

## **POLICY AND PROCESS ON REPORTING ACADEMIC MISCONDUCT**

**POLICY:** Submission of the Report of Academic Misconduct form is mandatory whenever faculty members encounter academic misconduct in their courses to which they wish to apply an academic sanction.

Academic misconduct violates the Academic Dishonesty and Impropriety clause of the [Student Conduct Code](#) (Article III.C.1, p. 7-8). While TUJ's preferred approach to dealing with academic misconduct concerns is to focus on the educational, pedagogical and preventative, rather than on the punitive, we wish (i) to support faculty members when incidents of academic misconduct arise and (ii) to fully grasp the size and nature of academic misconduct problems, while (iii) clarifying students' rights to dispute allegations.

***Faculty may not apply academic sanctions unless the student expressly accepts the proposed sanction(s), by signing a completed Report***

**PROCESS:** The instructor should **(1)** meet in person or by videoconference with the student suspected of an act of academic dishonesty and impropriety, **(2)** present the evidence of the violation, and **(3)** request an explanation from the student. The proposed sanction(s) can be reported to the student during the meeting.

Depending on the nature of the misconduct, it may be helpful to remind the student that, as noted in the [Student Conduct Code](#), university policy is that a student who has been informed that academic misconduct is suspected may not drop or withdraw from the course if a failing grade for the course is given as a conduct sanction, or if any sanction is disputed or further sanctions are being considered. Any such drops or withdrawals may be reversed by the university.

After meeting the student, if the instructor decides that sufficient evidence exists that a violation has occurred, the instructor **(5)** completes the Report of Academic Misconduct form, indicating the nature of the violation and all sanction(s) to be applied, **(6)** attaches a description of the facts believed to constitute the violation and copies of all supporting evidence (see the instructions to the form), and then **(7)** gives the Report and supporting evidence to the student to review. **(8)** The student may elect to sign the Report, by choosing one of three alternative resolutions (admitting responsibility for the violation and accepting the academic penalty proposed (Resolution 1), pleading 'no contest' (Resolution 2), or rejecting responsibility or sanctions and initiating an appeal (Resolution 3)), in which case they should return the signed Report to the instructor. **(9)** After receiving the signed Report from the student, or a response that the student will not sign, the instructor then forwards the completed Report with all attachments to (a) Thomas Dreves (thomas.dreves@tuj.temple.edu) as General Counsel/Student Conduct Administrator, (b) Mai Mitsui (mitsui@tuj.temple.edu) in the office of the Associate Dean for Academic Affairs (or to the relevant program head if the course is not for credit), and (c) the Major Coordinator.

If the student has agreed to accept the sanctions imposed (Resolution 1 or Resolution 2), the faculty member then can impose the agreed academic sanction(s), and the matter is generally ended if the student has no other findings of responsibility for academic dishonesty. However, the Student Conduct Administrator may, after consultation with the ADAA, choose to apply the student conduct process to any incident. This is likely to occur if the student does not sign the Report or had prior findings of responsibility for academic dishonesty, as additional and more severe sanctions may be appropriate.