting. You may complete the form before your meeting or you may complete it during your consultation with the student.

- Submit the *Report of Academic Dishonesty* form. Attach supporting documents such as the exam, crib notes, electronic media, or the plagiarized paper with a copy of source material. Be sure to check the box that says, "Email me a copy of this report" so that you can retain a copy of all materials for your own files.

If your student fails to keep the appointment, complete the *Report of Academic Dishonesty* form, noting clearly that the student failed to keep the appointment.

If the student does not agree with the report, he/she may

- Provide comments on the *Report of Academic Dishonesty* form during the consultation; or
- Send comments in memo form after the *Report of Academic Dishonesty* form is filed for attachment to the form.

If the student contacts you after the report has been filed and explains the situation to your satisfaction, the two of you together may craft a memo describing the resolution of the incident. Submit this explanation to the Student Life Office for attachment to the original report.

A report will be retained in the Student Life Office until the student graduates, at which time the report will be destroyed.

(OR)

**C. FILE A REPORT OF ACADEMIC DISHONESTY FOR REVIEW THROUGH THE STUDENT CONDUCT SYSTEM**

If you believe an incident requires immediate sanctions beyond those related to your course, then you should go to the Student Conduct System.

Complete a *Report of Academic Dishonesty*, indicating “for review through the Student Conduct System” as the type of report.

- Note that you will be asked what remedy you desire (which is beyond any grade penalties you may have assigned as outlined in your syllabus). Penalties might include disciplinary probation, suspension, expulsion, or other sanctions that are outlined in Section 6 of the *Code of Student Conduct*.
- Attach supporting documents such as the exam, crib notes, electronic media, or the plagiarized paper with a copy of source material. Be sure to check the box that says, “Email me a copy of this report” so that you can retain a copy of all materials for your own files.

A Student Conduct Board Review Committee will determine if a formal conduct hearing is necessary. If the student has taken responsibility for the behavior, and/or the case appears to be clear-cut, the committee will generally assign sanctions, which are communicated to the student and instructor by the Assistant Dean for Student Success. If there appears to be conflicting information or confusion, the committee will recommend a formal hearing.

If a formal hearing is held, the faculty member and the student are both requested to attend to explain the situation and to answer questions from Student Conduct Board members. Hearings typically last about thirty minutes.

In a closed session, The Student Conduct Board then determines if misconduct occurred, and if so what sanctions will be assigned. This decision is communicated to both student and instructor.

The student may appeal the decision of the Student Conduct Board to the President of the University, whose decision on the appeal is final.