Handling Academic Misconduct
Academic Misconduct

- The teaching and learning process can be severely compromised if not addressed.

- Not just a matter between the student and the instructor.

- Most common form at Clayton State is Plagiarism.
Academic Misconduct—Why handle through official channels?

- The Code of Conduct is in essence a contract between the student and the University.

- The University must follow its published policies and procedures.

- Failure to follow procedures could jeopardize the constitutional rights to due process.

- Protects the instructor and the University from legal liability.

- The process provides options for both the student and the instructor.
Handling an alleged incident of Academic Misconduct

- Check with the Student Life/Judicial Officer (Jeff Jacobs) to determine if student has a previous violation. (A second offense should be referred to Judicial Office)

- Compile documentation/evidence or provide written description of matter

- If necessary, consult Judicial Officer on strength of evidence

- If reasonable causes exists, choose to handle matter with student or refer to Judicial Affairs
If contacting student regarding alleged violation:

- Review evidence and complete *Specification of Charges Form* with the student
- If student chooses adjudication by instructor, then complete the *Request for Instructor to Adjudicate Form*
- Student or faculty member may choose other referral options, in which case all materials should be sent to Judicial Affairs.

A hearing will be scheduled if a student denies a charge. It is likely the instructor will be asked to participate in the hearing.
Possible Sanctions for Academic Misconduct

- A grade of zero for the work in question
- A grade of F in the course
Information and Forms

- Student Life Webpage
- “Judicial Affairs” link
  - Student Conduct Code
  - Disciplinary Procedures
  - Faculty Guide
  - Forms
Final Thoughts

- Alerting to suspicion/providing a warning
- Do not issue a penalty or sanction without providing due process
- Contact us for assistance any time